

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**October 17, 2024**  
**6:00 PM, City Hall and Remote**

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

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

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

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

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

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

**a) Water Adjustment** - Michael and Tamara Sullivan (meter no. 809150) request a water adjustment of \$675.34 for a water leak which they have since repaired.

**b) Approve Skamania EDC Contract in the Amount of \$29,125** - The contract with Skamania Economic Development Council for general economic development services in the amount of \$29,125 is presented for council approval.

**c) \*Approve Wallis Engineering Contract in the Amount of \$265,530.54** - In September, the Council approved this contract subject to WSDOT approval. WSDOT requested changed to some contract language. The Scope and Fee remain the same. The signed contract is presented for Council ratification.

- d)** \***Approve SGR Contract in the Amount not to exceed \$28,900** - The contract with Strategic Government Resources for Executive Recruitment Services was authorized in September. The contract language was amended. The scope remains the same. The fee remains NTE \$28,900 plus actual travel costs over and above the contractual allotment. The contract is presented for council ratification.
- e)** **Authorize DNR Contract in the Amount of \$48,600**- The grant contract with the Department of Natural Resources for Utility Conflict Canopy Preservation (Undergrounding) Plan in the amount of \$48,600 is presented for council authorization for the mayor to sign once DNR has approved the scope of work.
- f)** \***Minutes** of the September 19th regular meeting and September 26th special meeting.
- g)** \***Approve appointment of Ray Broughton as Fire Chief, effective 1/1/2025**- The volunteer membership recommended Mr. Broughton's appointment on 10/7/2024. Skamania County Fire District #2 approved the recommendation on 10/14/2024. Before the Mayor can make the appointment, the Council must approve.

MOTION: "to approve Consent Agenda items a-g."

## 5. SHERIFF'S OFFICE REPORT:

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

## 6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a)** **Regional Transit Presentation** - Mid-Columbia Economic Development District Senior Project/Mobility Manager Kathy Fitzpatrick, Columbia Gorge Tourism Alliance Network Director Emily Reed, and Skamania County Senior Services Program Manager Sophie Miller will present on current projects and enhancements to local and regional transit services.

## 7. PUBLIC HEARINGS:

- a)** **Proposed 2025 Budget Hearing** - Staff presents the 2025 proposed budget for public comment and council discussion. Comments will be addressed in the next budget iteration.

## 8. COUNCIL BUSINESS:

- a) **Transportation Benefit District Establishment-First Reading** - Staff presents resolution 2024-444 regarding the sales tax ballot measure for the Stevenson Transportation Benefit District for council discussion and consideration.

MOTION: To adopt resolution 2024-444 providing for a ballot proposition to be submitted to the qualified electors of the City on February 11, 2025 to authorize a sales and use tax to fund street repairs, pedestrian safety, snow plowing, reduce sewer utility rates and generate revenue by establishing a three-tenths of one percent (0.3% or 3 cents of every ten dollars) sales tax rate within the Stevenson Transportation Benefit District ending after 10 years generating approximately \$270,000.

**9. INFORMATION ITEMS:**

- a) **Contracts Awarded Administratively** - The report on contracts, purchases, and change orders over \$10,000 approved administratively over the past month is attached.
- b) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.
- c) **Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.

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

- a) Ben Shumaker, Community Development Director/ Interim City Administrator
- b) Carolyn Sourek, Public Works Director

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

- a) \*September 2024 payroll and October 2024 AP checks have been audited and are presented for approval. September payroll check 18108 totals \$155,530.01 which includes EFT payments. September 2024 AP checks 18109 thru 18167 total \$420,429.59, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

**12. MAYOR AND COUNCIL REPORTS:**

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

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

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

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

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*UPCOMING MEETINGS AND EVENTS:*

- Monday, November 12th, 6pm, Planning Commission Meeting
- Wednesday, November 13th, 6pm, Special Council Meeting - 2025 Budget
- Thursday, November 21st, 6pm, Regular City Council Meeting



July 23, 2024

Leana Kinley, Administrator  
City of Stevenson  
P.O. Box 371  
Stevenson, WA 98648

**RE: 2025 Contract for Services**

Dear Leana,

Thank you for the City's continued support of the Skamania Economic Development Council (SEDC) over the years. Your partnership has been important to our success.

Enclosed please find two copies of the proposed 2025 Scope of Work (Attachment A) between the City of Stevenson and the SEDC. The SEDC's 2025 funding request is \$29,125 (\$8.50 per capita, 1,590 population based on Washington State's 2024 OFM (\$13,515), plus \$2,360 for the Skamania County SBDC Position, plus \$13,250 for CFM Advocates).

SEDC looks forward to continuing our partnership in promoting economic development within the City of Stevenson through the 2025 contract period.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin Waters", is written over the word "Sincerely,".

Kevin Waters  
Executive Director, Skamania EDC

Attachment

Cc: SEDC Board of Directors

## SERVICE CONTRACT

This agreement made and entered into this 1<sup>st</sup> day of January, 2025 between the **CITY OF STEVENSON**, a municipal corporation of the State of Washington, hereinafter referred to as “City,” and the **SKAMANIA ECONOMIC DEVELOPMENT COUNCIL**, a non-profit corporation, hereinafter referred to as “EDC.”

### Recitals

The City of Stevenson needs to establish and update a list of economic development projects to maintain eligibility for federal and state grant assistance.

The City wishes to increase dissemination of information regarding business opportunities and industrial expansion within the City; and improve efficiency of existing businesses by acting as an educational resource to business owners.

Among other things, the EDC is formed to promote economic development and encourage business expansion in the local area.

It is in the City’s interest to contract with the EDC to perform certain services relating to the general economic development of the City, and to provide technical assistance to new and existing businesses.

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

1. **Services Rendered:** The EDC will perform the work set forth on the Scope of Work attached hereto as “Attachment A,” which is incorporated herein by reference.
2. **Completion:** The term of this agreement shall be for twelve (12) months, the EDC shall complete the services to be performed under this agreement on or before December 31, 2025.
3. **Payment:** In consideration of the work to be performed as described in “Attachment A,” City will pay EDC the total sum of **Twenty-Nine Thousand, One Hundred Twenty-Five Dollars (\$29,125)**. Not later than June and December the EDC will submit a request for payment and a report of work completed. Upon receipt of each satisfactory work report, City will pay EDC one-half of the total consideration, or **Fourteen Thousand Five Hundred and Sixty-two Dollars and Fifty cents. (\$14,562.50)** on a net 30-day term. After written notice to EDC, City may withhold payment if EDC cannot demonstrate substantial compliance with the terms of “Attachment A” 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 City will be excused from further performance hereunder.

4. **Termination and Waiver:** Upon default by either party of one 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. Upon termination of this agreement, all property created under this agreement still in the possession of EDC shall be returned to the City within ten (10) days.
5. **Financial Records:** EDC 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 City, State of Washington or federal auditors.
6. **Status of EDC:** a) It is hereby understood, agreed and declared that EDC is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein. b) The EDC covenants that all licenses, tax I.D. Numbers., bonds, industrial insurance accounts or other matters required of the EDC by federal, state or local governments in order to enable the EDC to do business, have been acquired by the EDC and is in full force and effect.
7. **Insurance and Indemnification:** EDC agrees to indemnify and hold 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.  
  
EDC 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 EDC employees, agents, contractors, subcontractors or other representatives.
8. **Assignment:** This agreement shall not be transferred, assigned or sublet by either party without prior written consent of the other party.
9. **Ownership of Work Product:** All brochures, pamphlets, displays and any other product or idea created or produced by EDC under the terms of this agreement shall be and remain the property of City.
10. **Completeness of Agreement and Modification:** This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.

11. **Equal Opportunity and Compliance with Laws:** EDC shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, EDC shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
  
12. **Governing Law and Venue:** The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that Skamania County shall be the venue for any litigation brought in relation to this agreement.
  
13. **Costs and Attorney Fees:** If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees 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.
  
14. **Certification of Authority:** The parties hereby certify that the persons executing this agreement on behalf of City and EDC have legal authority to enter into this agreement on behalf of City and EDC and are able to bind City and EDC in a valid agreement on the terms herein.

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

**CITY OF STEVENSON**

**SKAMANIA ECONOMIC  
DEVELOPMENT COUNCIL**

By \_\_\_\_\_  
Scott Anderson, Mayor

By  \_\_\_\_\_  
Executive Director

ATTEST:

\_\_\_\_\_  
Leana Kinley, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert Muth, City Attorney



**CITY OF STEVENSON**  
**SCOPE OF WORK FOR ECONOMIC DEVELOPMENT SERVICES**  
**2025**  
**ATTACHMENT “A”**

The Skamania Economic Development Council will perform the following economic development services for the City of Stevenson during the 2024 contract period:

1. Coordinate with the City on priority projects for inclusion in the Comprehensive Economic Development Strategy (CEDS) submitted to the Mid-Columbia Economic Development District (MCEDD), which establishes eligibility for federal grant dollars. Coordinate with MCEDD to ensure efficient implementation of economic development activities.
2. Provide biannual progress reports to the City outlining economic development activities. When requested, attend Stevenson City Council to discuss the status of economic development projects affecting the City of Stevenson. Report on progress made on City deliverables.
3. Provide business retention and expansion services to businesses located within the City of Stevenson through one-on-one counseling through the EDC, SCORE, or referrals.
4. Provide access to training opportunities to Stevenson businesses through workshops or training events available through the EDC and its economic development partners.
5. Market and operate the EDC’s revolving loan fund programs to assist existing downtown businesses and start-up businesses.
6. Promote business workshops, business resource information, and training opportunities through the Economic Development Council or its partners via the EDC’s website, e-mail, or social media.
7. Provide technical assistance for grant and loan applications to the City on a project specific basis.
8. Serve on the Washington Economic Development Association to provide input for legislation pertinent to the economic success of rural communities especially the City of Stevenson.
9. Visit Stevenson businesses on a regular basis to determine the needs for the local city business owners.

10. Continue to contract with the State of Washington's Department of Commerce as the Associate Development Organization (ADO) for Skamania County. Performance measures for the ADO contract include specific economic development targets for recruitment and marketing activities, business retention and expansion services, readiness and capacity engagements, and community activities.
11. Develop and maintain new SBDC Contract, Position and Services shared with Skamania and Klickitat County.
12. Manage and maintain CFM Advocates and their contract between the SEDC and CFM. Give quarterly updates with City on CFM's progress and projects.

# Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement

Agreement Number: 1005-ST

|  |  |
|--|--|
| Firm/Organization Legal Name (do not use dba's):<br><b>Wallis Engineering, PLLC</b>  |  |
| Address<br>215 W. 4th Street, Suite 200, Vancouver, WA 98660   | Federal Aid Number   |
| UBI Number<br><b>601-923-546</b>   | Federal TIN<br><b>91-1944973</b>   |
| Execution Date   | Completion Date<br><b>12/31/2026</b>   |
| 1099 Form Required<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  | Federal Participation<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Project Title<br><b>Lasher Street Improvement</b>  |  |
| Description of Work<br>Addition of sidewalk, stormwater controls and amenities (1 side from Jefferson Street to end). Add sidewalk, stormwater controls, and amenities (2 sides from Vancouver to Jefferson Street). Calm traffic at Jefferson Street intersection. The city may choose to supplement this agreement into future phases (RW, CN).                |  |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No DBE Participation<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No MBE Participation<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No WBE Participation<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No SBE Participation | Maximum Amount Payable:<br><br><b>\$265,530.54</b>   |

## Index of Exhibits

|           |   |
|-----------|---|
| Exhibit A | Scope of Work   |
| Exhibit B | DBE Participation   |
| Exhibit C | Preparation and Delivery of Electronic Engineering and Other Data |
| Exhibit D | Prime Consultant Cost Computations                                |
| Exhibit E | Sub-consultant Cost Computations                                  |
| Exhibit F | Title VI Assurances   |
| Exhibit G | Certification Documents   |
| Exhibit H | Liability Insurance Increase                                      |
| Exhibit I | Alleged Consultant Design Error Procedures                        |
| Exhibit J | Consultant Claim Procedures                                       |

THIS AGREEMENT, made and entered into as shown in the “Execution Date” box on page one (1) of this AGREEMENT, between the City of Stevenson, hereinafter called the “AGENCY,” and the “Firm / Organization Name” referenced on page one (1) of this AGREEMENT, hereinafter called the “CONSULTANT.”

WHEREAS, the AGENCY desires to accomplish the work referenced in “Description of Work” on page one (1) of this AGREEMENT and hereafter called the “SERVICES;” and does not have sufficient staff to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary SERVICES; and

WHEREAS, the CONSULTANT represents that they comply with the Washington State Statutes relating to professional registration, if applicable, and has signified a willingness to furnish consulting services to the AGENCY.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

## **I. General Description of Work**

The work under this AGREEMENT shall consist of the above-described SERVICES as herein defined, and necessary to accomplish the completed work for this project. The CONSULTANT shall furnish all services, labor, and related equipment and, if applicable, sub-consultants and subcontractors necessary to conduct and complete the SERVICES as designated elsewhere in this AGREEMENT.

## **II. General Scope of Work**

The Scope of Work and projected level of effort required for these SERVICES is described in Exhibit “A” attached hereto and by this reference made a part of this AGREEMENT. The General Scope of Work was developed utilizing performance based contracting methodologies.

## **III. General Requirements**

All aspects of coordination of the work of this AGREEMENT with outside agencies, groups, or individuals shall receive advance approval by the AGENCY. Necessary contacts and meetings with agencies, groups, and/or individuals shall be coordinated through the AGENCY. The CONSULTANT shall attend coordination, progress, and presentation meetings with the AGENCY and/or such State, Federal, Community, City, or County officials, groups or individuals as may be requested by the AGENCY. The AGENCY will provide the CONSULTANT sufficient notice prior to meetings requiring CONSULTANT participation. The minimum required hours or days’ notice shall be agreed to between the AGENCY and the CONSULTANT and shown in Exhibit “A.”

The CONSULTANT shall prepare a monthly progress report, in a form approved by the AGENCY, which will outline in written and graphical form the various phases and the order of performance of the SERVICES in sufficient detail so that the progress of the SERVICES can easily be evaluated.

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations, and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

Participation for Disadvantaged Business Enterprises (DBE) or Small Business Enterprises (SBE), if required, per 49 CFR Part 26, shall be shown on the heading of this AGREEMENT. If DBE firms are utilized at the commencement of this AGREEMENT, the amounts authorized to each firm and their certification number will be shown on Exhibit “B” attached hereto and by this reference made part of this AGREEMENT. If the Prime CONSULTANT is, a DBE certified firm they must comply with the Commercial Useful Function (CUF) regulation outlined in the AGENCY’s “DBE Program Participation Plan” and perform a minimum of 30% of the total amount of this AGREEMENT. It is recommended, but not required, that non-DBE Prime CONSULTANTS perform a minimum of 30% of the total amount of this AGREEMENT.

In the absence of a mandatory DBE goal, a voluntary SBE goal amount of ten percent of the Consultant Agreement is established. The Consultant shall develop a SBE Participation Plan prior to commencing work. Although the goal is voluntary, the outreach efforts to provide SBE maximum practicable opportunities are not.

The CONSULTANT, on a monthly basis, shall enter the amounts paid to all firms (including Prime) involved with this AGREEMENT into the [wsdot.diversitycompliance.com](http://wsdot.diversitycompliance.com) program. Payment information shall identify any DBE Participation.

All Reports, PS&E materials, and other data furnished to the CONSULTANT by the AGENCY shall be returned. All electronic files, prepared by the CONSULTANT, must meet the requirements as outlined in Exhibit “C – Preparation and Delivery of Electronic Engineering and other Data.”

All designs, drawings, specifications, documents, and other work products, including all electronic files, prepared by the CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for these SERVICES, and are the property of the AGENCY. Reuse by the AGENCY or by others, acting through or on behalf of the AGENCY of any such instruments of service, not occurring, as a part of this SERVICE, shall be without liability or legal exposure to the CONSULTANT.

Any and all notices or requests required under this AGREEMENT shall be made in writing and sent to the other party by (i) certified mail, return receipt requested, or (ii) by email or facsimile, to the address set forth below:

If to AGENCY:

Name: Carolyn Sourek  
Agency: City of Stevenson  
Address: PO Box 371  
City: Stevenson State: WA Zip: 98648  
Email: Carolyn@ci.stevenson.wa.us  
Phone: 509-427-5970  
Facsimile:

If to CONSULTANT:

Name: Jane Vail  
Agency: Wallis Engineering, PLLC  
Address: 215 W. 4th St, #200  
City: Vancouver State: WA Zip: 98660  
Email: jane.vail@walliseng.net  
Phone: 360-695-7041  
Facsimile:

#### **IV. Time for Beginning and Completion**

The CONSULTANT shall not begin any work under the terms of this AGREEMENT until authorized in writing by the AGENCY. All work under this AGREEMENT shall conform to the criteria agreed upon detailed in the AGREEMENT documents. These SERVICES must be completed by the date shown in the heading of this AGREEMENT titled “Completion Date.”

The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the AGENCY in the event of a delay attributable to the AGENCY, or because of unavoidable delays caused by an act of GOD, governmental actions, or other conditions beyond the control of the CONSULTANT. A prior supplemental AGREEMENT issued by the AGENCY is required to extend the established completion time.

## V. Payment Provisions

The CONSULTANT shall be paid by the AGENCY for completed SERVICES rendered under this AGREEMENT as provided hereinafter. Such payment shall be full compensation for SERVICES performed or SERVICES rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete SERVICES. The CONSULTANT shall conform to all applicable portions of 48 CFR Part 31 ([www.ecfr.gov](http://www.ecfr.gov)).

- A. Hourly Rates: Hourly rates are comprised of the following elements - Direct (Raw) Labor, Indirect Cost Rate, and Fee (Profit). The CONSULTANT shall be paid by the AGENCY for work done, based upon the negotiated hourly rates shown in Exhibits "D" and "E" attached hereto and by reference made part of this AGREEMENT. These negotiated hourly rates will be accepted based on a review of the CONSULTANT's direct labor rates and indirect cost rate computations and agreed upon fee. The accepted negotiated rates shall be memorialized in a final written acknowledgment between the parties. Such final written acknowledgment shall be incorporated into, and become a part of, this AGREEMENT. The initially accepted negotiated rates shall be applicable from the approval date, as memorialized in a final written acknowledgment, to 180 days following the CONSULTANT's fiscal year end (FYE) date.

The direct (raw) labor rates and classifications, as shown on Exhibits "D" and "E" shall be subject to renegotiations for each subsequent twelve (12) month period (180 days following FYE date to 180 days following FYE date) upon written request of the CONSULTANT or the AGENCY. The written request must be made to the other party within ninety (90) days following the CONSULTANT's FYE date. If no such written request is made, the current direct (raw) labor rates and classifications as shown on Exhibits "D" and "E" will remain in effect for the twelve (12) month period.

Conversely, if a timely request is made in the manner set forth above, the parties will commence negotiations to determine the new direct (raw) labor rates and classifications that will be applicable for the twelve (12) month period. Any agreed to renegotiated rates shall be memorialized in a final written acknowledgment between the parties. Such final written acknowledgment shall be incorporated into, and become a part of, this AGREEMENT. If requested, the CONSULTANT shall provide current payroll register and classifications to aid in negotiations. If the parties cannot reach an agreement on the direct (raw) labor rates and classifications, the AGENCY shall perform an audit of the CONSULTANT's books and records to determine the CONSULTANT's actual costs. The audit findings will establish the direct (raw) labor rates and classifications that will be applicable for the twelve (12) month period.

The fee as identified in Exhibits "D" and "E" shall represent a value to be applied throughout the life of the AGREEMENT.

The CONSULTANT shall submit annually to the AGENCY an updated indirect cost rate within 180 days of the close of its fiscal year. An approved updated indirect cost rate shall be included in the current fiscal year rate under this AGREEMENT, even if/when other components of the hourly rate are not renegotiated. These rates will be applicable for the twelve (12) month period. At the AGENCY's option, a provisional and/or conditional indirect cost rate may be negotiated. This provisional or conditional indirect rate shall remain in effect until the updated indirect cost rate is completed and approved. Indirect cost rate costs incurred during the provisional or conditional period will not be adjusted. The CONSULTANT may request an extension of the last approved indirect cost rate for the twelve (12) month period. These requests for provisional indirect cost rate and/or extension will be considered on a case-by-case basis, and if granted, will be memorialized in a final written acknowledgment.

The CONSULTANT shall maintain and have accessible support data for verification of the components of the hourly rates, i.e., direct (raw) labor, indirect cost rate, and fee (profit) percentage. The CONSULTANT shall bill each employee's actual classification, and actual salary plus indirect cost rate plus fee.

- A. **Direct Non-Salary Costs:** Direct Non-Salary Costs will be reimbursed at the actual cost to the CONSULTANT. These charges may include, but are not limited to, the following items: travel, printing, long distance telephone, supplies, computer charges, and fees of sub-consultants. Air or train travel will be reimbursed only to lowest price available, unless otherwise approved by the AGENCY. The CONSULTANT shall comply with the rules and regulations regarding travel costs (excluding air, train, and rental car costs) in accordance with the WSDOT's Accounting Manual M 13-82, Chapter 10 – Travel Rules and Procedures, and all revisions thereto. Air, train, and rental card costs shall be reimbursed in accordance with 48 Code of Federal Regulations (CFR) Part 31.205-46 "Travel Costs." The billing for Direct Non-salary Costs shall include an itemized listing of the charges directly identifiable with these SERVICES. The CONSULTANT shall maintain the original supporting documents in their office. Copies of the original supporting documents shall be supplied to the STATE upon request. All above charges must be necessary for the SERVICES provided under this AGREEMENT.
- B. **Maximum Amount Payable:** The Maximum Amount Payable by the AGENCY to the CONSULTANT under this AGREEMENT shall not exceed the amount shown in the heading of this AGREEMENT on page one (1.) The Maximum Amount Payable does not include payment for extra work as stipulated in section XIII, "Extra Work." No minimum amount payable is guaranteed under this AGREEMENT.
- C. **Monthly Progress Payments:** Progress payments may be claimed on a monthly basis for all costs authorized in A and B above. Detailed statements shall support the monthly billings for hours expended at the rates established in Exhibit "D," including names and classifications of all employees, and billings for all direct non-salary expenses. To provide a means of verifying the billed salary costs for the CONSULTANT's employees, the AGENCY may conduct employee interviews. These interviews may consist of recording the names, titles, salary rates, and present duties of those employees performing work on the SERVICES at the time of the interview.
- D. **Final Payment:** Final Payment of any balance due the CONSULTANT of the gross amount earned will be made promptly upon its verification by the AGENCY after the completion of the SERVICES under this AGREEMENT, contingent upon receipt of all PS&E, plans, maps, notes, reports, electronic data, and other related documents, which are required to be furnished under this AGREEMENT. Acceptance of such Final Payment by the CONSULTANT shall constitute a release of all claims for payment, which the CONSULTANT may have against the AGENCY unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said Final Payment shall not, however, be a bar to any claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims.

The payment of any billing will not constitute agreement as to the appropriateness of any item and at the time of final audit all required adjustments will be made and reflected in a final payment. In the event that such final audit reveals an overpayment to the CONSULTANT, the CONSULTANT will refund such overpayment to the AGENCY within thirty (30) calendar days of notice of the overpayment. Such refund shall not constitute a waiver by the CONSULTANT for any claims relating to the validity of a finding by the AGENCY of overpayment. Per WSDOT's "Audit Guide for Consultants," Chapter 23 "Resolution Procedures," the CONSULTANT has twenty (20) working days after receipt of the final Post Audit to begin the appeal process to the AGENCY for audit findings

E. **Inspection of Cost Records:** The CONSULTANT and their sub-consultants shall keep available for inspection by representatives of the AGENCY and the United States, for a period of six (6) years after receipt of final payment, the cost records and accounts pertaining to this AGREEMENT and all items related to or bearing upon these records with the following exception: if any litigation, claim or audit arising out of, in connection with, or related to this AGREEMENT is initiated before the expiration of the six (6) year period, the cost records and accounts shall be retained until such litigation, claim, or audit involving the records is completed. An interim or post audit may be performed on this AGREEMENT. The audit, if any, will be performed by the State Auditor, WSDOT's Internal Audit Office and /or at the request of the AGENCY's Project Manager.

## **VI. Sub-Contracting**

The AGENCY permits subcontracts for those items of SERVICES as shown in Exhibit "A" attached hereto and by this reference made part of this AGREEMENT.

The CONSULTANT shall not subcontract for the performance of any SERVICE under this AGREEMENT without prior written permission of the AGENCY. No permission for subcontracting shall create, between the AGENCY and sub-consultant, any contract or any other relationship.

Compensation for this sub-consultant SERVICES shall be based on the cost factors shown on Exhibit "E" attached hereto and by this reference made part of this AGREEMENT.

The SERVICES of the sub-consultant shall not exceed its maximum amount payable identified in each sub consultant cost estimate unless a prior written approval has been issued by the AGENCY.

All reimbursable direct labor, indirect cost rate, direct non-salary costs and fee costs for the sub-consultant shall be negotiated and substantiated in accordance with section V "Payment Provisions" herein and shall be memorialized in a final written acknowledgment between the parties

All subcontracts shall contain all applicable provisions of this AGREEMENT, and the CONSULTANT shall require each sub-consultant or subcontractor, of any tier, to abide by the terms and conditions of this AGREEMENT. With respect to sub-consultant payment, the CONSULTANT shall comply with all applicable sections of the STATE's Prompt Payment laws as set forth in RCW 39.04.250 and RCW 39.76.011.

The CONSULTANT, sub-recipient, or sub-consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this AGREEMENT. The CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the recipient deems appropriate.

## **VII. Employment and Organizational Conflict of Interest**

The CONSULTANT warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this agreement. For breach or violation of this warrant, the AGENCY shall have the right to annul this AGREEMENT without liability or, in its discretion, to deduct from this AGREEMENT price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

Any and all employees of the CONSULTANT or other persons while engaged in the performance of any work or services required of the CONSULTANT under this AGREEMENT, shall be considered employees of the CONSULTANT only and not of the AGENCY, and any and all claims that may arise under any Workmen's Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of the CONSULTANT's employees or other persons while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT.

The CONSULTANT shall not engage, on a full- or part-time basis, or other basis, during the period of this AGREEMENT, any professional or technical personnel who are, or have been, at any time during the period of this AGREEMENT, in the employ of the United States Department of Transportation or the AGENCY, except regularly retired employees, without written consent of the public employer of such person if he/she will be working on this AGREEMENT for the CONSULTANT.

Agreement Number:



## VIII. Nondiscrimination

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, sub-consultants, subcontractors and successors in interest, agrees to comply with the following laws and regulations:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. Chapter 21 Subchapter V § 2000d through 2000d-4a)
- Federal-aid Highway Act of 1973 (23 U.S.C. Chapter 3 § 324)
- Rehabilitation Act of 1973 (29 U.S.C. Chapter 16 Subchapter V § 794)
- Age Discrimination Act of 1975 (42 U.S.C. Chapter 76 § 6101 *et. seq.*)
- Civil Rights Restoration Act of 1987 (Public Law 100-259)
- American with Disabilities Act of 1990 (42 U.S.C. Chapter 126 § 12101 *et. seq.*)
- 23 CFR Part 200
- 49 CFR Part 21
- 49 CFR Part 26
- RCW 49.60.180

In relation to Title VI of the Civil Rights Act of 1964, the CONSULTANT is bound by the provisions of Exhibit “F” attached hereto and by this reference made part of this AGREEMENT, and shall include the attached Exhibit “F” in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

## IX. Termination of Agreement

The right is reserved by the AGENCY to terminate this AGREEMENT at any time with or without cause upon ten (10) days written notice to the CONSULTANT.

In the event this AGREEMENT is terminated by the AGENCY, other than for default on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for actual hours charged at the time of termination of this AGREEMENT, plus any direct non-salary costs incurred up to the time of termination of this AGREEMENT.

No payment shall be made for any SERVICES completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. If the accumulated payment made to the CONSULTANT prior to Notice of Termination exceeds the total amount that would be due when computed as set forth in paragraph two (2) of this section, then no final payment shall be due and the CONSULTANT shall immediately reimburse the AGENCY for any excess paid.

If the services of the CONSULTANT are terminated by the AGENCY for default on the part of the CONSULTANT, the above formula for payment shall not apply.

In the event of a termination for default, the amount to be paid to the CONSULTANT shall be determined by the AGENCY with consideration given to the actual costs incurred by the CONSULTANT in performing SERVICES to the date of termination, the amount of SERVICES originally required which was satisfactorily completed to date of termination, whether that SERVICE is in a form or a type which is usable to the AGENCY at the time of termination, the cost to the AGENCY of employing another firm to complete the SERVICES required and the time which may be required to do so, and other factors which affect the value to the AGENCY of the SERVICES performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount, which would have been made using the formula set forth in paragraph two (2) of this section.

If it is determined for any reason, that the CONSULTANT was not in default or that the CONSULTANT’s failure to perform is without the CONSULTANT’s or its employee’s fault or negligence, the termination shall be deemed to be a termination for the convenience of the AGENCY. In such an event, the CONSULTANT would be reimbursed for actual costs in accordance with the termination for other than default clauses listed previously.

The CONSULTANT shall, within 15 days, notify the AGENCY in writing, in the event of the death of any member, partner, or officer of the CONSULTANT or the death or change of any of the CONSULTANT's supervisory and/or other key personnel assigned to the project or disaffiliation of any principally involved CONSULTANT employee.

The CONSULTANT shall also notify the AGENCY, in writing, in the event of the sale or transfer of 50% or more of the beneficial ownership of the CONSULTANT within 15 days of such sale or transfer occurring. The CONSULTANT shall continue to be obligated to complete the SERVICES under the terms of this AGREEMENT unless the AGENCY chooses to terminate this AGREEMENT for convenience or chooses to renegotiate any term(s) of this AGREEMENT. If termination for convenience occurs, final payment will be made to the CONSULTANT as set forth in the second and third paragraphs of this section.

Payment for any part of the SERVICES by the AGENCY shall not constitute a waiver by the AGENCY of any remedies of any type it may have against the CONSULTANT for any breach of this AGREEMENT by the CONSULTANT, or for failure of the CONSULTANT to perform SERVICES required of it by the AGENCY.

Forbearance of any rights under the AGREEMENT will not constitute waiver of entitlement to exercise those rights with respect to any future act or omission by the CONSULTANT.

## **X. Changes of Work**

The CONSULTANT shall make such changes and revisions in the completed work of this AGREEMENT as necessary to correct errors appearing therein, without additional compensation thereof. Should the AGENCY find it desirable for its own purposes to have previously satisfactorily completed SERVICES or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the AGENCY. This work shall be considered as Extra Work and will be paid for as herein provided under section XIII "Extra Work."

## **XI. Disputes**

Any disputed issue not resolved pursuant to the terms of this AGREEMENT shall be submitted in writing within 10 days to the Director of Public Works or AGENCY Engineer, whose decision in the matter shall be final and binding on the parties of this AGREEMENT; provided however, that if an action is brought challenging the Director of Public Works or AGENCY Engineer's decision, that decision shall be subject to judicial review. If the parties to this AGREEMENT mutually agree, disputes concerning alleged design errors will be conducted under the procedures found in Exhibit "J". In the event that either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this AGREEMENT, this action shall be initiated in the Superior Court of the State of Washington, situated in the county in which the AGENCY is located. The parties hereto agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, situated in the county in which the AGENCY is located.

## **XII. Legal Relations**

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

The CONSULTANT shall defend, indemnify, and hold the State of Washington (STATE) and the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the negligence of, or the breach of any obligation under this AGREEMENT by, the CONSULTANT or the CONSULTANT's agents, employees, sub consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable; provided that nothing herein shall require a CONSULTANT

to defend or indemnify the STATE and the AGENCY and their officers and employees against and hold harmless the STATE and the AGENCY and their officers and employees from claims, demands or suits based solely upon the negligence of, or breach of any obligation under this AGREEMENT by the STATE and the AGENCY, their agents, officers, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the STATE and /or the AGENCY may be legally liable; and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT is legally liable, and (b) the STATE and/or AGENCY, their agents, officers, employees, sub-consultants, subcontractors and or vendors, of any tier, or any other persons for whom the STATE and/or AGENCY may be legally liable, the defense and indemnity obligation shall be valid and enforceable only to the extent of the CONSULTANT's negligence or the negligence of the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable. This provision shall be included in any AGREEMENT between CONSULTANT and any sub-consultant, subcontractor and vendor, of any tier.

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

The CONSULTANT's relation to the AGENCY shall be at all times as an independent contractor.

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

The CONSULTANT specifically assumes potential liability for actions brought by the CONSULTANT's own employees or its agents against the STATE and/or the AGENCY and, solely for the purpose of this indemnification and defense, the CONSULTANT specifically waives any immunity under the state industrial insurance law, Title 51 RCW. The Parties have mutually negotiated this waiver.

Unless otherwise specified in this AGREEMENT, the AGENCY shall be responsible for administration of construction contracts, if any, on the project. Subject to the processing of a new sole source, or an acceptable supplemental AGREEMENT, the CONSULTANT shall provide On-Call assistance to the AGENCY during contract administration. By providing such assistance, the CONSULTANT shall assume no responsibility for proper construction techniques, job site safety, or any construction contractor's failure to perform its work in accordance with the contract documents.

The CONSULTANT shall obtain and keep in force during the terms of this AGREEMENT, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW.

Insurance Coverage

- A. Worker’s compensation and employer’s liability insurance as required by the STATE.
- B. Commercial general liability insurance written under ISO Form CG 00 01 12 04 or its equivalent with minimum limits of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate for each policy period.
- C. Business auto liability insurance written under ISO Form CG 00 01 10 01 or equivalent providing coverage for any “Auto” (Symbol 1) used in an amount not less than a one million dollar (\$1,000,000.00) combined single limit for each occurrence.

Excepting the Worker’s Compensation Insurance and any Professional Liability Insurance, the STATE and AGENCY, their officers, employees, and agents will be named on all policies of CONSULTANT and any sub-consultant and/or subcontractor as an additional insured (the “AIs”), with no restrictions or limitations concerning products and completed operations coverage. This coverage shall be primary coverage and non-contributory and any coverage maintained by the AIs shall be excess over, and shall not contribute with, the additional insured coverage required hereunder. The CONSULTANT’s and the sub-consultant’s and/or subcontractor’s insurer shall waive any and all rights of subrogation against the AIs. The CONSULTANT shall furnish the AGENCY with verification of insurance and endorsements required by this AGREEMENT. The AGENCY reserves the right to require complete, certified copies of all required insurance policies at any time.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. The CONSULTANT shall submit a verification of insurance as outlined above within fourteen (14) days of the execution of this AGREEMENT to:

Name: Carolyn Sourek  
Agency: City of Stevenson  
Address: PO Box 371  
City: Stevenson State: WA Zip: 98648  
Email: Carolyn@ci.stevenson.wa.us  
Phone: 509-427-5970  
Facsimile:

No cancellation of the foregoing policies shall be effective without thirty (30) days prior notice to the AGENCY.

The CONSULTANT’s professional liability to the AGENCY, including that which may arise in reference to section IX “Termination of Agreement” of this AGREEMENT, shall be limited to the accumulative amount of the authorized AGREEMENT or one million dollars (\$1,000,000.00), whichever is greater, unless the limit of liability is increased by the AGENCY pursuant to Exhibit H. In no case shall the CONSULTANT’s professional liability to third parties be limited in any way.

The parties enter into this AGREEMENT for the sole benefit of the parties, and to the exclusion of any third party, and no third party beneficiary is intended or created by the execution of this AGREEMENT.

The AGENCY will pay no progress payments under section V “Payment Provisions” until the CONSULTANT has fully complied with this section. This remedy is not exclusive; and the AGENCY may take such other action as is available to it under other provisions of this AGREEMENT, or otherwise in law.

### **XIII. Extra Work**

- A. The AGENCY may at any time, by written order, make changes within the general scope of this AGREEMENT in the SERVICES to be performed.
- B. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the SERVICES under this AGREEMENT, whether or not changed by the order, or otherwise affects any other terms and conditions of this AGREEMENT, the AGENCY shall make an equitable adjustment in the: (1) maximum amount payable; (2) delivery or completion schedule, or both; and (3) other affected terms and shall modify this AGREEMENT accordingly.
- C. The CONSULTANT must submit any “request for equitable adjustment,” hereafter referred to as “CLAIM,” under this clause within thirty (30) days from the date of receipt of the written order. However, if the AGENCY decides that the facts justify it, the AGENCY may receive and act upon a CLAIM submitted before final payment of this AGREEMENT.
- D. Failure to agree to any adjustment shall be a dispute under the section XI “Disputes” clause. However, nothing in this clause shall excuse the CONSULTANT from proceeding with the AGREEMENT as changed.
- E. Notwithstanding the terms and conditions of paragraphs (A.) and (B.) above, the maximum amount payable for this AGREEMENT, shall not be increased or considered to be increased except by specific written supplement to this AGREEMENT.

### **XIV. Endorsement of Plans**

If applicable, the CONSULTANT shall place their endorsement on all plans, estimates, or any other engineering data furnished by them.

### **XV. Federal Review**

The Federal Highway Administration shall have the right to participate in the review or examination of the SERVICES in progress.

### **XVI. Certification of the Consultant and the Agency**

Attached hereto as Exhibit “G-1(a and b)” are the Certifications of the CONSULTANT and the AGENCY, Exhibit “G-2” Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions, Exhibit “G-3” Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying and Exhibit “G-4” Certificate of Current Cost or Pricing Data. Exhibit “G-3” is required only in AGREEMENTS over one hundred thousand dollars (\$100,000.00) and Exhibit “G-4” is required only in AGREEMENTS over five hundred thousand dollars (\$500,000.00.) These Exhibits must be executed by the CONSULTANT, and submitted with the master AGREEMENT, and returned to the AGENCY at the address listed in section III “General Requirements” prior to its performance of any SERVICES under this AGREEMENT.

### **XVII. Complete Agreement**

This document and referenced attachments contain all covenants, stipulations, and provisions agreed upon by the parties. No agent, or representative of either party has authority to make, and the parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein. No changes, amendments, or modifications of the terms hereof shall be valid unless reduced to writing and signed by the parties as a supplement to this AGREEMENT.

### **XVIII. Execution and Acceptance**

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONSULTANT does hereby ratify and adopt all statements, representations, warranties, covenants, and AGREEMENT’s contained in the proposal, and the supporting material submitted by the CONSULTANT, and does hereby accept this AGREEMENT and agrees to all of the terms and conditions thereof.

## **XIX. Protection of Confidential Information**

The CONSULTANT acknowledges that some of the material and information that may come into its possession or knowledge in connection with this AGREEMENT or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under either chapter 42.56 RCW or other local, state, or federal statutes (“State’s Confidential Information”). The “State’s Confidential Information” includes, but is not limited to, names, addresses, Social Security numbers, e-mail addresses, telephone numbers, financial profiles credit card information, driver’s license numbers, medical data, law enforcement records (or any other information identifiable to an individual), STATE and AGENCY source code or object code, STATE and AGENCY security data, non-public Specifications, STATE and AGENCY non-publicly available data, proprietary software, STATE and AGENCY security data, or information which may jeopardize any part of the project that relates to any of these types of information. The CONSULTANT agrees to hold the State’s Confidential Information in strictest confidence and not to make use of the State’s Confidential Information for any purpose other than the performance of this AGREEMENT, to release it only to authorized employees, sub-consultants or subcontractors requiring such information for the purposes of carrying out this AGREEMENT, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make it known to any other party without the AGENCY’s express written consent or as provided by law. The CONSULTANT agrees to release such information or material only to employees, sub-consultants or subcontractors who have signed a nondisclosure AGREEMENT, the terms of which have been previously approved by the AGENCY. The CONSULTANT agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to the State’s Confidential Information.

Immediately upon expiration or termination of this AGREEMENT, the CONSULTANT shall, at the AGENCY’s option: (i) certify to the AGENCY that the CONSULTANT has destroyed all of the State’s Confidential Information; or (ii) returned all of the State’s Confidential Information to the AGENCY; or (iii) take whatever other steps the AGENCY requires of the CONSULTANT to protect the State’s Confidential Information.

As required under Executive Order 00-03, the CONSULTANT shall maintain a log documenting the following: the State’s Confidential Information received in the performance of this AGREEMENT; the purpose(s) for which the State’s Confidential Information was received; who received, maintained, and used the State’s Confidential Information; and the final disposition of the State’s Confidential Information. The CONSULTANT’s records shall be subject to inspection, review, or audit upon reasonable notice from the AGENCY.

The AGENCY reserves the right to monitor, audit, or investigate the use of the State’s Confidential Information collected, used, or acquired by the CONSULTANT through this AGREEMENT. The monitoring, auditing, or investigating may include, but is not limited to, salting databases.

Violation of this section by the CONSULTANT or its sub-consultants or subcontractors may result in termination of this AGREEMENT and demand for return of all State’s Confidential Information, monetary damages, or penalties

It is understood and acknowledged that the CONSULTANT may provide the AGENCY with information, which is proprietary and/or confidential during the term of this AGREEMENT. The parties agree to maintain the confidentiality of such information during the term of this AGREEMENT and afterwards. All materials containing such proprietary and/or confidential information shall be clearly identified and marked as “Confidential” and shall be returned to the disclosing party at the conclusion of the SERVICES under this AGREEMENT.

The CONSULTANT shall provide the AGENCY with a list of all information and materials it considers confidential and/or proprietary in nature: (a) at the commencement of the term of this AGREEMENT, or (b) as soon as such confidential or proprietary material is developed. "Proprietary and/or confidential information" is not meant to include any information which, at the time of its disclosure: (i) is already known to the other party; (ii) is rightfully disclosed to one of the parties by a third party that is not acting as an agent or representative for the other party; (iii) is independently developed by or for the other party; (iv) is publicly known; or (v) is generally utilized by unaffiliated third parties engaged in the same business or businesses as the CONSULTANT.

The parties also acknowledge that the AGENCY is subject to Washington State and federal public disclosure laws. As such, the AGENCY shall maintain the confidentiality of all such information marked proprietary and or confidential or otherwise exempt, unless such disclosure is required under applicable state or federal law. If a public disclosure request is made to view materials identified as "Proprietary and/or confidential information" or otherwise exempt information, the AGENCY will notify the CONSULTANT of the request and of the date that such records will be released to the requester unless the CONSULTANT obtains a court order from a court of competent jurisdiction enjoining that disclosure. If the CONSULTANT fails to obtain the court order enjoining disclosure, the AGENCY will release the requested information on the date specified.

The CONSULTANT agrees to notify the sub-consultant of any AGENCY communication regarding disclosure that may include a sub-consultant's proprietary and/or confidential information. The CONSULTANT notification to the sub-consultant will include the date that such records will be released by the AGENCY to the requester and state that unless the sub-consultant obtains a court order from a court of competent jurisdiction enjoining that disclosure the AGENCY will release the requested information. If the CONSULTANT and/or sub-consultant fail to obtain a court order or other judicial relief enjoining the AGENCY by the release date, the CONSULTANT shall waive and release and shall hold harmless and indemnify the AGENCY from all claims of actual or alleged damages, liabilities, or costs associated with the AGENCY's said disclosure of sub-consultants' information.

## **XX. Records Maintenance**

During the progress of the Work and SERVICES provided hereunder and for a period of not less than six (6) years from the date of final payment to the CONSULTANT, the CONSULTANT shall keep, retain, and maintain all "documents" pertaining to the SERVICES provided pursuant to this AGREEMENT. Copies of all "documents" pertaining to the SERVICES provided hereunder shall be made available for review at the CONSULTANT's place of business during normal working hours. If any litigation, claim, or audit is commenced, the CONSULTANT shall cooperate with AGENCY and assist in the production of all such documents. "Documents" shall be retained until all litigation, claims or audit findings have been resolved even though such litigation, claim, or audit continues past the six (6) year retention period.

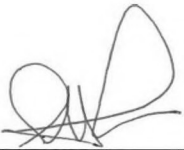
For purposes of this AGREEMENT, "documents" means every writing or record of every type and description, including electronically stored information ("ESI"), that is in the possession, control, or custody of the CONSULTANT, including, without limitation, any and all correspondences, contracts, AGREEMENTS, appraisals, plans, designs, data, surveys, maps, spreadsheets, memoranda, stenographic or handwritten notes, reports, records, telegrams, schedules, diaries, notebooks, logbooks, invoices, accounting records, work sheets, charts, notes, drafts, scribbles, recordings, visual displays, photographs, minutes of meetings, tabulations, computations, summaries, inventories, and writings regarding conferences, conversations or telephone conversations, and any and all other taped, recorded, written, printed or typed matters of any kind or description; every copy of the foregoing whether or not the original is in the possession, custody, or control of the CONSULTANT, and every copy of any of the foregoing, whether or not such copy is a copy identical to an original, or whether or not such copy contains any commentary or notation whatsoever that does not appear on the original.

For purposes of this AGREEMENT, "ESI" means any and all computer data or electronic recorded media of any kind, including "Native Files", that are stored in any medium from which it can be retrieved and examined, either directly or after translation into a reasonably useable form. ESI may include information and/or documentation stored in various software programs such as Email, Outlook, Word, Excel, Access, Publisher, PowerPoint, Adobe Acrobat, SQL databases, or any other software or electronic communication programs or databases that the CONSULTANT may use in the performance of its operations. ESI may be located on network servers, backup tapes, smart phones, thumb drives, CDs, DVDs, floppy disks, work computers, cell phones, laptops, or any other electronic device that CONSULTANT uses in the performance of its Work or SERVICES hereunder, including any personal devices used by the CONSULTANT or any sub-consultant at home.

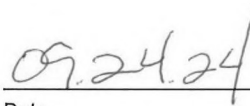
"Native files" are a subset of ESI and refer to the electronic format of the application in which such ESI is normally created, viewed, and /or modified

The CONSULTANT shall include this section XX "Records Maintenance" in every subcontract it enters into in relation to this AGREEMENT and bind the sub-consultant to its terms, unless expressly agreed to otherwise in writing by the AGENCY prior to the execution of such subcontract.

In witness whereof, the parties hereto have executed this AGREEMENT as of the day and year shown in the "Execution Date" box on page one (1) of this AGREEMENT.



Signature CITY OF STEVENSON, MAYOR



Date

Jane Vail

Digitally signed by Jane Vail  
DN: CN=Jane Vail,  
o=Qualifier=011410D0000018F35F9600A0000A9E5, O=Wallis  
Engineering PLLC, C=US  
Location: Wallis Engineering  
Reason: I have reviewed this document  
Contact Info: jane.vail@walliseng.net  
Date: 2024.09.25 12:31:58-07'00'

Signature

Date

*Any modification, change, or reformation of this AGREEMENT shall require approval as to form by the Office of the Attorney General.*



**Exhibit A**  
**Scope of Work**

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Project No.

See attached Scope of Work

## **PROJECT BACKGROUND**

Lasher Street is a narrow asphalt-paved residential street lacking sidewalk, stormwater management facilities, and pedestrian-scale lighting. To fund design and construction of improvements to Lasher Street, the City of Stevenson has received direct legislative appropriations (administered by WSDOT) and is currently applying for a CDBG grant from HUD. Improvements will consist of:

- Street reconstruction or pavement rehabilitation for Lasher Street to the desired street cross section, potentially including traffic calming measures
- New sidewalk on both sides of the street on lower Lasher Street - between Vancouver Ave and Jefferson Ave
- New sidewalk on the east side of the street on upper Lasher Street - between Jefferson Ave and the north terminus of the street
- Retaining walls to expand the road prism width and allow for sidewalk infill. Two retaining walls are anticipated; a wall on the east side of Lasher St between Vancouver Ave and Jefferson Ave, and a wall on the east side of Lasher St between Jefferson Ave and the end of the street.
- Street and/or pedestrian-scale lighting on Lasher St
- Landscaping improvements, to be low maintenance
- Stormwater management solutions in accordance with funding and regulatory requirements
- Replacement of the existing waterline and hydrant to serve upper Lasher Street

## **GENERAL SCOPE OF PROJECT**

Wallis Engineering will provide project management and coordination, and lead a team to complete design and contract documents necessary to deliver the Lasher Street Improvements project. Work will include project management, surveying, geotechnical investigations and recommendations, civil engineering design, structural engineering design, electrical/lighting design, environmental permitting support, cultural resources permitting support, arborist recommendations, contract document preparation and bidding assistance.

We will design improvements based on the City's budget, their design and maintenance preferences and funding requirements.

The scope of work described below represents the anticipated needs of the project based on a preliminary understanding of the City's goals and objectives. It is anticipated that the assumptions made throughout this scope of work regarding the desired improvements will be refined as project information is obtained and preliminary design is completed. If the anticipated needs of the project change substantially from those assumed, the City reserves the right to modify the scope of work to adequately meet the needs of the project. Modifications would be made through future supplementals to the scope of work.

## **PROJECT TEAM**

Wallis Engineering will serve as the prime consultant for this project, leading a team of subconsultants to complete all the services identified in the specific scope of work. The project team is listed below, with the responsibilities which they will complete.

| <b>Consultant</b>                       | <b>Responsibilities</b>  |
|---|--------------------------|
| Wallis Engineering (Wallis)             | Civil Engineering        |
| Archaeological Investigations NW (AINW) | Archaeological Services  |
| Columbia West Engineering, Inc.         | Geotechnical Engineering |
| Ecological Land Services (ELS)          | Permitting               |
| KC Development (KCD)                    | Surveying                |
| Kramer Gehlen & Associates (KGA)        | Structural Engineering   |
| Lancaster Mobley                        | Street Lighting          |
| Todd Prager & Associates, LLC (Prager)  | Arborist Services        |

## **SPECIFIC SCOPE OF WORK**

### **TASK 1 PROJECT MANAGEMENT AND ADMINISTRATION**

**Objective:** Provide project management, coordination, and direction of the design team to complete the project. Establish quality control management and designate responsibility of technical work deliverables and products.

#### **1.1 Project Management and Coordination**

Provide comprehensive project management to ensure the scope, schedule and budget are met including schedule updates, coordination, and direction to City staff and design team to successfully complete the project. This task also includes providing monthly updates to the City on project status. Project management will include the following:

- We will provide comprehensive project management to ensure the scope, schedule, and budget are met.
- We will provide a contact person for the City while coordinating with the project team.
- We will maintain a comprehensive schedule which will include individual task milestones and duration.

We will also coordinate with Grayling Engineers, the City’s consultant preparing design of a waterline improvements project immediately adjacent to the proposed project.

Wallis will lead up to three design meetings with City staff, to be held at City Hall:

- A meeting to discuss potential design alternatives
- An alternative selection meeting
- A 90% design review meeting

#### **1.2 WSDOT Documentation and Coordination**

Wallis will provide assistance to the City, as requested, for the administration of the project per LAG Manual procedures to meet funding requirements. The City will lead all efforts for completion of documentation including: Project Prospectus, Local Agency Agreement, Quarterly Project Reports, and revisions of the Local Agency Agreement/Project Prospectus. Wallis will complete all monthly reporting to the diversity compliance program.

An assumed allotment of time is included for this task to assist the City as needed/requested.

**1.3 Public Outreach**

Wallis will support the City’s ongoing public outreach efforts for the project. Wallis will:

- Complete two press releases:
  - The first will include a brief written introduction to the project and a graphic showing an aerial overlain onto the survey base.
  - The second is intended to be distributed prior to construction. It will include a description of the construction phasing schedule and a graphic showing an aerial with the proposed improvements (the selected design alternative).
- Provide up to 3 (three) graphics representing alternatives for use in public outreach, including boards for viewing.
- Attend an open house at City Hall to present the alternatives and solicit input.
- Prepare a community survey to be distributed by the City to stakeholders after the open house.

**1.4 Utility Coordination**

Wallis will provide utility coordination for all proposed impacts to existing public and franchise utilities along the project corridor. This effort will include the following:

- Identify all existing utility providers within the project corridor, request service maps and obtain utility locates during topographic surveys.
- Identify potential conflicts between existing utilities and proposed improvements, provide notifications to and coordination with the affected utility company representatives during the preliminary, 90% and final design phases.
- Complete an early coordination meeting, held virtually, with franchise utility providers to discuss utility relocation requirements as required.
- Maintain a record of correspondence with utility companies.
- Incorporate proposed private utility linework, as available, into the plans for reference.

**Task 1 Assumptions:**

- City staff will lead stakeholder coordination, and complete all public involvement and permitting not explicitly stated in this scope of work.
- Project has received direct legislative appropriations, and will be administered by WSDOT’s Local Agency office. All work will be completed in accordance with the LAG Manual.
- Project will be federally funded through the Community Development Block Grant program and the Responsible Entity will be the CDBG Section Manager at Department of Commerce.
- Design phase – including ROW and permitting services - will be from October 2024 through November 2025. If HUD determines that an Environmental Assessment is required, this could extend the project schedule to June of 2026.
- All project meetings will be held at the City’s offices. Contract assumes up to three (3) design-related meetings at City offices.
- Any utility relocation will be designed by the utility owner, with the exception of the public waterline replacement work included in our design efforts.

**Task 1 Deliverables:**

- Project schedule and monthly schedule updates as needed
- Monthly progress reports and billing
- Meeting Agendas and Minutes

- Utility Coordination Log
- WSDOT Documentation: Project Prospectus, Local Agency Agreement, Quarterly Project Reports, and revisions of the Local Agency Agreement/Project Prospectus.
- Monthly reporting to the WSDOT Diversity Compliance Management System

## **TASK 2 DATA COLLECTION AND EVALUATION**

**Objective:** To develop an understanding of the project and obtain the required information to accurately design the improvements.

### **2.1 Site Investigation and Review of Existing Data**

Wallis Engineering will conduct a site investigation of the project area to review existing conditions, take design and pre-construction photographs, and review available as-built information within and adjacent to the project limits. Wallis will also review available background information relating to this project. This would include:

- Grant applications and funding documentation
- Asbuilt drawing information, as available
- Existing conditions photographing survey
- Currently active construction projects adjacent to the work area for this project

### **2.2 Topographic Survey and Base Map**

KC Development will establish existing right-of-way within the project limits and prepare a final existing conditions right-of-way plan, including a review of existing easements and property lines. KC Development will also prepare a topographic survey in AutoCAD Civil 3D format for use in project design. The survey will identify right-of-way lines, easement lines, existing utilities marked on the ground in response to a utility locate request submitted to the Washington Utility Notification Center, and all monuments, curb lines, edge of pavement, ditches, impervious features, signs, utilities, and trees within the survey limits.

### **2.3 Temporary and Permanent Easement Descriptions**

KC Development will prepare up to four (4) permanent easement and up to eleven (11) temporary construction easement graphics with legal descriptions, based on boundaries provided by Wallis Engineering. Easements will include a graphical representation of the easement area and a legal description of the easements.

### **2.4 Arborist Services**

Todd Prager & Associates will flag all trees with a 6-inch DBH or greater, within existing or proposed public ROW in the project limits, and trees immediately adjacent to proposed retaining walls in private property which might be negatively impacted by the proposed improvements. They will complete a tree inventory of species and diameter.

### **2.5 Geotechnical Investigations and Recommendations**

Columbia West will review existing geological and geotechnical information near the site prior to completing field exploration. We will coordinate and manage the field exploration program, which includes locating public and private utilities, coordinating site access, obtaining right-of-way permits, subcontracting traffic control, and scheduling subcontractors and Columbia West field staff. Based on initial work Columbia West will conduct a subsurface exploration program that includes the following:

- Drill two borings to a maximum depth of 5 feet below ground surface (BGS) or refusal if shallower.
- Drill two borings to a maximum depth of 15 feet BGS or refusal if shallower.
- Perform dynamic cone penetrometer testing on existing pavement subgrade in each boring.
- Perform infiltration testing in the two 15-foot borings, if feasible.
- Observe subsurface conditions, maintain continuous logs of the borings, and collect samples at representative intervals.

After fieldwork, Columbia West will perform laboratory testing on select samples collected from the boring. The specific tests will be selected based on the geologic material encountered and may consist of natural moisture content, organic content, particle-size analysis, Atterberg limits, and compressive strength of rock cores. We will evaluate the potential for liquefaction and lateral spreading at the site using code-based seismic design parameters in accordance with ASCE 7-16.

Columbia West will prepare a geotechnical engineering report, providing design and construction recommendations for the project. This report will include a number of design recommendations, including those for:

- Site preparation, including grading and drainage, fill type for imported material, compaction criteria, trench excavation and backfill, use of on-site soil, and wet/dry weather earthwork.
- Design criteria for retaining walls, including lateral earth pressures, backfill, compaction, and drainage;
- Infiltration of stormwater, if feasible.
- Both grind and inlay and full reconstruction of AC pavement per typical assumed traffic loading.
- Subsurface drainage of roadways.

## **2.6 Additional Geotechnical Engineering for Soldier Pile Wall Design (Contingency Subtask)**

The existing apartment building adjacent to Lasher Street may be too close to allow for conventional wall design. Should existing soils and survey find that conventional wall design is not suitable, a soldier pile wall may be necessary at this location. This subtask is reserved as a contingency for additional work necessary to support design of a soldier pile wall. If a soldier pile wall is constructed, Columbia West will extend one of the planned 5-foot borings to a depth of 30 feet below the existing ground surface. This will require that we mobilize a larger drill to the site, at a greater cost.

### **Task 2 Assumptions:**

- City will provide all available project background data.
- If needed, the City will provide street use or right-of-way permits at no charge.
- All required notifications to individual property owners (as needed) will be completed by the City.
- Columbia West will subcontract and provide temporary traffic control during geotechnical exploration work

### **Task 2 Deliverables:**

- Topographic base map in AutoCAD Civil 3D
- Up to fourteen (14) legal descriptions to support ROW acquisition

- Tree inventory
- Geotechnical Engineering Report

### **TASK 3 PRELIMINARY DESIGN**

**Objective:** To analyze selected design alternatives and complete preliminary design for the selected alternative as the basis for final design.

#### **3.1 Alternatives Analysis**

Wallis will summarize the existing right-of-way conditions of the site and the implications they will have on the desired improvements cross-section. We will hold an alternatives meeting with the City to determine which alternatives should be evaluated for consideration. Based on this meeting, we will prepare a brief memo analyzing up to three (3) design alternatives, each with a graphic for review and public outreach. The memo will discuss the general implications of each design alternative on scope of construction, relative cost, right-of-way acquisition implications, and other elements impacting the road alignment and cross section. Prager will make specific recommendations associated with potential tree impacts for each alternative.

Based on public outreach efforts described in Task 1.3, we will hold an alternative selection meeting with the City to determine the preferred alternative.

#### **3.3 30% Design**

Wallis will prepare preliminary design for the project, submitting a set of 30% plans and an opinion of cost to the City for review.

We will complete preliminary alignment plans for the proposed improvements, establishing the roadway centerline alignment and defining the geometric layout based on the preferred alternative selected by the City. Stationing will be based on the centerline alignment, and all proposed construction callouts will be station and offset from the centerline.

Utility improvement design will be completed for the proposed water line replacement and stormwater system improvements. We will complete stormwater analysis to determine the runoff quantities associated with the existing and proposed improvements to determine water quality and conveyance needs. A Preliminary Stormwater Report containing drainage calculations will be provided to the City for review and approval. Wallis Engineering will review and analyze the stormwater requirements, determine runoff quantities, and develop a conceptual plan for providing stormwater quality and conveyance capacity in accordance with NMFS/HUD requirements and the City's stormwater management guidelines (Stormwater Management Manual for Western Washington, 2019 edition).

Infiltration rates will be determined from tested rates completed under Task 2.5, and will be used to further justify compliance with Minimum Requirement 5 and 7. The Stormwater Management memorandum will be finalized following 90% design.

The proposed storm drainage improvements will be shown in plan and profile on the construction plans. An erosion control plan will be developed for the project and coordinated with the City.

#### **Task 3 Assumptions:**

- Up to three (3) design alternatives will be analyzed, based on the initial Alternatives Meeting with the City. Analysis will not require corridor drafting or preparation of cost estimates.

- NMFS stormwater guidelines will require water quality treatment for stormwater runoff within the project limits.

**Task 3 Deliverables:**

- Alternatives Analysis Memorandum
- 30% Plans and Opinion of Cost
- Preliminary Stormwater Report

**TASK 4 PERMITTING AND ENVIRONMENTAL DOCUMENTATION**

**Objective:** Prepare project documentation and complete all coordination required to meet all project requirements.

**4.1 Funding Agency Coordination**

Wallis will lead a funding agency initial meeting between the City, HUD, and WSDOT to determine the environmental review and other documentation requirements.

Throughout the project, we will coordinate with the WSDOT Local Agency Office and the CDBG Section Manager at Washington State Department of Commerce (HUD’s Responsible Entity) in order to ensure this project is permitted in accordance with funding requirements. We anticipate up to five meetings with each funding agency to discuss permitting requirements.

**4.2 ESA Biological Assessment**

Ecological Land Services (ELS) will complete a biological assessment for the National Marine Fisheries Service (NMFS) and U.S. Fish and Wildlife Service ESA consultations. This document is a requirement of both HUD and WSDOT environmental review processes.

**4.3 HUD Environmental Review**

ELS will complete environmental review documentation on the HUD Categorical Exclusion (CE) form and submit it for HUD review.

**4.4 HUD Environmental Assessment (contingency)**

HUD may require a full environmental assessment in lieu of an environmental review of the project. Should this be required, ELS will prepare an Environmental Assessment Report with required maps and appendices instead of the CE form.

**4.5 WSDOT Environmental Classification Summary**

WSDOT permitting efforts will start with preparation of an environmental review document. ELS will prepare the WSDOT Categorical Exclusion (CE) form for WSDOT review.

**4.6 WSDOT Environmental Assessment (contingency)**

WSDOT may require an Environmental Assessment Report to be completed. Should this be required, ELS will prepare an Environmental Assessment Report with required maps and appendices instead of the CE form.

**4.7 Cultural and Historical Resource Assessment**

AINW will prepare the draft Area of Potential Effect (APE) description for the City to submit to WSDOT. They will conduct an archaeological pedestrian survey of the APE and excavate shovel tests in areas where the land is intact or an archaeological resource is likely. Up to 8 shovel tests may need to be



excavated. AINW will inventory historic-period buildings and structures that are in the APE or are on lands to be purchased by the project. Up to 2 historic resources—buildings and structures constructed in or before 1979—will need to be documented. AINW will summarize the findings in a cultural resource survey report for the City for WSDOT review. The report will include a recommended Finding of Effect based on the possible impacts.

**Task 4 Assumptions:**

- The City will upload materials into the online HUD system as the funding recipient
- Up to five meetings will be required with HUD, and up to five meetings will be required with WSDOT, including an initial coordination meeting with both agencies
- HUD will require no more than one set of edits to the submitted documentation
- WSDOT will require no more than one set of edits to the submitted documentation
- There are no wetlands or sensitive environmental areas within the project limits
- No cultural resources will be encountered

**Task 4 Deliverables:**

- ESA Biological Assessment
- HUD Environmental Assessment Report
- WSDOT Environmental Assessment Report
- Environmental Justice Technical Memorandum
- Draft and Final ECS forms
- Draft and Final DCE documentation
- Cultural Resources Report

**TASK 5 CIVIL DESIGN**

**Objective:** Complete detailed design of proposed improvements, culminating in a set of bid-ready contract documents.

**5.1 90% Design**

Based on the preliminary design submittal review comments provided by the City, Wallis will assemble and submit electronic 90% plans, specifications, and opinion of cost to the City for review. KGA will provide structural engineering design of proposed retaining walls, and Lancaster Mobley will provide design of lighting improvements, along with associated deliverables. The proposed specifications will be based on the “2024 WSDOT/APWA Standard Specifications for Construction” and will include all applicable APWA GSPs, WSDOT GSPs and project-specific GSPs.

Plans will be prepared to a 90% design level using AutoCAD Civil 3D, and using standard City title block as provided by the City. The following is the anticipated list of plan sheets:

| <b>Description</b>                 | <b>Sheets</b> | <b>Running Total</b> |
|------------------------------------|---------------|----------------------|
| Cover                              | 1             | 1                    |
| Sheet Index, Legend, General Notes | 1             | 2                    |
| Traffic Control Notes and Phasing  | 1             | 3                    |

|  |   |    |
|--|---|----|
| Erosion and Sediment Control Plans and Details | 2 | 5  |
| Demolition Plans                               | 1 | 6  |
| Typical Sections                               | 1 | 7  |
| Street Plan and Profile                        | 3 | 10 |
| Intersection Plan                              | 1 | 11 |
| Retaining Wall Plan and Profile                | 2 | 13 |
| Utility Plan and Profile                       | 3 | 16 |
| Lighting Plans and Details                     | 4 | 20 |
| Landscaping                                    | 3 | 23 |
| Street Details                                 | 6 | 29 |
| Utility Details                                | 2 | 31 |

We will also finalize the Preliminary Stormwater Report to reflect final design and submit a Final Stormwater Report to the City.

Following the submittal of the 90% design package, Wallis will prepare and attend a review meeting with City staff. The goal of the work session will be to review and provide feedback for the final submittal. The 90% design package will also be submitted to WSDOT Local Programs and HUD for review.

## 5.2 Final Design

Following review of the 90% plans, the design team will prepare 100% plans, specifications, and an Engineer’s Opinion of Cost as a reproducible set incorporating review comments from all reviewers.

## 5.3 Waterline Design

Wallis will complete design of a waterline replacement and hydrant up Lasher Street, coordinated with design previously completed by the City’s consultant. The design work will be incorporated into the overall plan set.

### Task 5 Assumptions:

- No design modification requests will be required.
- Stormwater management facilities will be designed in accordance with the 2019 Stormwater Management Manual for Western Washington. Compliance with the SWMMWW will be equivalent to compliance with NMFS Stormwater Guidelines.

### Task 5 Deliverables:

- 90% and 100% plans, bidding package, special provisions, and Engineer’s Opinion of Cost (digital) organized in WSDOT bid items with specification sections identified
- Final Stormwater Report
- Final drawing files (AutoCAD Civil 3D)
- Structural calculations and documentation necessary to obtain building permits for proposed retaining walls

**TASK 6      ROW ACQUISITION (NOT INCLUDED AT THIS TIME)**

**TASK 7      CONSTRUCTION PHASE SERVICES (NOT INCLUDED AT THIS TIME)**

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## **Exhibit B** **DBE Participation Plan**

In the absence of a mandatory DBE goal, a voluntary SBE goal amount of ten percent of the Consultant Agreement is established. The Consultant shall develop a SBE Participation Plan prior to commencing work. Although the goal is voluntary, the outreach efforts to provide SBE maximum practicable opportunities are not.

This contract is funded via State funds, and there is no DBE requirement, with that said the following are certifications and makeup of the consulting team working on the project

| <b>Contractor / Subcontractor</b>             | <b>Amount</b> | <b>Certifications</b> | <b>%</b> |
|---|---------------|-----------------------|----------|
| Wallis Engineering, PLLC                      | \$119,266.07  | DBE - WBE             | 44.9%    |
| Archaeological Investigations Northwest, Inc. | \$26,470.35   | -                     | 10.0%    |
| Columbia West Engineering, Inc.               | \$21,545.57   | SBE                   | 8.1%     |
| Ecological Land Services                      | \$31,226.66   | SBE                   | 11.8%    |
| KC Development                                | \$21,000.00   | WBE - SBE             | 7.9%     |
| Kramer Gehlen & Associates                    | \$29,885.00   | -                     | 11.3%    |
| Lancaster Mobley                              | \$9,236.89    | -                     | 3.5%     |
| Todd Prager & Associates, LLC                 | \$6,900.00    | -                     | 2.6%     |

**Preparation and Delivery of Electronic Engineering and Other Data**

In this Exhibit the agency, as applicable, is to provide a description of the format and standards the consultant is to use in preparing electronic files for transmission to the agency. The format and standards to be provided may include, but are not limited to, the following:

**I. Surveying, Roadway Design & Plans Preparation Section****A. Survey Data**

- Electronic Copy of Field Notes (PDF)
- Survey topography, base map, monumentation and ROW (CAD Files) and XLM Surface File
- Control Points Files (ASCII and MS Excel)

**B. Roadway Design Files**

- Electronic copy of Final Plans, Specials and Estimate (PDF and CAD Files)
- Final plans, contract, and estimate with wet stamped, signed, dated by a register professional engineer in the State of Washington (PDF and Paper Copy).

**C. Computer Aided Drafting Files**

- Civil 3D and CAD Files

D. Specify the Agency's Right to Review Product with the Consultant

- AGENCY may choose to review products at any time in consultation with the CONSULTANT.

E. Specify the Electronic Deliverables to Be Provided to the Agency

(Exhibit A, Scope of Work Deliverables)

-The CONSULTANT deliverables are listed within each tasks in a variety of forms (PDF, CAD, Microsoft 365, Adobe, Paper, etc.) specified in Exhibit A. Scope of Work

F. Specify What Agency Furnished Services and Information Is to Be Provided

(Exhibit A, Scope of Work Assumptions)

-The AGENCY furnished services are listed within each tasks in a variety of forms (PDF, CAD, Microsoft 365, Adobe, Paper, etc.) specified in Exhibit A. Scope of Work.

II. Any Other Electronic Files to Be Provided

-Not Applicable

III. Methods to Electronically Exchange Data

-emails and shared links

A. Agency Software Suite

- Microsoft 365 (Excel, Word, Powerpoint, etc.)
- Microsoft Project
- Civil 3D
- ArcGIS
- Adobe

B. Electronic Messaging System

- Electronic Messaging System: Email (Microsoft Outlook in suite above)

C. File Transfers Format

- .gdb, .pdf, .csv, .xml, .docx, .shp, .kml, .xlsx, .eps, .tiff, .jpg, .psd, ai, .dwg, .ascii, etc.



**Exhibit D**  
**Prime Consultant Cost Computations**

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See CONSULTANT attached WSDOT ICR Letter, Fee Schedule and Personnel assigned to Project Tasks.

Fee Estimate

|  | PE         | EM4       | EM3        | PE4        | PE1       | T3         | AG        | A3        | Wallis Labor         | Expenses         | Subconsultants<br>AINW | Col West            | ELS                 | KCD                 | KGA                 | LM                 | Prager             | Total<br>Cost        |
|--|------------|-----------|------------|------------|-----------|------------|-----------|-----------|----------------------|------------------|------------------------|---------------------|---------------------|---------------------|---------------------|--------------------|--------------------|----------------------|
| <b>Task 1 Project Management and Administration</b>                                | \$185.51   | \$213.51  | \$209.94   | \$157.80   | \$132.51  | \$118.96   | \$134.61  | \$87.34   |                      |                  |                        |                     |                     |                     |                     |                    |                    |                      |
| 1.1 Project Management and Administration  |            |           |            |            |           |            |           |           | \$14,977.67          | \$ -             | \$ -                   | \$ -                | \$ -                | \$ -                | \$ 3,270.00         | \$ -               | \$ -               | \$ 18,247.67         |
| 1.2 Public Outreach  | 34         | 2         | 4          | 8          | 8         | 8          | 55        | 10        | \$ 5,730.72          | \$ 60.00         | \$ -                   | \$ -                | \$ -                | \$ -                | \$ -                | \$ -               | \$ -               | \$ 5,790.72          |
| 1.3 WSDOT Documentation and Coordination   | 12         |           |            |            |           |            | 22        |           | \$ 6,125.02          | \$ -             | \$ -                   | \$ -                | \$ -                | \$ -                | \$ -                | \$ -               | \$ -               | \$ 6,125.02          |
| 1.4 Utility Coordination   | 8          |           |            |            |           |            |           |           | \$ 3,364.56          | \$ -             | \$ -                   | \$ -                | \$ -                | \$ -                | \$ -                | \$ -               | \$ -               | \$ 3,364.56          |
| <b>TASK 1 SUBTOTAL</b>   | <b>54</b>  | <b>2</b>  | <b>24</b>  | <b>16</b>  | <b>0</b>  | <b>8</b>   | <b>77</b> | <b>10</b> | <b>\$ 30,197.97</b>  | <b>\$ 60.00</b>  | <b>\$ -</b>            | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ 3,270.00</b>  | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ 33,527.97</b>  |
| <b>Task 2 Data Collection and Evaluation</b>                                       |            |           |            |            |           |            |           |           |                      |                  |                        |                     |                     |                     |                     |                    |                    |                      |
| 2.1 Site Investigation and Review of Existing Data                                 | 2          |           |            |            |           |            |           |           | \$ 3,312.94          | \$ 60.00         | \$ -                   | \$ -                | \$ -                | \$ -                | \$ 1,957.50         | \$ -               | \$ -               | \$ 5,330.44          |
| 2.2 Topographic Survey and Base Map  | 2          |           |            |            |           |            |           |           | \$ 1,211.32          | \$ -             | \$ -                   | \$ -                | \$ -                | \$ 16,500.00        | \$ -                | \$ -               | \$ -               | \$ 17,711.32         |
| 2.3 Temporary and Permanent Easement Descriptions                                  | 2          |           |            |            |           |            |           |           | \$ 1,371.86          | \$ -             | \$ -                   | \$ -                | \$ -                | \$ 4,500.00         | \$ -                | \$ -               | \$ -               | \$ 5,871.86          |
| 2.4 Utility Searches   | 2          |           |            |            |           |            |           |           | \$ 790.92            | \$ -             | \$ -                   | \$ -                | \$ -                | \$ -                | \$ -                | \$ 6,900.00        | \$ -               | \$ 7,690.92          |
| 2.5 Geotechnical Investigations and Recommendations                                | 2          |           |            |            |           |            |           |           | \$ 790.92            | \$ -             | \$ -                   | \$ -                | \$ -                | \$ -                | \$ -                | \$ -               | \$ -               | \$ 790.92            |
| 2.6 Additional Geotechnical Engineering for Soldier Pile Wall Design (Contingency) | 2          |           |            |            |           |            |           |           | \$ 790.92            | \$ -             | \$ -                   | \$ -                | \$ -                | \$ -                | \$ -                | \$ -               | \$ -               | \$ 790.92            |
| <b>TASK 2 SUBTOTAL</b>   | <b>6</b>   | <b>0</b>  | <b>16</b>  | <b>10</b>  | <b>0</b>  | <b>12</b>  | <b>0</b>  | <b>0</b>  | <b>\$ 7,648.64</b>   | <b>\$ 60.00</b>  | <b>\$ -</b>            | <b>\$ 21,545.57</b> | <b>\$ -</b>         | <b>\$ 21,000.00</b> | <b>\$ 1,957.50</b>  | <b>\$ -</b>        | <b>\$ 6,900.00</b> | <b>\$ 59,311.71</b>  |
| <b>Task 3 Preliminary Design</b>   |            |           |            |            |           |            |           |           |                      |                  |                        |                     |                     |                     |                     |                    |                    |                      |
| 3.1 Alternatives Analysis  | 2          | 1         | 4          | 16         | 12        | 12         |           |           | \$ 5,376.61          | \$ 120.00        | \$ -                   | \$ -                | \$ -                | \$ -                | \$ 2,790.00         | \$ 1,732.08        | \$ -               | \$ 10,018.69         |
| 3.2 30% Design   | 4          | 2         | 16         | 24         | 36        | 48         |           |           | \$ 18,795.74         | \$ -             | \$ -                   | \$ -                | \$ -                | \$ -                | \$ 8,435.00         | \$ 2,528.40        | \$ -               | \$ 29,759.14         |
| <b>TASK 3 SUBTOTAL</b>   | <b>6</b>   | <b>3</b>  | <b>20</b>  | <b>40</b>  | <b>36</b> | <b>60</b>  | <b>0</b>  | <b>0</b>  | <b>\$ 24,172.35</b>  | <b>\$ 120.00</b> | <b>\$ -</b>            | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ 11,225.00</b> | <b>\$ 4,260.48</b> | <b>\$ -</b>        | <b>\$ 39,777.83</b>  |
| <b>Task 4 Permitting and Environmental Documentation</b>                           |            |           |            |            |           |            |           |           |                      |                  |                        |                     |                     |                     |                     |                    |                    |                      |
| 4.1 Funding Agency Coordination  | 12         |           |            |            |           |            |           |           | \$ 2,226.12          | \$ -             | \$ -                   | \$ -                | \$ -                | \$ -                | \$ -                | \$ -               | \$ -               | \$ 2,226.12          |
| 4.2 ESA Biological Assessment  | 2          |           |            |            |           |            |           |           | \$ 371.02            | \$ -             | \$ -                   | \$ -                | \$ -                | \$ -                | \$ -                | \$ -               | \$ -               | \$ 371.02            |
| 4.3 HUD Environmental Review   | 4          |           |            |            |           |            |           |           | \$ 371.02            | \$ -             | \$ -                   | \$ -                | \$ -                | \$ -                | \$ -                | \$ -               | \$ -               | \$ 371.02            |
| 4.4 HUD Environmental Assessment (contingency)                                     | 2          |           |            |            |           |            |           |           | \$ 742.04            | \$ -             | \$ -                   | \$ -                | \$ -                | \$ -                | \$ -                | \$ -               | \$ -               | \$ 742.04            |
| 4.5 WSDOT Environmental Classification Summary                                     | 2          |           |            |            |           |            |           |           | \$ 371.02            | \$ -             | \$ -                   | \$ -                | \$ -                | \$ -                | \$ -                | \$ -               | \$ -               | \$ 371.02            |
| 4.6 WSDOT Environmental Assessment (contingency)                                   | 4          |           |            |            |           |            |           |           | \$ 742.04            | \$ -             | \$ -                   | \$ -                | \$ -                | \$ -                | \$ -                | \$ -               | \$ -               | \$ 742.04            |
| 4.7 Cultural and Historical Resource Assessment                                    | 2          |           |            |            |           |            |           |           | \$ 371.02            | \$ -             | \$ -                   | \$ -                | \$ -                | \$ -                | \$ -                | \$ -               | \$ -               | \$ 371.02            |
| <b>TASK 4 SUBTOTAL</b>   | <b>28</b>  | <b>0</b>  | <b>0</b>   | <b>0</b>   | <b>0</b>  | <b>0</b>   | <b>0</b>  | <b>0</b>  | <b>\$ 5,154.28</b>   | <b>\$ -</b>      | <b>\$ 26,470.35</b>    | <b>\$ -</b>         | <b>\$ 31,226.66</b> | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ 62,891.29</b>  |
| <b>Task 5 Civil Design</b>   |            |           |            |            |           |            |           |           |                      |                  |                        |                     |                     |                     |                     |                    |                    |                      |
| 5.1 Civil Design   | 14         | 4         | 22         | 72         | 36        | 48         | 12        | 4         | \$ 31,876.58         | \$ 60.00         | \$ -                   | \$ -                | \$ -                | \$ -                | \$ 7,567.50         | \$ 3,162.04        | \$ -               | \$ 42,667.02         |
| 5.2 Final Design   | 2          | 2         | 14         | 30         | 18        | 20         | 4         | 4         | \$ 14,970.21         | \$ -             | \$ -                   | \$ -                | \$ -                | \$ -                | \$ 5,875.00         | \$ 1,813.47        | \$ -               | \$ 22,558.71         |
| 5.3 Waterline Design   | 2          | 1         | 12         | 12         | 12        | 12         | 4         | 2         | \$ 4,705.01          | \$ -             | \$ -                   | \$ -                | \$ -                | \$ -                | \$ -                | \$ -               | \$ -               | \$ 4,705.01          |
| <b>TASK 5 SUBTOTAL</b>   | <b>20</b>  | <b>7</b>  | <b>48</b>  | <b>102</b> | <b>54</b> | <b>84</b>  | <b>16</b> | <b>10</b> | <b>\$ 51,552.83</b>  | <b>\$ 60.00</b>  | <b>\$ 26,470.35</b>    | <b>\$ 21,545.57</b> | <b>\$ 31,226.66</b> | <b>\$ 21,000.00</b> | <b>\$ 13,432.50</b> | <b>\$ 4,976.41</b> | <b>\$ -</b>        | <b>\$ 70,021.74</b>  |
| <b>Project Subtotal</b>  | <b>116</b> | <b>12</b> | <b>108</b> | <b>168</b> | <b>90</b> | <b>164</b> | <b>93</b> | <b>20</b> | <b>\$ 718,968.07</b> | <b>\$ 300.00</b> | <b>\$ 26,470.35</b>    | <b>\$ 21,545.57</b> | <b>\$ 31,226.66</b> | <b>\$ 21,000.00</b> | <b>\$ 29,885.00</b> | <b>\$ 9,236.89</b> | <b>\$ 6,900.00</b> | <b>\$ 265,530.54</b> |

| FEE SUMMARY                                       |                      |
|---|----------------------|
| Wallis Labor                                      | \$ 118,966.07        |
| Wallis Expenses                                   | \$ 300.00            |
| (M) = Mileage at current IRS Rate, (P) = Printing |                      |
| <b>Subconsultants</b>                             |                      |
| AINW  | \$ 26,470.35         |
| Col West  | \$ 21,545.57         |
| ELS   | \$ 31,226.66         |
| KCD   | \$ 21,000.00         |
| KGA   | \$ 29,885.00         |
| LM  | \$ 9,236.89          |
| Prager  | \$ 6,900.00          |
| <b>TOTAL BUDGET</b>                               | <b>\$ 265,530.54</b> |

## Negotiated Hourly Billing Rates by Title

| WSDOT Negotiated Hourly LAG Agreement:<br>Wallis Engineering, PLLC<br>215 W 4th Street, Suite 200<br>Vancouver, WA 98660 |                             |          |              |   |
|--|-----------------------------|----------|--------------|---|
| Job Classifications  | Direct Labor<br>Hourly Rate | Overhead | Fixed<br>Fee | All Inclusive<br>Hourly Billing<br>Rate |
|  |                             | 171.14%  | 30.00%       |   |
| Principal Engineer   | \$61.60                     | \$105.43 | \$18.48      | \$185.51                                |
| Associate Engineer   | \$61.60                     | \$105.43 | \$18.48      | \$185.51                                |
| Senior Engineer  | \$73.00                     | \$124.94 | \$21.90      | \$219.84                                |
| Engineering Manager VI   | \$74.55                     | \$127.59 | \$22.37      | \$224.51                                |
| Engineering Manager V  | \$72.90                     | \$124.77 | \$21.87      | \$219.54                                |
| Engineering Manager IV   | \$70.90                     | \$121.34 | \$21.27      | \$213.51                                |
| Engineering Manager III  | \$69.71                     | \$119.31 | \$20.92      | \$209.94                                |
| Engineering Manager II   | \$66.95                     | \$114.58 | \$20.09      | \$201.62                                |
| Engineering Manager I  | \$64.75                     | \$110.82 | \$19.43      | \$195.00                                |
| Project Engineer IX  | \$61.10                     | \$104.57 | \$18.33      | \$184.00                                |
| Project Engineer VIII  | \$60.10                     | \$102.86 | \$18.03      | \$180.99                                |
| Project Engineer VII   | \$58.20                     | \$99.61  | \$17.46      | \$175.27                                |
| Project Engineer VI  | \$56.00                     | \$95.84  | \$16.80      | \$168.64                                |
| Project Engineer V   | \$53.80                     | \$92.08  | \$16.14      | \$162.02                                |
| Project Engineer IV  | \$52.40                     | \$89.68  | \$15.72      | \$157.80                                |
| Project Engineer III   | \$46.88                     | \$80.24  | \$14.07      | \$141.19                                |
| Project Engineer II  | \$46.00                     | \$78.73  | \$13.80      | \$138.53                                |
| Project Engineer I   | \$44.00                     | \$75.31  | \$13.20      | \$132.51                                |
| Staff Engineer V   | \$42.31                     | \$72.41  | \$12.70      | \$127.42                                |
| Staff Engineer IV  | \$40.90                     | \$70.00  | \$12.27      | \$123.17                                |
| Staff Engineer III   | \$39.25                     | \$67.18  | \$11.78      | \$118.21                                |
| Staff Engineer II  | \$37.60                     | \$64.35  | \$11.28      | \$113.23                                |
| Staff Engineer I   | \$33.75                     | \$57.76  | \$10.13      | \$101.64                                |
| Engineering Intern III   | \$26.00                     | \$44.50  | \$7.80       | \$78.30                                 |
| Engineering Intern II  | \$24.50                     | \$41.93  | \$7.35       | \$73.78                                 |
| Engineering Intern I   | \$22.00                     | \$37.66  | \$6.60       | \$66.26                                 |
| Designer IV  | \$51.75                     | \$88.57  | \$15.53      | \$155.85                                |
| Designer III   | \$48.75                     | \$83.44  | \$14.63      | \$146.82                                |
| Designer II  | \$46.00                     | \$78.73  | \$13.80      | \$138.53                                |
| Designer I   | \$45.00                     | \$77.02  | \$13.50      | \$135.52                                |
| Construction Manager   | \$49.00                     | \$83.86  | \$14.70      | \$147.56                                |
| Inspector III  | \$57.00                     | \$97.55  | \$17.10      | \$171.65                                |
| Inspector II   | \$51.50                     | \$88.14  | \$15.45      | \$155.09                                |
| Inspector I  | \$42.00                     | \$71.88  | \$12.60      | \$126.48                                |
| Technician IV  | \$42.80                     | \$73.25  | \$12.84      | \$128.89                                |
| Technician III   | \$39.50                     | \$67.61  | \$11.85      | \$118.96                                |
| Technician II  | \$34.10                     | \$58.36  | \$10.23      | \$102.69                                |
| Technician I   | \$21.00                     | \$35.94  | \$6.30       | \$63.24                                 |
| Administrative VI  | \$44.70                     | \$76.50  | \$13.41      | \$134.61                                |
| Administrative V   | \$38.00                     | \$65.04  | \$11.40      | \$114.44                                |
| Administrative IV  | \$31.00                     | \$53.06  | \$9.30       | \$93.36                                 |
| Administrative III   | \$29.00                     | \$49.64  | \$8.70       | \$87.34                                 |
| Administrative II  | \$21.00                     | \$35.94  | \$6.30       | \$63.24                                 |
| Administrative I   | \$17.00                     | \$29.10  | \$5.10       | \$51.20                                 |



**Washington State  
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Tumwater, WA 98501-6504

TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

May 23, 2024

Wallis Engineering, PLLC  
215 W. 4<sup>th</sup> Street, Suite 200  
Vancouver, WA 98660

Subject: Acceptance FYE 2023 ICR - Risk Assessment Review - Local Agency ONLY

Dear Gillian Wallis:

Based on Washington State Department of Transportation's (WSDOT) Risk Assessment review of your Indirect Cost Rate (ICR), we have accepted your proposed FYE 2023 ICR of 171.14%. This rate will be applicable for Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 704-6397** or via email [consultantrates@wsdot.wa.gov](mailto:consultantrates@wsdot.wa.gov).

Regards,

  
\_\_\_\_\_

Schatzie Harvey (May 23, 2024 09:44 PDT)

SCHATZIE HARVEY, CPA  
Contract Services Manager

SH:BJO

**Exhibit E**  
**Sub-consultant Cost Computations**

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If no sub-consultant participation listed at this time. The CONSULTANT shall not sub-contract for the performance of any work under this AGREEMENT without prior written permission of the AGENCY. Refer to section VI “Sub-Contracting” of this AGREEMENT.

**Archaeological Investigations Northwest, Inc.**  
 CLIENT: Wallis Engineering, PLLC  
 Project Name: Stevenson's Lasher Street Improvement  
 Date: September 3, 2024

| Task          | Description                               | Director                     |                            | Environ. Planner 5                |                                   | Senior Graphic Designer |  | Deputy                  |                | Environ. Planner 2 |            | Administrative Assistant 5 |          | Environ. Spec. 3 |             | Transportation Planning Tech 1 |  | Total       |
|---------------|---|------------------------------|----------------------------|-----------------------------------|-----------------------------------|-------------------------|--|-------------------------|----------------|--------------------|------------|----------------------------|----------|------------------|-------------|--------------------------------|--|-------------|
|               |   | Officer/Senior Archaeologist | APM / PM / Senior Archaeo. | GIS - Graphics Senior Level Staff | PM/Senior Architectural Historian | Supervising Archaeo.    | Project Admin / Project Assistant / Research | Architectural Historian | Staff Archaeo. | Archaeo. Assistant | Hours      | Labor                      | Expenses | Total            |             |                                |  |             |
| 1             | APE Approval Request Letter               | 4                            | 6                          | 2                                 | 3                                 |                         |  |                         | 6              |                    |            |                            |          | 21               | \$4,042.49  |                                |  | \$4,042.49  |
| 2             | Archaeological Field Survey               |                              | 3                          | 1                                 | 1                                 |                         |  |                         | 20             |                    |            |                            |          | 56               | \$7,052.88  | \$39.30                        |  | \$7,092.18  |
| 3             | Historic Resource Field Inventory         |                              |                            | 1                                 | 1                                 |                         |  |                         |                |                    |            |                            |          | 14               | \$1,928.84  | \$19.65                        |  | \$1,948.49  |
| 4             | Draft Report & Resource Documentation     | 3                            | 6                          | 4                                 | 4                                 |                         |  |                         | 34             |                    |            |                            |          | 91               | \$13,387.21 |                                |  | \$13,387.21 |
|               | Total Labor Hours                         | 7                            | 15                         | 8                                 | 8                                 |                         |  |                         | 60             |                    |            |                            |          | 182              |             |                                |  |             |
|               | Labor Rates                               | \$245.85                     | \$220.67                   | \$190.69                          | \$181.39                          |                         |  |                         | \$134.92       | \$139.87           | \$129.73   | \$59.96                    |          |                  |             |                                |  |             |
|               | <b>Total Labor</b>                        | \$1720.95                    | \$3,310.05                 | \$1,525.52                        | \$1,451.12                        |                         |  |                         | \$8,095.20     | \$8,392.22         | \$5,967.58 | \$3,501.76                 | \$0.00   | \$26,411.40      | \$26,411.40 | \$58.95                        |  | \$26,470.35 |
| <b>Task 2</b> | <b>DIRECT EXPENSES</b>                    |                              |                            |                                   |                                   |                         |  |                         |                |                    |            |                            |          |                  |             |                                |  |             |
|               | Vehicle Mileage n=1 X 2 days @ 80 miles   | Each                         | Qty                        | Total                             |                                   |                         |  |                         |                |                    |            |                            |          |                  |             |                                |  |             |
|               | Bridge Toll x 2 trips                     | \$0.67                       | 160                        | \$39.30                           |                                   |                         |  |                         |                |                    |            |                            |          |                  |             |                                |  |             |
|               | Bridge Toll x 1 trip                      | \$6.00                       | 2                          | \$39.30                           |                                   |                         |  |                         |                |                    |            |                            |          |                  |             |                                |  |             |
|               | <b>TOTAL EXPENSES TASK</b>                |                              |                            |                                   |                                   |                         |  |                         |                |                    |            |                            |          |                  |             |                                |  |             |
| <b>Task 3</b> | <b>DIRECT EXPENSES</b>                    |                              |                            |                                   |                                   |                         |  |                         |                |                    |            |                            |          |                  |             |                                |  |             |
|               | Vehicle Mileage 1 day @ 30 miles          | Each                         | Qty                        | Total                             |                                   |                         |  |                         |                |                    |            |                            |          |                  |             |                                |  |             |
|               | Bridge Toll x 1 trip                      | \$0.67                       | 80                         | \$19.65                           |                                   |                         |  |                         |                |                    |            |                            |          |                  |             |                                |  |             |
|               | Bridge Toll x 1 trip                      | \$6.00                       | 1                          | \$19.65                           |                                   |                         |  |                         |                |                    |            |                            |          |                  |             |                                |  |             |
|               | <b>TOTAL EXPENSES TASK</b>                |                              |                            |                                   |                                   |                         |  |                         |                |                    |            |                            |          |                  |             |                                |  |             |
|               | <b>TOTAL EXPENSES</b>                     |                              |                            |                                   |                                   |                         |  |                         |                |                    |            |                            |          |                  |             |                                |  |             |
|               | FN: AINW-Stevenson Lasher St Imp 9-3-2024 |                              |                            |                                   |                                   |                         |  |                         |                |                    |            |                            |          |                  |             |                                |  |             |

Actuals Not To Exceed Table (ANTE)

| WSDOT Agreement<br>Archaeological Investigations Northwest, Inc.<br>3510 NE 122nd Avenue<br>Portland, OR 97230 |                                      |   |                  |                  |   |  |
|--|--------------------------------------|---|------------------|------------------|---|--|
| AINW Job Classification  | WSDOT Labor Classification Title     | Direct Labor<br>Hourly Billing<br>Rate 2024 NTE | Overhead<br>NTE* | Fixed<br>Fee NTE | All Inclusive<br>Hourly Billing<br>Rate NTE |  |
|  |                                      |   | 169.82%          | 30.00%           |   |  |
| Project Admin/Project Assistant/Research   | Administrative Assistant 5           | \$46.65   | \$79.22          | \$14.00          | \$139.87                                    |  |
| PM/Senior Architectural Historian  | Deputy                               | \$60.50   | \$102.74         | \$18.15          | \$181.39                                    |  |
| Officer/Senior Archaeologist   | Director                             | \$82.00   | \$139.25         | \$24.60          | \$245.85                                    |  |
| Supervising Archaeologist  | Environmental Planner 2              | \$45.00   | \$76.42          | \$13.50          | \$134.92                                    |  |
| APM/PM/Senior Archaeologist  | Environmental Planner 5              | \$73.60   | \$124.99         | \$22.08          | \$220.67                                    |  |
| Staff Archaeologist  | Environmental Specialist 3           | \$36.50   | \$61.98          | \$10.95          | \$109.43                                    |  |
| Architectural Historian  | Environmental Specialist 5           | \$43.27   | \$73.48          | \$12.98          | \$129.73                                    |  |
| GIS-Graphics Senior Level Staff  | Senior Graphic Designer              | \$63.60   | \$108.01         | \$19.08          | \$190.69                                    |  |
| Archaeological Assistant   | Transportation Planning Technician 1 | \$20.00   | \$33.96          | \$6.00           | \$59.96                                     |  |
| Blank  | Blank                                |   | \$0.00           | \$0.00           | \$0.00                                      |  |
|  | 9/12/2024                            |   | \$0.00           | \$0.00           | \$0.00                                      |  |



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[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

August 30, 2024

Archaeological Investigations Northwest, Inc.  
3510 NE 122<sup>nd</sup> Ave  
Portland, OR 97230

Subject: Acceptance FYE 2023 ICR – Risk Assessment Review

Dear Bill Parietti:


Based on Washington State Department of Transportation's (WSDOT) Risk Assessment review of your Indirect Cost Rate (ICR), we have accepted your proposed FYE 2023 ICR of 169.82%. This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 704-6397** or via email [consultanrates@wsdot.wa.gov](mailto:consultanrates@wsdot.wa.gov).

Regards,

  
\_\_\_\_\_  
Schatzie Harvey (Aug 30, 2024 12:51 PDT)

SCHATZIE HARVEY, CPA  
Contract Services Manager

SH:sms



**EXHIBIT B - Lasher Street Improvement Fee Estimation**

CWE Project #: Wallis-6-01-1

| Staff Role/Title: |  | Principal Engineer | Senior Project Engineer/Geologist | Project Engineer/Geologist 1 | Project Manager Special Inspections | Project Manager Laboratory | Special Inspector Structural Welding | Special Inspector Reinforced Concrete | Senior Technical Editor | Administrative Services | Subcontracted Services | TOTALS      |
|-------------------|--|--------------------|-----------------------------------|------------------------------|-------------------------------------|----------------------------|--------------------------------------|---------------------------------------|-------------------------|-------------------------|------------------------|-------------|
| Hourly Rate:      |  | \$228.95           | \$193.63                          | \$125.99                     | \$153.08                            | \$167.48                   |                                      |                                       | \$102.95                | \$96.25                 |                        |             |
| Task ID           | Task Description   | Hrs                | Hrs                               | Hrs                          | Hrs                                 | Hrs                        | Hrs                                  | Hrs                                   | Hrs                     | Hrs                     | Mileage                | TOTALS      |
| <b>1</b>          | <b>Geotechnical Field Investigation</b>  |                    |                                   |                              |                                     |                            |                                      |                                       |                         |                         |                        |             |
| 1.1               | Geologic research, literature review, map review, site soil research, data collection    | 1                  | 2                                 | 0                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | -                      | -           |
| 1.2               | Field Site Recon, site walk, pictures, visual assessment, mark proposed boring locations | 0                  | 2                                 | 0                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | -                      | -           |
| 1.3               | Confirm Utility Locate Markings for proposed exploration locations                       | 0                  | 2                                 | 0                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | -                      | -           |
| 1.4               | Conduct infiltration testing within boring explorations                                  | 0                  | 0                                 | 0                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | -                      | -           |
| 1.5               | Soil boring logging, sample collection, field testing, data collection, sample log in    | 0                  | 0                                 | 20                           | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | -                      | -           |
| 1.6               | Vehicle Fee (mileage)  | 0                  | 0                                 | 0                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | \$293                  | -           |
|                   | <b>Total Task 1 Hours:</b>   | 1                  | 6                                 | 20                           | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | 0                      | 27          |
|                   | <b>Total Task 1 Cost:</b>  | \$228.95           | \$1,161.78                        | \$2,511.80                   | \$0.00                              | \$0.00                     | \$0.00                               | \$0.00                                | \$0.00                  | \$0.00                  | \$293.00               | \$4,195.53  |
| <b>2</b>          | <b>Subcontractor Exploration Services</b>  |                    |                                   |                              |                                     |                            |                                      |                                       |                         |                         |                        |             |
| 2.1               | SUBCONTRACTED - Soil boring drilling services (SPT)                                      | 0                  | 0                                 | 0                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | \$8,158                | -           |
| 2.2               | SUBCONTRACTED - Traffic Control Services   | 0                  | 0                                 | 0                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | \$3,025                | -           |
| 2.3               | SUBCONTRACTED - Utility Locator  | 0                  | 0                                 | 0                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | \$500                  | -           |
|                   | <b>Total Task 2 Hours:</b>   | 0                  | 0                                 | 0                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | -                      | -           |
|                   | <b>Total Task 2 Cost:</b>  | \$0.00             | \$0.00                            | \$0.00                       | \$0.00                              | \$0.00                     | \$0.00                               | \$0.00                                | \$0.00                  | \$0.00                  | \$11,683.00            | \$11,683.00 |
| <b>3</b>          | <b>Engineering Calculations and Design Recommendations</b>                               |                    |                                   |                              |                                     |                            |                                      |                                       |                         |                         |                        |             |
| 3.1               | Soil infiltration rate calculations.   | 0                  | 4                                 | 0                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | -                      | -           |
| 3.2               | Site grading, subgrade preparation and fill placement recommendations.                   | 0                  | 0                                 | 0                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | -                      | -           |
| 3.3               | Laboratory analysis results review and interpretation.                                   | 0                  | 0                                 | 0                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | -                      | -           |
| 3.4               | Geotechnical analysis, soil strength, design recommendations.                            | 2                  | 0                                 | 0                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | -                      | -           |
|                   | <b>Total Task 3 Hours:</b>   | 2                  | 4                                 | 0                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | -                      | 6           |
|                   | <b>Total Task 3 Cost:</b>  | \$457.91           | \$774.52                          | \$0.00                       | \$0.00                              | \$0.00                     | \$0.00                               | \$0.00                                | \$0.00                  | \$0.00                  | \$0.00                 | \$1,232.43  |
| <b>4</b>          | <b>Site Investigation Laboratory Analysis</b>  |                    |                                   |                              |                                     |                            |                                      |                                       |                         |                         |                        |             |
| 4.1               | Unconfined Compression Test (2)  | 0                  | 0                                 | 0                            | 0                                   | 1                          | 0                                    | 0                                     | 0                       | 0                       | \$450                  | -           |
| 4.2               | Moisture Content (4)   | 0                  | 0                                 | 0                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | \$160                  | -           |
| 4.3               | Atterberg Limits (2)   | 0                  | 0                                 | 0                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | \$370                  | -           |
| 4.4               | Percent Passing No 200 by Washing (2)  | 0                  | 0                                 | 0                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | \$210                  | -           |
|                   | <b>Total Task 4 Hours:</b>   | 0                  | 0                                 | 0                            | 0                                   | 1                          | 0                                    | 0                                     | 0                       | 0                       | -                      | 1           |
|                   | <b>Total Task 4 Cost:</b>  | \$0.00             | \$0.00                            | \$0.00                       | \$0.00                              | \$167.48                   | \$0.00                               | \$0.00                                | \$0.00                  | \$0.00                  | \$740.00               | \$907.48    |
| <b>5</b>          | <b>Geotechnical Report Preparation</b>   |                    |                                   |                              |                                     |                            |                                      |                                       |                         |                         |                        |             |
| 5.1               | Report Preparation.  | 2                  | 10                                | 1                            | 0                                   | 0                          | 0                                    | 0                                     | 3                       | 0                       | -                      | -           |
| 5.2               | Site and Soils Research  | 0                  | 0                                 | 1                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | -                      | -           |
| 5.3               | Drafting of figures, exploration logs, photo logs, etc.                                  | 0                  | 0                                 | 1                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | -                      | -           |
| 5.4               | Administrative   | 0                  | 0                                 | 0                            | 0                                   | 0                          | 0                                    | 0                                     | 0                       | 0                       | -                      | -           |
|                   | <b>Total Task 5 Hours:</b>   | 2                  | 10                                | 3                            | 0                                   | 0                          | 0                                    | 0                                     | 3                       | 0                       | -                      | 18          |
|                   | <b>Total Task 5 Cost:</b>  | \$457.91           | \$1,936.30                        | \$376.77                     | \$0.00                              | \$0.00                     | \$0.00                               | \$0.00                                | \$306.15                | \$0.00                  | \$0.00                 | \$3,077.13  |
|                   | <b>Total Summary of Hours:</b>   | 5                  | 20                                | 23                           | 0                                   | 1                          | 0                                    | 0                                     | 3                       | 0                       | -                      | 52          |
|                   | <b>Total Summary of Cost:</b>  | \$1,144.77         | \$3,872.60                        | \$2,888.57                   | \$0.00                              | \$167.48                   | \$0.00                               | \$0.00                                | \$306.15                | \$0.00                  | \$13,166.00            | \$21,545.57 |





Development Division  
Contract Services Office  
PO Box 47408  
Olympia, WA 98504-7408  
7345 Linderson Way SW  
Tumwater, WA 98501-6504

TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

August 8, 2024

Columbia West Engineering, Inc  
11917 NE 95th Street  
Vancouver, Washington 98682

Subject: Acceptance FYE 2023 ICR - Risk Assessment Review - Local Agency ONLY

Dear Jeff Maruca:

Based on Washington State Department of Transportation's (WSDOT) Risk Assessment review of your Indirect Cost Rate (ICR), we have accepted your proposed FYE 2023 ICR of 142.14%. This rate will be applicable for Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 704-6397** or via email [consultanrates@wsdot.wa.gov](mailto:consultanrates@wsdot.wa.gov).

Regards,

  
Schatzie Harvey (Aug 8, 2024 09:29 PDT)  
SCHATZIE HARVEY, CPA  
Contract Services Manager

SH:kb



|               |   |             |                  |                        |                         |                     | Total               |
|---------------|---|-------------|------------------|------------------------|-------------------------|---------------------|---------------------|
|               |   |             |                  |                        |                         |                     | Cost                |
|               |   | Biologist V | Graphics Manager | Professional Biologist | Project Coordinator III | ELS Labor           |                     |
|               |   | \$131.80    | \$140.04         | \$169.61               | \$115.15                |                     |                     |
| <b>Task 4</b> | <b>Permitting and Environmental Documentation</b> |             |                  |                        |                         | \$ -                | \$ -                |
| 4.1           | ESA Biological Assessment                         | 4           | 15               | 36                     |                         | \$ 8,733.80         | \$ 8,733.80         |
| 4.2           | Funding Agency Coordination                       |             |                  | 12                     |                         | \$ 2,035.31         | \$ 2,035.31         |
| 4.3           | HUD Environmental Review                          | 3           | 2                | 21                     |                         | \$ 4,237.28         | \$ 4,237.28         |
| 4.4           | HUD Environmental Assessment (contingency)        | 2           | 8                | 26                     |                         | \$ 5,793.80         | \$ 5,793.80         |
| 4.5           | WSDOT Environmental Classification Summary        | 3           | 2                | 25                     |                         | \$ 4,915.72         | \$ 4,915.72         |
| 4.6           | WSDOT Environmental Assessment (contingency)      | 5           | 8                | 22                     |                         | \$ 5,510.75         | \$ 5,510.75         |
|               | <b>TASK 4 SUBTOTAL</b>                            | <b>17</b>   | <b>35</b>        | <b>142</b>             | <b>0</b>                | <b>\$ 31,226.66</b> | <b>\$ 31,226.66</b> |
|               | <b>Project Subtotal</b>                           | <b>17</b>   | <b>35</b>        | <b>142</b>             | <b>0</b>                | <b>\$ 31,226.66</b> | <b>\$ 31,226.66</b> |

| <b>FEE SUMMARY</b>                       |                     |
|--|---------------------|
| ELS Labor                                | \$ 31,226.66        |
| <i>(M) = Mileage at current IRS Rate</i> |                     |
| <b>TOTAL BUDGET</b>                      | <b>\$ 31,226.66</b> |

Actuals Not To Exceed Table (ANTE)

| WSDOT Agreement: 2024   |                                      |              |               |                                       |
|---|--------------------------------------|--------------|---------------|---------------------------------------|
| Ecological Land Services, Inc. 1157 3rd Ave Ste 220A Longview, WA 98632 |                                      |              |               |                                       |
| Job Classifications   | Direct Labor Hourly Billing Rate NTE | Overhead NTE | Fixed Fee NTE | All Inclusive Hourly Billing Rate NTE |
|   |                                      | 181.21%      | 30.00%        |                                       |
| Biologist Entry Level   | \$ 24.50                             | \$44.40      | \$7.35        | \$76.25                               |
| Biologist I   | \$ 27.50                             | \$49.83      | \$8.25        | \$85.58                               |
| Biologist II  | \$ 30.25                             | \$54.82      | \$9.08        | \$94.14                               |
| Biologist III   | \$ 33.75                             | \$61.16      | \$10.13       | \$105.03                              |
| Biologist IV  | \$ 37.50                             | \$67.95      | \$11.25       | \$116.70                              |
| Biologist V   | \$ 42.35                             | \$76.74      | \$12.71       | \$131.80                              |
| Field Director  | \$ 30.67                             | \$55.58      | \$9.20        | \$95.45                               |
| Field Technician I  | \$ 22.00                             | \$39.87      | \$6.60        | \$68.47                               |
| Field Technician II   | \$ 24.00                             | \$43.49      | \$7.20        | \$74.69                               |
| Field Technician III  | \$ 25.00                             | \$45.30      | \$7.50        | \$77.80                               |
| Field Technician IV   | \$ 27.00                             | \$48.93      | \$8.10        | \$84.03                               |
| Graphics Manager  | \$ 45.00                             | \$81.54      | \$13.50       | \$140.04                              |
| Graphics Professional   | \$ 39.00                             | \$70.67      | \$11.70       | \$121.37                              |
| Graphics Technician I   | \$ 23.50                             | \$42.58      | \$7.05        | \$73.13                               |
| Graphics Technician II  | \$ 25.50                             | \$46.21      | \$7.65        | \$79.36                               |
| Graphics Technician III   | \$ 27.50                             | \$49.83      | \$8.25        | \$85.58                               |
| Graphics Technician IV  | \$ 33.00                             | \$59.80      | \$9.90        | \$102.70                              |
| Graphics Technician V   | \$ 37.50                             | \$67.95      | \$11.25       | \$116.70                              |
| Operations Coordinator  | \$ 44.00                             | \$79.73      | \$13.20       | \$136.93                              |
| President   | \$ 71.00                             | \$128.66     | \$21.30       | \$220.96                              |
| Professional Biologist  | \$ 54.50                             | \$98.76      | \$16.35       | \$169.61                              |
| Project Coordinator I   | \$ 23.00                             | \$41.68      | \$6.90        | \$71.58                               |
| Project Coordinator II  | \$ 26.50                             | \$48.02      | \$7.95        | \$82.47                               |
| Project Coordinator III   | \$ 37.00                             | \$67.05      | \$11.10       | \$115.15                              |

Revised 6/12/2024



**Washington State  
Department of Transportation**

**Development Division**  
Contract Services Office  
PO Box 47408  
Olympia, WA 98504-7408  
7345 Linderson Way SW  
Tumwater, WA 98501-6504

TTY: 1-800-833-6388  
[www.wsdot.wa.gov](http://www.wsdot.wa.gov)

June 6, 2024

Ecological Land Services, Inc.  
1157 3rd Ave, Suite 220A  
Longview, WA 98632

Subject: Acceptance FYE 2023 ICR - Risk Assessment Review - Local Agency ONLY

Dear Julie Hodges:

Based on Washington State Department of Transportation's (WSDOT) Risk Assessment review of your Indirect Cost Rate (ICR), we have accepted your proposed FYE 2023 ICR of 181.21 %. This rate will be applicable for Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 704-6397** or via email [consultanrates@wsdot.wa.gov](mailto:consultanrates@wsdot.wa.gov).

Regards,

  
Schatzie Harvey (Jun 6, 2024 14:05 PDT)  
SCHATZIE HARVEY, CPA  
Contract Services Manager

SH:BJO



Lasher Street Survey Estimate

| Job Classification                    | Hours | Rate      | Total               |
|---------------------------------------|-------|-----------|---------------------|
| <b>Task 1 Base Map</b>                |       |           |                     |
| Project Surveyor                      | 50    | \$ 150.00 | \$ 7,500.00         |
| Field Crew Party Chief                | 40    | \$ 150.00 | \$ 6,000.00         |
| Field Crew Chain Person               | 40    | \$ 75.00  | \$ 3,000.00         |
|                                       |       |           | <b>\$ 16,500.00</b> |
| <b>Task 2 Legal Descriptions (15)</b> |       |           |                     |
| Project Surveyor                      | 30    | \$ 150.00 | \$ 4,500.00         |
| Field Crew Party Chief                |       | \$ 150.00 | \$ -                |
| Field Crew Chain Person               |       | \$ 75.00  | \$ -                |
|                                       |       |           | <b>\$ 4,500.00</b>  |
| <b>Project Total</b>                  |       |           | <b>\$ 21,000.00</b> |







June 24, 2024

Cindy Halcumb, Owner  
KCD, LLC dba KC Development  
PO Box 398  
Camas, WA 98607-0054

Re: KCD, LLC dba KC Development  
Safe Harbor Indirect Cost Rate Extension

Dear Cindy:

Washington State has received approval from our local Federal Highway Administration (FHWA) Division to continue administering the “safe harbor” indirect cost rate program on engineering and design related service contracts, as well as for Local Public Agency projects.

We completed our risk assessment for KC Development in May 2018. Our assessment was conducted based on the documentation provided by the firm. The reviewed data included, but was not limited to, a description of the company, basis of accounting, accounting system and the basis of indirect costs. Based on our review, we found the firm eligible to use the Safe Harbor rate. KC Development opted to use the Safe Harbor rate, rather than provide a FAR-compliant rate.

Based on further review and discussion with the firm, we are issuing an extension of the Safe Harbor Indirect Cost Rate of 120% of direct labor with a field rate, where applicable, of 90% of direct labor for KC Development.

KC Development agreed to improve Internal Controls and timekeeping processes to be able to develop an Indirect Cost Rate Schedule in the future in accordance with the Federal Acquisition Regulations (FAR), Subpart 31. The WSDOT Internal Audit Office has provided guidance and information related to FARs and the AASHTO Audit Guide. You may use the Safe Harbor Rate of 120%, or 90% for field office situations, for agreements entered prior to June 30, 2025. For agreements entered after this date, please contact the WSDOT Consultant Services Office (CSO) or our office for guidance.

The Safe Harbor Rate will not be subject to audit. Please coordinate with CSO or your Local Programs contact if you have questions about when to apply the Safe Harbor rate to your agreement.

If you have any questions, please contact Steve McKerney or me at (360)705-7799.

Sincerely,

Jarron Elter  
Agreement Compliance Audit Manager

cc: Steve McKerney, Director of Internal Audit  
Maryna Ya  
File



**Project Budget Estimate**  
**Stevenson: Lasher Street Improvements**  
 Street Lighting

Date: 8/30/2024

| LANCASTER MOBLEY  |                                     |                         |                      |
|---|-------------------------------------|-------------------------|----------------------|
|   | Principal In Charge/ QA/QC Reviewer | Transportation Engineer | ESTIMATED TOTAL COST |
|   | \$133.68                            | \$116.25                |                      |
| <b>Project Tasks &amp; Estimated Personnel Hours</b>                              |                                     |                         |                      |
| <b>Task 1: Site Visit &amp; Coordination of Design Alternatives</b>               |                                     |                         |                      |
| Site visit and coordination with project team and City on lighting options        | 6                                   | 8                       | \$1,732.08           |
| <b>Task 2: 30% Design Drawings &amp; Cost Estimate</b>                            |                                     |                         |                      |
| Preparation and submittal of concept plans (30%)                                  | 5                                   | 16                      | \$2,528.40           |
| <b>Task 3: 90% Design Drawings &amp; Cost Estimate</b>                            |                                     |                         |                      |
| Preparation and submittal of preliminary plans (90%) including special provisions | 8                                   | 18                      | \$3,161.94           |
| <b>Task 4: 100% Design Drawings &amp; Cost Estimate</b>                           |                                     |                         |                      |
| Preparation and submittal off final plans, special provisions, and cost estimate  | 4                                   | 11                      | \$1,813.47           |
| <b>Hours Subtotal</b>   | 23                                  | 53                      | -                    |
| <b>Cost Subtotal</b>  | \$3,075                             | \$6,161                 | \$9,235.89           |
| <b>Reimbursables Subtotal</b>   |                                     |                         | \$0.00               |
| <b>TOTAL COST ESTIMATE</b>  |                                     |                         | <b>\$9,235.89</b>    |





March 14, 2024

Elizabeth Shumaker  
Mobley Engineering, LLC dba Lancaster Mobley  
1130 SW Morrison St. Ste 318  
Portland, OR 97205

Re: Mobley Engineering, LLC dba Lancaster Mobley  
Safe Harbor Indirect Cost Rate Addendum

Dear Elizabeth:

Washington State has received approval from our local Federal Highway Administration (FHWA) Division to increase the Safe Harbor Indirect Cost Rates from 110% and 80% for home and field to 120% and 90% respectively.

You'll be able to update your rates on any WSDOT agreements based on the agreement terms. Please refer to your agreement for specific information on rate updates. For questions on updating your billing rate, please contact the Contract Services Office at [consultantrates@wsdot.wa.gov](mailto:consultantrates@wsdot.wa.gov).

You may use the Safe Harbor Rate of 120%, or 90% for field office situations, for agreements entered prior to August 18, 2025. For agreements entered after this date, please contact the WSDOT Consultant Services Office (CSO) or our office for guidance.

The Safe Harbor Rate will not be subject to audit. Please coordinate with CSO or your Local Programs contact if you have questions about when to apply the Safe Harbor rate to your agreement.

If you have any questions, please contact Steve McKerney or me at (360)705-7799.

Sincerely,

Jarron Elter  
Agreement Compliance Audit Manager

cc: Steve McKerney, Director of Internal Audit  
Maryna Ya, MS 47323  
File



# Todd Prager & Associates<sub>LLC</sub>

## Lasher Street Arborist Estimate

| Job Classification                   | Hours | Rate      | Total              |
|--------------------------------------|-------|-----------|--------------------|
| Tree Assesment                       |       |           |                    |
| Principle consulting arborist        |       | \$225.00  | \$ -               |
| Senior associate consulting arborist | 30    | \$225.00  | \$ 6,750.00        |
| Associate consulting arborist        |       | \$225.00  | \$ -               |
| Administrative Support               |       | \$87.50   | \$ -               |
| Mileage @IRS Rate                    | 1     | \$150.000 | \$ 150.00          |
|                                      |       |           | \$ <b>6,900.00</b> |
| <b>Project Total</b>                 |       |           | \$ <b>6,900.00</b> |



March 14, 2024

Todd Prager  
Todd Prager & Associates, LLC  
601 Atwater Road  
Lake Oswego, OR 97034

Re: Todd Prager & Associates, LLC  
Safe Harbor Indirect Cost Rate Addendum

Dear Todd:

Washington State has received approval from our local Federal Highway Administration (FHWA) Division to increase the Safe Harbor Indirect Cost Rates from 110% and 80% for home and field to 120% and 90% respectively.

You'll be able to update your rates on any WSDOT agreements based on the agreement terms. Please refer to your agreement for specific information on rate updates. For questions on updating your billing rate, please contact the Contract Services Office at [consultantrates@wsdot.wa.gov](mailto:consultantrates@wsdot.wa.gov).

You may use the Safe Harbor Rate of 120%, or 90% for field office situations, for agreements entered prior to September 25, 2026. For agreements entered after this date, please contact the WSDOT Consultant Services Office (CSO) or our office for guidance.

The Safe Harbor Rate will not be subject to audit. Please coordinate with CSO or your Local Programs contact if you have questions about when to apply the Safe Harbor rate to your agreement.

If you have any questions, please contact Steve McKerney or me at (360)705-7799.

Sincerely,



Jarron Elter  
Agreement Compliance Audit Manager

cc: Steve McKerney, Director of Internal Audit  
Maryna Ya  
File

# Exhibit F - Title VI Assurances Appendix A & E

## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, (*Federal Highway Administration*), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. *[Include Washington State Department of Transportation specific program requirements.]*
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. *[Include Washington State Department of Transportation specific program requirements.]*
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the (*Federal Highway Administration*) to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the (*Federal Highway Administration*), as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non- discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the (*Federal Highway Administration*) may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the (*Federal Highway Administration*) may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.



# **Exhibit F - Title VI Assurances Appendix A & E**

## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**Exhibit G**  
**Certification Document**

---

- Exhibit G-1(a) Certification of Consultant
- Exhibit G-1(b) Certification of City of Stevenson
- Exhibit G-2 Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions
- Exhibit G-3 Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying
- Exhibit G-4 Certificate of Current Cost or Pricing Data

## Exhibit G-1(a) Certification of Consultant

I hereby certify that I am the and duly authorized representative of the firm of  
Wallis Engineering, PLLC

whose address is

215 W. 4th Street, Suite 200, Vancouver, WA 98660

and that neither the above firm nor I have

- a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this AGREEMENT;
- b) Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this AGREEMENT; or
- c) Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out this AGREEMENT; except as hereby expressly stated (if any);

I acknowledge that this certificate is to be furnished to the Washington State Department of Transportation

and the Federal Highway Administration, U.S. Department of Transportation in connection with this AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

## Wallis Engineering, PLLC

Consultant (Firm Name)

Jane Vail

Digitally signed by Jane Vail  
DN: CN=Jane Vail,  
dnQualifier=A01410D0000018F35F9600A0000A9E5,  
O=Wallis Engineering PLLC, C=US  
Location: Wallis Engineering  
Reason: I have reviewed this document  
Contact Info: jane.vail@walliseng.net  
Date: 2024.09.25 12:32:39-07'00'

Signature (Authorized Official of Consultant)

Date

**Exhibit G-1(b) Certification of** City of Stevenson

I hereby certify that I am the: MAYOR

Other

of the City of Stevenson, and Wallis Engineering, PLLC

or its representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this AGREEMENT to:

- a) Employ or retain, or agree to employ to retain, any firm or person; o
- b) Pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as hereby expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Washington State Department of Transportation and the Federal Highway Administration, U.S. Department of Transportation, in connection with this AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.



Signature

09.24.24

Date

# Exhibit G-2 Certification Regarding Debarment Suspension and Other Responsibility Matters - Primary Covered Transactions

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - B. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; an
  - D. Have not within a three (3) year period preceding this application / proposal had one or more public transactions (Federal, State and local) terminated for cause or default.
- II. Where the prospective primary participant is unable to certify to any of the statements in this certification such prospective participant shall attach an explanation to this proposal.

## Wallis Engineering, PLLC

Consultant (Firm Name)

**Jane Vail**  
Digitally signed by Jane Vail  
DN: CN=Jane Vail,  
dnQualifier=A01410D0000018F35F9600A0000A9E5,  
o=Wallis Engineering PLLC, C=US  
Location: Wallis Engineering  
Reason: I have reviewed this document  
Contact Info: jane.vail@walliseng.net  
Date: 2024.09.25 12:32:59-07'00

Signature (Authorized Official of Consultant)

Date

# Exhibit G-3 Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative AGREEMENT, and the extension, continuation, renewal, amendment, or modification of Federal contract, grant, loan or cooperative AGREEMENT.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative AGREEMENT, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the require certification shall be subject to a civil penalty of not less than \$10,000.00, and not more than \$100,000.00 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier sub-contracts, which exceed \$100,000 and that all such sub-recipients shall certify and disclose accordingly.

## Wallis Engineering, PLLC

Consultant (Firm Name)

**Jane Vail**  
Digitally signed by Jane Vail  
DN: cn=Jane Vail,  
o=Wallis Engineering PLLC, C=US  
Reason: I have reviewed this document  
Date: 2024.09.25 12:33:21-07'00'

Signature (Authorized Official of Consultant)

Date

## Exhibit G-4 Certification of Current Cost or Pricing Data

This is to certify that, to the best of my knowledge and belief, the cost or pricing data (as defined in section of the Federal Acquisition Regulation (FAR) and required under FAR subsection 15.403-4) submitted, either actually or by specific identification in writing, to the Contracting Officer or to the Contracting Officer's representative in support of Lasher Street Improvement \* are accurate, complete, and current as of September 16, 2024 \*\*.

This certification includes the cost or pricing data supporting any advance AGREEMENT's and forward pricing rate AGREEMENT's between the offer or and the Government that are part of the proposal.

Firm: Wallis Engineering, PLLC

Jane Vail

Digitally signed by Jane Vail  
DN: CN=jane.vail,  
dnQualifier=A01410D0000018F35F9600A0000A9E5,  
O=Wallis Engineering PLLC, C=US  
Location: Wallis Engineering  
Reason: I have reviewed this document  
Contact Info: jane.vail@walliseng.net  
Date: 2024.09.25 12:33:39-07'00

Signature

Principal Engineer

Title

Date of Execution September 25, 2024

\*\*\*.

\*Identify the proposal, quotation, request for pricing adjustment, or other submission involved, giving the appropriate identifying number (e.g. project title.)

\*\*Insert the day, month, and year, when price negotiations were concluded and price AGREEMENT was reached.

\*\*\*Insert the day, month, and year, of signing, which should be as close as practicable to the date when the price negotiations were concluded and the contract price was agreed to.

# **Exhibit H**

## **Liability Insurance Increase**

---

### **To Be Used Only If Insurance Requirements Are Increased**

The professional liability limit of the CONSULTANT to the AGENCY identified in Section XII, Legal Relations and Insurance of this Agreement is amended to \$ \_\_\_\_\_.

The CONSULTANT shall provide Professional Liability insurance with minimum per occurrence limits in the amount of \$ \_\_\_\_\_.

Such insurance coverage shall be evidenced by one of the following methods:

- Certificate of Insurance
- Self-insurance through an irrevocable Letter of Credit from a qualified financial institution

Self-insurance through documentation of a separate fund established exclusively for the payment of professional liability claims, including claim amounts already reserved against the fund, safeguards established for payment from the fund, a copy of the latest annual financial statements, and disclosure of the investment portfolio for those funds.

Should the minimum Professional Liability insurance limit required by the AGENCY as specified above exceed \$1 million per occurrence or the value of the contract, whichever is greater, then justification shall be submitted to the Federal Highway Administration (FHWA) for approval to increase the minimum insurance limit.

If FHWA approval is obtained, the AGENCY may, at its own cost, reimburse the CONSULTANT for the additional professional liability insurance required.

Notes: Cost of added insurance requirements: \$ \_\_\_\_\_.

- Include all costs, fee increase, premiums.
  - This cost shall not be billed against an FHWA funded project.
  - For final contracts, include this exhibit
-



# **Exhibit I**

## **Alleged Consultant Design Error Procedures**

---

The purpose of this exhibit is to establish a procedure to determine if a consultant has alleged design error is of a nature that exceeds the accepted standard of care. In addition, it will establish a uniform method for the resolution and/or cost recovery procedures in those instances where the agency believes it has suffered some material damage due to the alleged error by the consultant.

### **Step 1 Potential Consultant Design Error(s) is Identified by Agency's Project Manager**

At the first indication of potential consultant design error(s), the first step in the process is for the Agency's project manager to notify the Director of Public Works or Agency Engineer regarding the potential design error(s). For federally funded projects, the Region Local Programs Engineer should be informed and involved in these procedures. (Note: The Director of Public Works or Agency Engineer may appoint an agency staff person other than the project manager, who has not been as directly involved in the project, to be responsible for the remaining steps in these procedures.)

### **Step 2 Project Manager Documents the Alleged Consultant Design Error(s)**

After discussion of the alleged design error(s) and the magnitude of the alleged error(s), and with the Director of Public Works or Agency Engineer's concurrence, the project manager obtains more detailed documentation than is normally required on the project. Examples include all decisions and descriptions of work, photographs, records of labor, materials, and equipment.

### **Step 3 Contact the Consultant Regarding the Alleged Design Error(s)**

If it is determined that there is a need to proceed further, the next step in the process is for the project manager to contact the consultant regarding the alleged design error(s) and the magnitude of the alleged error(s). The project manager and other appropriate agency staff should represent the agency and the consultant should be represented by their project manager and any personnel (including sub-consultants) deemed appropriate for the alleged design error(s) issue.

### **Step 4 Attempt to Resolve Alleged Design Error with Consultant**

After the meeting(s) with the consultant have been completed regarding the consultant's alleged design error(s), there are three possible scenarios:

- It is determined via mutual agreement that there is not a consultant design error(s). If this is the case, then the process will not proceed beyond this point.
- It is determined via mutual agreement that a consultant design error(s) occurred. If this is the case, then the Director of Public Works or Agency Engineer, or their representatives, negotiate a settlement with the consultant. The settlement would be paid to the agency or the amount would be reduced from the consultant's agreement with the agency for the services on the project in which the design error took place. The agency is to provide LP, through the Region Local Programs Engineer, a summary of the settlement for review and to make adjustments, if any, as to how the settlement affects federal reimbursements. No further action is required.
- There is not a mutual agreement regarding the alleged consultant design error(s). The consultant may request that the alleged design error(s) issue be forwarded to the Director of Public Works or Agency Engineer for review. If the Director of Public Works or Agency Engineer, after review with their legal counsel, is not able to reach mutual agreement with the consultant, proceed to Step 5.

## **Step 5 Forward Documents to Local Programs**

For federally funded projects, all available information, including costs, should be forwarded through the Region Local Programs Engineer to LP for their review and consultation with the FHWA. LP will meet with representatives of the agency and the consultant to review the alleged design error(s), and attempt to find a resolution to the issue. If necessary, LP will request assistance from the Attorney General's Office for legal interpretation. LP will also identify how the alleged error(s) affects eligibility of project costs for federal reimbursement.

- If mutual agreement is reached, the agency and consultant adjust the scope of work and costs to reflect the agreed upon resolution. LP, in consultation with FHWA, will identify the amount of federal participation in the agreed upon resolution of the issue.
- If mutual agreement is not reached, the agency and consultant may seek settlement by arbitration or by litigation.

# *Exhibit J*

## **Consultant Claim Procedures**

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The purpose of this exhibit is to describe a procedure regarding claim(s) on a consultant agreement. The following procedures should only be utilized on consultant claims greater than \$1,000. If the consultant's claim(s) total a \$1,000 or less, it would not be cost effective to proceed through the outlined steps. It is suggested that the Director of Public Works or Agency Engineer negotiate a fair and reasonable price for the consultant's claim(s) that total \$1,000 or less.

This exhibit will outline the procedures to be followed by the consultant and the agency to consider a potential claim by the consultant.

### **Step 1 Consultant Files a Claim with the Agency Project Manager**

If the consultant determines that they were requested to perform additional services that were outside of the agreement's scope of work, they may be entitled to a claim. The first step that must be completed is the request for consideration of the claim to the Agency's project manager.

The consultant's claim must outline the following:

- Summation of hours by classification for each firm that is included in the claim
- Any correspondence that directed the consultant to perform the additional work;
- Timeframe of the additional work that was outside of the project scope;
- Summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work; and
- Explanation as to why the consultant believes the additional work was outside of the agreement scope of work.

### **Step 2 Review by Agency Personnel Regarding the Consultant's Claim for Additional Compensation**

After the consultant has completed step 1, the next step in the process is to forward the request to the Agency's project manager. The project manager will review the consultant's claim and will meet with the Director of Public Works or Agency Engineer to determine if the Agency agrees with the claim. If the FHWA is participating in the project's funding, forward a copy of the consultant's claim and the Agency's recommendation for federal participation in the claim to the WSDOT Local Programs through the Region Local Programs Engineer. If the claim is not eligible for federal participation, payment will need to be from agency funds.

If the Agency project manager, Director of Public Works or Agency Engineer, WSDOT Local Programs (if applicable), and FHWA (if applicable) agree with the consultant's claim, send a request memo, including backup documentation to the consultant to either supplement the agreement, or create a new agreement for the claim. After the request has been approved, the Agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit. No further action is needed regarding the claim procedures.

If the Agency does not agree with the consultant's claim, proceed to step 3 of the procedures.

### **Step 3 Preparation of Support Documentation Regarding Consultant's Claim(s)**

If the Agency does not agree with the consultant's claim, the project manager shall prepare a summary for the Director of Public Works or Agency Engineer that included the following:

- Copy of information supplied by the consultant regarding the claim;
- Agency's summation of hours by classification for each firm that should be included in the claim
- Any correspondence that directed the consultant to perform the additional work;
- Agency's summary of direct labor dollars, overhead costs, profit and reimbursable costs associate with the additional work;
- Explanation regarding those areas in which the Agency does/does not agree with the consultant's claim(s);
- Explanation to describe what has been instituted to preclude future consultant claim(s); and
- Recommendations to resolve the claim.

### **Step 4 Director of Public Works or Agency Engineer Reviews Consultant Claim and Agency Documentation**

The Director of Public Works or Agency Engineer shall review and administratively approve or disapprove the claim, or portions thereof, which may include getting Agency Council or Commission approval (as appropriate to agency dispute resolution procedures). If the project involves federal participation, obtain concurrence from WSDOT Local Programs and FHWA regarding final settlement of the claim. If the claim is not eligible for federal participation, payment will need to be from agency funds.

### **Step 5 Informing Consultant of Decision Regarding the Claim**

The Director of Public Works or Agency Engineer shall notify (in writing) the consultant of their final decision regarding the consultant's claim(s). Include the final dollar amount of the accepted claim(s) and rationale utilized for the decision.

### **Step 6 Preparation of Supplement or New Agreement for the Consultant's Claim(s)**

The agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit

**Agreement for Executive Recruitment Services (“PROJECT”)  
to City of Stevenson, Washington (“CLIENT”) between  
CLIENT and Strategic Government Resources, Inc., DBA SGR (“SGR”)**

SGR and CLIENT (together, “Parties”) agree as follows, effective upon the date of the later signature below, in consideration of the mutual promises contained in this Agreement and other good and valuable consideration, the sufficiency of which each Party hereby acknowledges.

**1. SGR promises and agrees:**

- A. To perform the services described in SGR’s Proposal for PROJECT dated September 23, 2024 (“PROPOSAL”) substantially in the timeframe projected in the PROPOSAL.
- B. To honor the Placement Guarantee stated in the PROPOSAL.
- C. To comply with all applicable open records, public information and similar laws, and consult with CLIENT if SGR is asked for information before disclosure, unless prevented by court order or law from doing so.

**2. CLIENT promises and agrees:**

- A. To pay SGR promptly as billed or invoiced for such services in accordance with the amounts stated in PROPOSAL, including Reimbursable Expenses and costs of any Supplemental Services or Other Expenses that CLIENT selects. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.
- B. To timely provide photos/graphics and information necessary to develop recruitment brochure, narrow candidate field, and conduct candidate screening and interviews; failure to do so may, in SGR’s reasonable discretion, extend timeline and can negatively impact the outcome of the process.
- C. To respond to drafts of documents and reports in a timely manner; failure to do so may, in SGR’s reasonable discretion, extend timelines and can negatively impact the outcome of the process.
- D. To refer all prospective applicants to SGR and not to accept applications independently during the recruitment process.
- E. To provide legal opinions to SGR regarding when and if any information relating to the PROJECT must or should be released in accordance with public information laws or legal process.
- F. That if CLIENT receives an open records request, CLIENT shall notify and share the request with SGR in writing as soon as possible but within no more than three (3) business days of receipt and that CLIENT shall provide sufficient time for SGR to notify and provide advance notice to the impacted individuals prior to CLIENT releasing the required information with protected information redacted.
- G. To directly reimburse finalists for travel-related expenses relating to in-person interviews.
- H. That CLIENT is ultimately responsible for candidate selections and CLIENT will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation,

national origin, disability, marital status, or any other basis that is prohibited by federal, or applicable state, or local law.

- I. To comply with the Fair Credit Reporting Act.
- J. To cooperate with SGR to enable SGR to perform its obligations to CLIENT.

**3. Additional Terms and Conditions:**

- A. The PROPOSAL is incorporated herein for all purposes including all terms defined therein, but if there is any conflict or inconsistency between the terms or conditions of this Agreement, this Agreement controls.
- B. SGR may substitute personnel other than those initially placed, who have substantially equivalent training and experience and subject to approval of CLIENT, due to factors such as SGR employee/consultant turnover, developing needs of the PROJECT, or CLIENT's request.
- C. CLIENT grants SGR permission to use any name, logo, or other identifying mark of CLIENT in SGR's social media content to refer to the relationship established by this agreement.
- D. Remedies
  - i. CLIENT can terminate this agreement at any time for no reason upon giving SGR seven (7) days advance written notice of the termination date. In such an event, so long as SGR has not materially breached the agreement SGR shall be compensated for all work satisfactorily performed up to and through the termination date.
  - ii. SGR can terminate this agreement upon seven (7) days advance written notice of the termination date to CLIENT if CLIENT has failed to promptly pay in full any undisputed portion of any bill or invoice (if the dispute is in good faith) or has failed to perform its contractual promises in a manner that materially impedes SGR's ability to perform. In such an event, SGR shall be compensated for all work satisfactorily performed up to and through the termination date.
- E. CLIENT acknowledges that the nature of executive recruitment is such that SGR engages in discussions with prospects through the process who may or may not ultimately become a candidate, and that SGR is utilizing its proprietary network of relationships to identify and engage prospective candidates, and that premature release of such proprietary information, including names of prospective candidates with whom SGR may be having conversations as part of the recruitment process, may be damaging to the prospects, CLIENT, and SGR. Accordingly, CLIENT acknowledges and, to the extent permitted by law, agrees that all information related to this search is proprietary, and remains the property of and under the exclusive control of SGR, regardless of whether such information has been shared with CLIENT.
- F. There are no third-party beneficiaries to this Agreement.
- G. If any term or condition of this Agreement is invalidated by final judgment of a court of competent jurisdiction or becomes impossible to perform, the Parties will confer about whether to continue performance without amending the Agreement, without prejudice to either Party's right to terminate the Agreement without cause.
- H. This Agreement embodies the complete and final understandings, contract, and agreement between the Parties, superseding any and all prior written or verbal representations, understandings, or agreements pertaining to this PROJECT. This Agreement can be modified

only by signed written amendment. Electronic communications purporting to amend this Agreement will be effective only if the electronic communication includes specific reference to this Agreement or PROJECT.

- I. This Agreement will be governed by the substantive laws of the State of Washington without regard to the jurisdiction's choice-of-law doctrines. Venue for any litigation relating to this Agreement will be exclusively in Skamania County of the State of Washington.
- J. To the extent it may be permitted to do so by applicable law, CLIENT does hereby agree to defend, hold harmless, and indemnify SGR, and all officers, employees, and contractors of SGR, from any and all demands, claims, suits, actions, judgments, expenses, and attorneys' fees incurred in any legal proceedings brought against them as a result of action taken by SGR, its officers, employees, and contractors, providing the incident(s), which is (are) the basis of any such demand, claim, suit, actions, judgments, expenses, and attorneys' fees, arose or does arise in the future from an act or omission of SGR acting within the course and scope of SGR's engagement with CLIENT; excluding, however, any such demand, claim, suit, action, judgment, expense, and attorneys' fees for those claims or any causes of action where it is determined that SGR committed official misconduct, or committed a willful or wrongful act or omission, or an act or omission constituting gross negligence, or acted in bad faith. In the case of such indemnified demand, claim, suit, action, or judgment, the selection of SGR's legal counsel shall be with the mutual agreement of SGR and CLIENT if such legal counsel is not also CLIENT's legal counsel. A legal defense may be provided through insurance coverage, in which case SGR's right to agree to legal counsel provided will depend on the terms of the applicable insurance contract. The provisions of this paragraph shall survive the termination, expiration, or other end of this agreement and/or SGR's engagement with CLIENT.
- K. All points of contact shall be through CLIENT's Interim City Administrator unless otherwise directed by CLIENT's Interim City Administrator.
- L. Notices related to this Agreement will go to the respective Parties as follows but either Party can change the addressee for notices to that Party by written notice to the other Party.
  - i. For the purposes of this Agreement, legal notice shall be required for all matters involving potential termination actions, litigation, indemnification, and unresolved disputes. This does not preclude legal notice for any other actions having a material impact on the Agreement.
  - ii. Any notice required be given by this Agreement shall be deemed to have been given within three (3) days of emailing or depositing in the mail.

**Legal Notices:**

SGR  
Attn: Melissa Valentine, Corporate Secretary  
PO Box 1642  
Keller, TX 76244  
[Melissa@GovernmentResource.com](mailto:Melissa@GovernmentResource.com)

CLIENT  
Attn: ROBERT MUTH  
Address: KILMER, VOORHEES & LAURICK, PC  
Email: 2701 NW VAUGHN ST #780  
PORTLAND, OR 97210  
RMUTH@KILMERLAW.COM

PROJECT Representative:

SGR

Jeri J. Peters  
President of Executive Recruitment  
[JJPeters@GovernmentResource.com](mailto:JJPeters@GovernmentResource.com)  
817-337-8581

CLIENT

Name: BEN SHUMAKER  
Title: INTERIM CITY ADMINISTRATOR  
Email: BEN@CI.STEVENSON.VA.US  
Phone: 509-427-5970 EXT 205

Billing and Invoicing:

SGR

Attn: Finance  
[Finance@GovernmentResource.com](mailto:Finance@GovernmentResource.com)  
817-337-8581

CLIENT

Name: ANDERS SORESTAD  
Title: ACTING CLERK-TREASURER  
Email: ANDERS@CI.STEVENSON.VA.US  
Phone: 509-427-5970 EXT 702

- M. Unless sooner terminated, this Agreement shall terminate at such time as the PROJECT is completed and the requirements of this Agreement are satisfied, except that duties of payment, information disclosure, placement guarantee, and any representations and warranties survive this Agreement.
- N. The Parties and each individual who executes this Agreement on behalf of a Party represent and warrant to the other Party that as to each Party's respective signatory, that signatory is authorized by their Party to execute this Agreement and to bind their Party hereto.
- O. Time is of the essence to this Agreement.
- P. This Agreement may be executed in counterparts which together will comprise the Agreement.
- Q. This Agreement is subject to appropriation of funds by CLIENT.

Strategic Government Resources, Inc., DBA SGR


\_\_\_\_\_  
Signature

Printed Name: Jeri J. Peters

Title: President of Executive Recruitment

\_\_\_\_\_  
Date

CLIENT

  
\_\_\_\_\_  
Signature

Printed Name: Scott Anderson

Title: Mayor

10.14.24  
\_\_\_\_\_  
Date



# PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

---

**City Administrator  
City of Stevenson, Washington**

**September 23, 2024**

**This proposal is valid for 60 days**



**Strategic** Government Resources  
P.O. Box 1642, Keller, Texas 76244  
Office: 817-337-8581

JJ Peters, President of Executive Recruitment  
[JJPeters@GovernmentResource.com](mailto:JJPeters@GovernmentResource.com)



September 23, 2024

Hon. Mayor Scott Anderson & City Council  
City of Stevenson, Washington

Dear Mayor Anderson & Council Members,

Thank you for the opportunity to submit this proposal to assist the City of Stevenson in your recruitment for a new City Administrator. At SGR, we take pride in our unique ability to provide personalized and comprehensive recruitment services to meet your specific needs.

We would like to highlight some key aspects that set SGR apart from other recruitment firms and enable us to reach the most extensive and diverse pool of applicants available:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and best management practices.
- SGR has conducted executive recruitments for over 450 local government clients in 37 states, and we value the long-term relationships we have developed with many of our clients who continue to partner with us on future recruitment needs.
- We have a broad community of over 19,000 followers on LinkedIn, one platform we utilize to connect with a wide range of active and passive candidates across the nation.
- Our Servant Leadership e-newsletter, with a subscriber base of over 40,000 in all 50 states, announces all SGR recruitments, further extending our reach. Your position will also be posted on SGR's website and our Job Board.
- In addition, SGR sends targeted emails to our opt-in Job Alert subscriber database including over 5,000 city management professionals.

We are happy to provide references upon request. Prior to confirming our commitment to this search, we respectfully request the opportunity to discuss the job description and hiring salary range with you in more detail. We are enthusiastic about the prospect of conducting this recruitment for the City of Stevenson, and we are available to schedule a meeting at your convenience to discuss further.

Respectfully submitted,

Jeri J. Peters, President of Executive Recruitment  
[JJPeters@GovernmentResource.com](mailto:JJPeters@GovernmentResource.com)

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## About SGR

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by recruiting, assessing, and developing innovative, collaborative, and authentic leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a full-service firm, specializing in providing solutions for local governments in the areas of recruitment and retention, leadership development and training, innovation and future readiness, and everything in between.

With 28 full-time employees, 1 part-time employee, 27 recruiters, 17 facilitators, and multiple consultants who function as subject matter experts on a variety of projects, SGR offers comprehensive expertise.

The company operates as a fully remote organization, with team members located in Texas, Arizona, California, Colorado, Florida, Georgia, Maine, Missouri, Montana, New York, North Carolina, Ohio, Oklahoma, Oregon, and South Carolina.

View all SGR team members and their bios at: <https://sgr.pub/MeetTeamSGR>.

## SGR's Unique Qualifications

### Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment and firmly believes in the importance of proactively building a workforce that reflects the diversity of the communities we serve. We leverage an extensive and diverse network to reach potential applicants.

- Your position will be announced in SGR's Servant Leadership e-newsletter, which reaches over 40,000 subscribers across all 50 states.
- We will send targeted emails to over 5,000 opt-in subscribers of SGR's City Management Job Alerts.
- Your position will appear on SGR's Website, <https://sgr.pub/SGRWebsite>, which attracts approximately 20,000 visitors per month.
- Your position will be posted on SGR's Job Board, <https://sgr.pub/SGRJobBoard>, which typically has over 2,000 job listings at any given time and receives approximately 16,000 unique visitors per month.
- SGR implements a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page.
- We frequently collaborate with various local government associations, including the League of Women in Government, Alliance for Innovation, and the National Forum for Black Public Administrators.
- Approximately 65% of semifinalists selected by our clients learn about open recruitments through our website, servant leadership e-newsletter, job board, job alert emails, social media, or personal contact.

### Collective Local Government Experience

Our recruiters have decades of experience in local government, as well as regional and national networks of relationships. Our executive recruiters leverage the professional networks of all SGR recruiters when recruiting for a position, enabling outreach to a wide and diverse array of prospective applicants. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and/or write on issues of interest to local government executives. SGR can navigate relevant networks as both peers and insiders.

### Listening to Your Unique Needs

SGR devotes significant time to actively listening to your organization and helping you define and articulate your needs. We work diligently to conduct a comprehensive recruitment process tailored specifically to your organization. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure an alignment in terms of values, philosophy, and management style perspectives.

While we have established systems for achieving success, we are a “boutique” firm capable of adapting to meet a client's specific needs and providing insights on the pros and cons of their preferred approach.

### **Trust of Candidates**

SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next-generation leaders, earning their trust. As a result, we can bring exceptional prospects to the applicant pool. Candidates trust SGR to assess the situation accurately, communicate honestly, and maintain their confidentiality to the greatest extent possible.

### **Accessibility and Communication**

Your executive recruiter will keep you informed of the search status and will be readily accessible throughout the recruitment process. Candidates and clients can reach the recruiter at any time via cell phone or email. Additionally, the recruiter maintains communication with active applicants, ensuring they are well-informed about the community and the opportunity.

### **Comprehensive Evaluation and Vetting of Candidates**

SGR offers a comprehensive screening process designed to ensure a thorough understanding of candidate backgrounds and to minimize surprises. Our vetting process for a full-service recruitment includes the following key components:

- Prescreening questions and technical review of resumes
- Cross-communication among our recruiters regarding candidates who have been involved in previous searches, providing greater insight into their background and skills.
- Written questionnaires to gain insights beyond what is available through a resume.
- Recorded one-way semifinalist interviews.
- All-inclusive media reports that far surpass automated Google/LexisNexis searches, tailored to each candidate based on their previous places of residence and work.
- Thorough, automated, and anonymous reference checks that provide feedback on candidates from a well-rounded group of references.
- Background checks completed by a licensed private investigation firm.

### **Executive Recruitment Clients**

SGR has partnered on executive recruitments with more than 450 local government clients in 37 states. We take great pride in the long-term relationships we have developed with many of our clients who continue to partner with us on future recruitment needs.

View a full list of our Executive Recruitment Clients at: <https://sgr.pub/ERClientList>.

## DEI in Recruitments

SGR is deeply committed to equal employment opportunity and considers it an ethical imperative. We unequivocally reject any form of bias, expecting that candidates be assessed solely based on their ability to perform the job. Encouraging underrepresented demographic groups to apply is a vital aspect of our commitment. While we cannot guarantee the composition of semifinalist or finalist groups, SGR actively fosters relationships and contacts on a national scale to ensure meaningful participation of underrepresented groups. Our recruitment process is consistently evaluated and refined to incorporate a focus on equity and inclusion.

Statistics are a testament to our commitment to diversity and inclusion. In our 2023 placements, 31% of candidates were female and 23% indicated they were a person of color. Within SGR, our team of six executives includes three women and one person of color, and 79% of SGR's staff members are women. Our internal hiring practices are designed to attract diverse talent from various backgrounds and experiences. We understand the importance of words, ensuring our recruitment materials are inclusive and reflect an equity-focused perspective.

We also actively recommend advertising placements to attract a diverse applicant pool, leveraging partnerships with organizations such as the League of Women in Government, the Local Government Hispanic Network, and the National Forum of Black Public Administrators. Tracking candidate demographic data helps us proactively recruit traditionally underrepresented candidates for senior management positions in local government. We welcome feedback from our clients and candidates, using post-recruitment surveys to refine our processes and outcomes.

## Project Personnel

**David Tuan, Senior Vice President**

[DavidTuan@governmentresource.com](mailto:DavidTuan@governmentresource.com)

817-337-8581



David Tuan joins SGR with 10 years of experience working for local government, serving in positions as City Administrator, Director of Public Works, and Senior Civil Engineer for the City of Williston, North Dakota. David’s public service background includes knowledge of municipal and state government, finance, public works, public safety, planning and zoning, and airports. A practitioner of the servant leadership philosophy, David believes that investing time in mentoring and coaching a team can yield the greatest growth.

David has a Bachelor of Science degree in Civil Engineering from the University of North Dakota and extensive leadership training following four years of service in the Canadian Armed Forces as an officer in a combat engineering role. As a servant leader, he continues to prioritize public service and has held numerous board positions for local North Dakota non-profits and volunteer organizations including Lions Club International, the Williston Council for the Aging, and the Great Open Spaces City Manager’s Association.

David and his partner Kristin reside in Bozeman, Montana, with their two dogs.



# Approach and Methodology

A full-service recruitment typically entails the following steps:

- 1. Organization/Position Insight and Analysis**
  - Project Kickoff Meeting and Develop Anticipated Timeline
  - Stakeholder Interviews and Listening Sessions
  - Develop Recruitment Brochure
- 2. Recruitment Campaign and Outreach to Prospective Applicants**
  - Advertising and Marketing
  - Communication with Prospective Applicants
  - Communication with Active Applicants
- 3. Initial Screening and Review by Executive Recruiter**
- 4. Search Committee Briefing to Review Applicant Pool and Select Semifinalists**
- 5. Evaluation of Semifinalists**
  - Written Questionnaires
  - Recorded One-Way Semifinalist Interviews
  - Media Searches - Stage 1, as described below
- 6. Search Committee Briefing to Select Finalists**
- 7. Evaluation of Finalists**
  - Comprehensive Media Searches - Stage 2, as described below
  - Background Investigation Reports
  - DiSC Management Assessments (if desired, supplemental cost)
  - First Year Plan or Other Advanced Exercise
  - Press Release Announcing Finalists (if requested)
- 8. Interview Process**
  - Face-to-Face Interviews
  - Stakeholder Engagement (if desired)
  - Deliberations
  - Reference Checks (may occur earlier in process)
- 9. Negotiations and Hiring Process**
  - Determine Terms of an Employment Offer
  - Negotiate Terms and Conditions of Employment
  - Press Release Announcing New Hire (if requested)

## **Step 1: Organization/Position Insight and Analysis**

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### **Project Kickoff Meeting and Develop Anticipated Timeline**

SGR will meet with the organization at the outset of the project to discuss the recruitment strategy and timeline. At this time, SGR will also request that the organization provide us with photos and information on the community, organization, and position to assist us in drafting the recruitment brochure.

### **Stakeholder Interviews and Listening Sessions**

Stakeholder interviews and listening sessions are integral to SGR's approach. SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your specific needs. Obtaining a deep understanding of your organizational needs is the crucial foundation for a successful executive recruitment. In collaboration with the organization, SGR will compile a list of internal and external stakeholders to meet with regarding the position. These interviews and listening sessions will identify potential issues that may affect the dynamics of the recruitment and contribute to a comprehensive understanding of the position, special considerations, and the political environment. This process fosters organizational buy-in and will assist us in creating the position profile.

### **Develop Recruitment Brochure**

After the stakeholder meetings, SGR will develop a recruitment brochure, which will be reviewed and revised in partnership with your organization until we are in agreement that it accurately represents the sought-after leadership and management attributes.

To view sample recruitment brochures, please visit:

<https://sgr.pub/OpenRecruitments>

## **Step 2: Recruitment Campaign and Outreach to Prospective Applicants**

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### **Advertising and Marketing**

The Executive Recruiter and the client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, with a reach of over 40,000 subscribers in all 50 states, will announce your position. Additionally, we will send targeted emails to opt-in subscribers of SGR's Job Alerts, and your position will be posted on SGR's website and Job Board. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on SGR's LinkedIn page. Furthermore, we will provide a recommended list of ad placements to be approved by the client, targeting the most effective venues for reaching qualified candidates for that particular position.

### **Communication with Prospective Applicants**

SGR maintains regular communication with interested prospects throughout the recruitment process. Outstanding candidates often conduct thorough research on the available position before submitting their resumes.

As a result, we receive a significant number of inquiries, and it is crucial for the executive search firm to be well-prepared to respond promptly, accurately, and comprehensively, while also offering a warm and personalized approach. This initial interaction is where prospective candidates form their first impression of the organization, and it is an area in which SGR excels.

### **Communication with Active Applicants**

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personalized responses to any questions or inquiries. SGR maintains frequent communication with applicants to ensure they remain enthusiastic and well-informed about the opportunity. Additionally, SGR communicates with active applicants, keeping them informed about the organization and community.

### **Step 3: Initial Screening and Review by Executive Recruiter**

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SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. This triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues concerning previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process mentioned above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to ensure that the minimum requirements of the position are met and determine which preferred requirements are satisfied. This sifting process examines how well candidates' applications align with the recruitment criteria outlined in the position profile.

### **Step 4: Search Committee Briefing to Review Applicant Pool and Select Semifinalists**

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At this briefing, SGR will conduct a comprehensive presentation to the Search Committee and facilitate the selection of semifinalists. The presentation will include summary information on the process to date, outreach efforts, the candidate pool demographics, and any identified trends or issues. Additionally, a briefing on each candidate and their credentials will be provided.

### **Step 5: Evaluation of Semifinalists**

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The review of resumes is a crucial step in the executive recruitment process. However, resumes may not fully reveal an individual's personal qualities and their ability to collaborate effectively with others. In some instances, resumes might also tend to exaggerate or inflate accomplishments and experience.

At SGR, we understand the significance of going beyond the surface level of a resume to ensure that candidates who progress in the recruitment process are truly qualified for the position and a suitable match for the organization. Our focus is to delve deeper and gain a comprehensive understanding of the person behind the resume, identifying the qualities that make them an outstanding prospect for your organization.

During the evaluation of semifinalist candidates, we take the initiative to follow up when necessary, seeking clarifications or additional information as needed. This approach ensures that we present you with the most qualified and suitable candidates for your unique requirements. At SGR, our ultimate goal is to match your organization with individuals who possess not only the necessary qualifications but also the qualities that align with your organizational culture and values.

### **Written Questionnaires**

As part of our thorough evaluation process, SGR will request semifinalist candidates to complete a comprehensive written exercise. This exercise is designed to gain deeper insight into the candidates' thought processes and communication styles. Our written instrument is customized based on the priorities identified by the Search Committee. The completed written instrument, along with cover letters and resumes submitted by the candidates, will be included in the semifinalist briefing book.

### **Recorded One-Way Semifinalist Interviews**

Recorded one-way interviews will be conducted for semifinalist candidates. This approach provides an efficient and cost-effective way to gain additional insights to aid in selecting finalists to invite for an onsite interview. The interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Additionally, virtual interviews provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest.

### **Media Searches - Stage 1**

“Stage 1” of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any “red flags” or noteworthy media coverage to the Search Committee as part of the review of semifinalists with the Search Committee.

## **Step 6: Search Committee Briefing to Select Finalists**

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Prior to this briefing, SGR will provide the Search Committee with a briefing book on the semifinalist candidates via an electronic link. The briefing book includes cover letters, resumes, and completed questionnaires.

If applicable, a separate email with the link to view the recorded online interviews is sent to the Search Committee. The objective of this meeting is to narrow the list to finalists who will be invited to participate in onsite interviews.

## **Step 7: Evaluation of Finalists**

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### **Comprehensive Media Searches - Stage 2**

“Stage 2” of our media search process includes the web-based interface Nexis Diligence™, supplemented by Google as an additional tool. By combining both resources, we offer an enhanced due diligence process to our clients, enabling efficient and thorough vetting of candidates and minimizing the risk of overlooking critical information. The Stage 2 media search consists of a more complex search, encompassing social media platforms, and has proven to be instrumental in identifying potential adverse news about the candidate that may not have been disclosed previously. The media search provides the Search Committee with an overview of the candidate’s press coverage throughout their career. View a sample media report at: <https://sgr.pub/SGRMediaReport>.

### **Background Investigation Reports**

Through SGR’s partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. View a sample background report at: <https://sgr.pub/SGRBackgroundReport>.

- Social security number trace
- Address history
- Driving record (MVR)
- Federal criminal search
- National criminal search
- Global homeland security search
- Sex offender registry search
- State criminal court search for states where candidate has lived in previous 10 years
- County wants and warrants for counties where candidate has lived or worked in previous 10 years
- County civil and criminal search for counties where candidate has lived or worked in previous 10 years
- Education verification
- Employment verification for previous 10 years (if requested)
- Military verification (if requested)
- Credit report (if requested)

### **DiSC Management Assessments (if desired, supplemental cost)**

SGR utilizes the DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment provides a comprehensive analysis and report on the candidate’s preferences in five crucial areas: management style, directing and delegating, motivation, development of others, and working with their own manager. View a sample report at: <https://sgr.pub/SGRDiSCReport>.

For assessments of more than two candidates, a DiSC Management Comparison Report is included, offering a side-by-side view of each candidate's preferred management style. View a sample comparison report at: <https://sgr.pub/SGRDiSCCompare>.

### **First-Year Plan or Other Advanced Exercise**

SGR will collaborate with your organization, if desired, to create an advanced exercise for the finalist candidates. One such example is a First-Year Plan, where finalist candidates are encouraged to develop a first-year plan based on their current understanding of the position's opportunities and challenges. Other exercises, such as a brief presentation on a topic to be identified by the Recruiter and Search Committee, are also typically part of the onsite interview process to assess finalists' communication and presentation skills, as well as critical analysis abilities.

## **Step 8: Interview Process**

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### **Face-to-Face Interviews**

SGR will arrange interviews at a date and time convenient for your organization. This process can be as straightforward or as elaborate as your organization desires. SGR will aid in determining the specifics and assist in developing the interview schedule and timeline. We will provide sample interview questions and participate throughout the process to ensure it runs smoothly and efficiently.

### **Stakeholder Engagement**

At the discretion of the Search Committee, we will closely collaborate with your organization to involve community stakeholders in the interview process. Our recommendation is to design a specific stakeholder engagement process after gaining deeper insights into the organization and the community. As different communities require distinct approaches, we will work together to develop a tailored approach that addresses the unique needs of the organization.

### **Deliberations**

SGR will facilitate a discussion about the finalist interviews and support the Search Committee in making a hiring decision or determining whether to invite one or more candidates for a second interview.

### **Reference Checks**

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, proven to encourage more candid and truthful responses, thus providing organizations with more meaningful and insightful information on candidates. SGR delivers a written summary report to the organization once all reference checks are completed. The timing of reference checks may vary depending on the specific search process and situation. If finalists' names are made public prior to interviews, SGR will typically contact references before the interview process. If the finalists' names are not made public prior to interviews, SGR may wait until the organization has selected its top candidate before contacting references to protect candidate confidentiality.

## **Step 9: Negotiations and Hiring Process**

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### **Determine Terms of an Employment Offer**

Upon request, SGR will provide draft employment agreement language and other helpful information to aid in determining an appropriate offer to extend to your preferred candidate.

### **Negotiate Terms and Conditions of Employment**

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will identify and address any special needs or concerns of the selected candidate, including potential complicating factors. With our experience and preparedness, SGR is equipped to facilitate win-win solutions to resolve negotiation challenges.

### **Press Release (if requested)**

Until employment negotiations are finalized, you should exercise caution to avoid the embarrassment of a premature announcement that may not materialize. It is also considered best practice to notify all senior staff and unsuccessful candidates before any media exposure. SGR will assist in coordinating this process and in crafting any necessary announcements or press releases.

### **Satisfaction Surveys**

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SGR is committed to following the golden rule, which means providing prompt, professional and excellent communication while always treating every client with honor, dignity and respect. We request clients and candidates to participate in a brief and confidential survey after the completion of the recruitment process. This valuable feedback assists us in our ongoing efforts to improve our processes and adapt to the changing needs of the workforce.

### **Post-Hire Services**

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We offer post-hire services, such as executive coaching, team-building retreats, and performance review assistance at the six-month or one-year mark. For more information or to request a customized proposal, please visit <https://www.governmentresource.com/leadership-development-training-resources>.

## Typical Timeline \*

The timeline below is an example only, and we will work with you to finalize and approve a timeline, with adjustments made if needed after the position is posted.

| Initial Steps Prior to Posting Position:  |   |
|---|---|
| <ul style="list-style-type: none"> <li>Contract Execution</li> <li>Kickoff Meeting to Discuss Recruitment Strategy and Timeline</li> <li>Organization/Position Insight and Analysis</li> <li>Stakeholder Interviews and Listening Sessions</li> <li><b>Deliverable:</b> Draft Recruitment Brochure</li> <li><b>Deliverable:</b> Recommended Ad Placements</li> <li>Organization Approves Ad Placements</li> <li>Search Committee Reviews and Approves Brochure</li> </ul> | <p><i>Timing varies and usually takes a minimum of 2-3 weeks.</i></p> |

| Task   | Week       |
|--|------------|
| <ul style="list-style-type: none"> <li>Post Position and Firm up Timeline</li> <li>Recruitment Campaign and Outreach to Prospective Applicants</li> <li>Initial Screening and Review by Executive Recruiter</li> </ul>   | Weeks 1-4  |
| <ul style="list-style-type: none"> <li>Search Committee Briefing to Review Applicant Pool and Select Semifinalists</li> </ul>  | Week 5     |
| <ul style="list-style-type: none"> <li>Questionnaires</li> <li>Recorded One-Way Semifinalist Interviews</li> <li>Media Searches - Stage 1, as described in Approach/Methodology</li> </ul>   | Week 6     |
| <ul style="list-style-type: none"> <li><b>Deliverable:</b> Semifinalist Briefing Books via Electronic Link</li> <li><b>Deliverable:</b> Recorded Online Interviews, if applicable</li> </ul>   | Week 7     |
| <ul style="list-style-type: none"> <li>Search Committee Briefing to Select Finalists</li> </ul>  | Week 8     |
| <ul style="list-style-type: none"> <li>Comprehensive Media Searches - Stage 2, as described in Approach/Methodology</li> <li>Background Investigation Reports</li> <li>Disc Management Assessments (if desired, supplemental cost)</li> <li>First-Year Plan or Other Advanced Exercise (if desired)</li> </ul> | Weeks 9-10 |
| <ul style="list-style-type: none"> <li><b>Deliverable:</b> Finalist Briefing Books via Electronic Link</li> </ul>  | Week 11    |
| <ul style="list-style-type: none"> <li>Face-to-Face Interviews</li> <li>Stakeholder Engagement (if desired)</li> <li>Deliberations</li> <li>Reference Checks (may occur earlier in process)</li> <li>Negotiations and Hiring Process</li> </ul>  | Week 12    |

*\* Timeline is dependent upon Search Committee availability and Holidays. Organization agrees to timely provide photos/graphics and information necessary to develop recruitment brochure, narrow candidate field, and conduct candidate screening; failure to do so, may in SGR's reasonable discretion, extend timeline and can negatively impact the outcome of the process.*



## Fee Proposal

**Not-to-Exceed Price: \$28,900**

**Not-to-Exceed Price is comprised of:**

- **Fixed Fee of \$26,400**
- **Up to \$2,500 in Ad Placements (billed at actual cost)**

**The Fixed Fee includes:**

- Stakeholder Interviews and Listening Sessions
- Production of a Professional Recruitment Brochure
- Recruitment Campaign and Outreach:
  - Outreach to Prospective Applicants
  - Custom Graphics for Email and Social Media Marketing
  - Announcement in SGR's Servant Leadership e-Newsletter
  - Post on SGR's Website
  - Ad on SGR's Job Board
  - Two (2) Targeted Job Blasts to SGR's Opt-In Subscriber Database
  - Promotion on SGR's LinkedIn
- Application Management, Screening, and Evaluation
- Semifinalist Evaluation:
  - Questionnaires for up to 15 Semifinalists
  - Recorded One-Way Interviews for up to 15 Semifinalists
  - Media Searches – Stage 1 Reports for up to 15 Semifinalists
- Semifinalist Briefing Books via Electronic Link
- Comprehensive Stage 2 Media Reports for up to Five (5) Finalists
- Background Investigation Reports for up to Five (5) Finalists
- Finalist Briefing Books via Electronic Link
- Reference Checks for up to Five (5) Finalists
- Up To Two (2) Onsite Visits by the Recruiter for 1-3 days each, Inclusive of Travel Costs

**Reimbursable Expenses included in the not-to-exceed price:**

- Ad placements up to \$2,500 will be billed at the actual cost with no markup for overhead and are incorporated into our not-to-exceed price.

**Reimbursable Expenses not included in the not-to-exceed price:**

- Ad placements over and above \$2,500 will be billed back at actual cost with no markup for overhead.

### **Supplemental Services/Other Expenses not included in the fixed or not-to-exceed price:**

- There may be additional charges for substantial and substantive changes made to the recruitment brochure after the brochure has been approved by the Organization and the position has been posted online. Organization would be notified of any supplemental costs prior to changes being made.
- At your request, SGR can conduct an online stakeholder survey for \$1,500 to help identify key issues or priorities that you may want to consider prior to launching the search. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the Organization. Please note that this type of survey may extend the recruitment timeline.
- Online interviews over and above the 15 included in the Fixed Fee - \$250 per candidate.
- Additional comprehensive stage 2 media reports over and above the maximum of five (5) included in the fixed price above - \$750 per candidate.
- Additional background investigation reports over and above the maximum of five (5) included in the fixed price above - \$500 per candidate.
- Additional reference checks over and above the maximum of five (5) included in the fixed price above - \$250 per candidate.
- DiSC Management assessments - \$175 per candidate.
- Semifinalist and finalist briefing materials will be provided to the Organization via an electronic link. Should the Organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional onsite visits by the recruiter over and above the two (2) onsite visits included in the fixed price are an additional cost. Travel time and onsite time are billed at a professional fee of \$1,000 per day. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost with no markup for overhead.
- The organization bears the cost of candidate travel, and candidates are reimbursed directly by the organization.
- If the organization desires any supplemental services not mentioned in this fee proposal, an estimate of the cost will be provided at that time, and no work shall be done without approval.

### **Billing**

SGR will bill the fixed fee in four (4) installments: 30% upon contract execution, 30% after the applicant pool is presented, 30% after finalist interviews, and 10% upon acceptance of employment. Ad placement expenses and supplemental services/other expenses will be billed as incurred or provided. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

## Terms and Conditions

- The organization agrees not to discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state, or local law.
- The organization agrees to refer all prospective applicants to SGR and not to accept applications independently during the recruitment process.
- The organization agrees to provide SGR with any candidates that were previously accepted as applicants for the given position before engaging SGR to conduct the recruitment for the subject position.
- If the organization wishes to place ads in local, regional, or national newspapers, the organization shall be responsible for paying directly for the ads and for placing the ads using language provided by SGR.
- The organization bears the cost of candidate travel, and candidates are reimbursed directly by the organization.

## Placement Guarantee

SGR is committed to your satisfaction with the results of our full service recruitment process. If, for any reason, you are not satisfied, we will repeat the entire process one additional time, and you will be charged only for expenses as described in the Fee Proposal under Supplemental Services. Additionally, we promise not to directly solicit any candidate selected under this engagement for another position while they are employed with your organization.

In the event that you select a candidate fully vetted by SGR, who subsequently resigns or is released for any reason within 12 months of their hire date, we are committed to conducting a one-time additional executive search to identify a replacement. In this case, you will only be charged for related expenses as described in the Fee Proposal.

If your organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the placement guarantee will be null and void. Additionally, SGR does not provide a guarantee for candidates placed as a result of a partial recruitment effort or limited scope recruitment.

# City & County Management Recruitments, 2019-Present

## In Progress

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- Corsicana, Texas (pop. 25,000) – City Manager
- Johnson County, KS (pop. 622,200) – Assistant City Manager
- Kilgore, Texas (pop. 14,000) – City Manager
- Marshall, Texas (pop. 23,600) – City Manager
- Marysville, Kansas (pop. 3,500) - City Administrator
- Miami, Oklahoma (pop. 13,000) - City Manager
- New Rochelle, New York (pop. 82,000) – City Manager
- New Smyrna Beach, Florida (pop. 32,000) - City Manager
- Scarsdale, New York (pop. 18,000) - Village Manager
- Treasure Island, Florida (pop. 6,500) - City Manager

## 2024

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- Coffeyville, Kansas (pop. 9,000) - City Manager
- Duncan, Oklahoma (pop. 23,000) - City Manager
- DuPont, Washington (pop. 10,000) - City Administrator
- Edwardsville, Kansas (pop. 4,700) - City Manager
- Leander, Texas (pop. 80,000) - City Manager
- Leavenworth, Kansas (pop. 37,351) – City Manager
- Manhattan, Kansas (pop. 55,000) – City Manager
- Medford, Oregon (pop. 90,000) - City Manager
- Orono, Maine (pop. 11,000) - Town Manager
- San Juan County, Washington (pop. 18,000) - County Manager
- Topeka, Kansas (pop. 125,000) - City Manager

## 2023

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- Camp Verde, Arizona (pop. 12,000) - Town Manager
- Cleburne, Texas (pop. 33,000) - City Manager
- Bristol, Tennessee (pop. 27,000) - City Manager
- Dobbs Ferry, New York (pop. 11,000) - Village Administrator
- Gatesville, Texas (pop. 16,000) - City Manager
- Glastonbury, Connecticut (pop. 35,000) - Town Manager
- Great Bend, Kansas (pop. 15,000) - City Administrator
- Justin, Texas (pop. 5,000) - City Manager

- Lafayette, Colorado (pop. 30,000) - City Administrator
- Laredo, Texas (pop. 256,000) - City Manager
- Largo, Florida (pop. 84,000) - City Manager
- Lawton, Oklahoma (pop. 90,000) - City Manager
- Mexia, Texas (pop. 7,000) - City Manager
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Navajo County, Arizona (pop. 106,000) - County Manager
- Ottawa, Kansas (pop. 12,500) - City Manager
- Parker, Arizona (pop. 3,500) - Town Manager
- Rowlett, Texas (pop. 68,000) - City Manager
- Shawnee, Kansas (pop. 69,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Snyder, Texas (pop. 11,000) - City Manager
- Stillwater, Oklahoma (pop. 48,000) - City Manager
- Trophy Club, Texas (pop. 13,000) - Town Manager
- Williston, North Dakota (pop. 29,000) - City Administrator

## 2022

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- Aledo, Texas (pop. 5,500) - City Manager
- Blaine, Washington (pop. 6,000) - City Manager
- Crandall, Texas (pop. 4,000) - City Manager
- Dalhart, Texas (pop. 8,500) - City Manager
- Edinburg, Texas (pop. 100,000) - City Manager
- Fort Collins, Colorado (pop. 175,000) - City Manager
- Frisco, Colorado (pop. 3,000) - Town Manager
- Graham, Texas (pop. 8,000) - City Manager
- Hutto, Texas (pop. 40,000) - City Manager
- Johnston, Iowa (pop. 24,000) - City Administrator
- Kennebunk, Maine (pop. 11,000) - Town Manager
- Kennedale, Texas (pop. 9,000) - City Manager
- Ketchikan, Alaska (pop. 8,000) - City Manager/Public Utilities General Manager
- Klamath Falls, Oregon (pop. 22,000) - City Manager
- Leawood, Kansas (pop. 34,000) - City Administrator
- Levelland, Texas (pop. 14,000) - City Manager
- Live Oak, Texas (pop. 16,000) - City Manager
- Madisonville, Texas (pop. 4,500) - City Manager
- Manor, Texas (pop. 15,000) - City Manager
- Marshall, Texas (pop. 23,000) - City Manager

- Mineral Wells, Texas (pop. 15,000) - City Manager
- Mont Belvieu, Texas (pop. 8,000) - City Manager
- Montgomery, Texas (pop. 2,400) - City Administrator
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Rocky Hill, Connecticut (pop. 21,000) - Town Manager
- Sunnyvale, Texas (pop. 8,000) - Town Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Walla Walla, Washington (pop. 34,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator
- Wethersfield, Connecticut (pop. 26,000) - Town Manager
- Wickenburg, Arizona (pop. 7,500) - Town Manager

## 2021

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- Bainbridge Island, Washington (pop. 25,000) - City Manager
- Breckenridge, Texas (pop. 5,000) - City Manager
- Bridgeport, Texas (pop. 6,500) - City Manager
- Briarcliff Manor, New York (pop. 8,000) - Village Manager
- Chandler, Arizona (pop. 270,000) - City Manager
- Chanhausen, Minnesota (pop. 27,000) - City Manager
- Chickasha, Oklahoma (pop. 16,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clermont, Florida (pop. 44,000) - City Manager
- Flower Mound, Texas (pop. 79,000) - Town Manager
- Johnson City, Tennessee (pop. 65,000) - City Manager
- Kennett Square, Pennsylvania (pop. 6,000) - Borough Manager
- Lago Vista, Texas (pop. 8,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Monett, Missouri (pop. 9,000) - City Administrator
- North Port, Florida (pop. 77,000) - City Manager
- Port Chester, New York (pop. 30,000) - Village Manager
- Sherwood, Oregon (pop. 20,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Spokane, Washington (pop. 220,000) - City Administrator

## 2020

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- Argyle, Texas (pop. 4,000) - Town Administrator
- Bay City, Texas (pop. 17,000) - City Manager

- Bedford, Texas (pop. 49,000) - City Manager
- Boerne, Texas (pop. 16,000) - City Manager
- Castroville, Texas (pop. 3,000) - City Administrator
- Clinton, Connecticut (pop. 13,500) - Town Manager
- Commerce, Texas (pop. 9,000) - City Manager
- Covington, Georgia (pop. 14,000) - City Manager
- DeSoto, Texas (pop. 56,000) - City Manager
- Duncanville, Texas (pop. 40,000) - City Manager
- Hutchinson, Kansas (pop. 42,000) - City Manager
- Hutto, Texas (pop. 30,000) - City Manager
- Iola, Kansas (pop. 5,500) - City Administrator
- Johns Creek, Georgia (pop. 84,000) - City Manager
- Joplin, Missouri (pop. 50,000) - City Manager
- Miami, Oklahoma (pop. 13,500) - City Manager
- Mission Hills, Kansas (pop. 3,500) - City Administrator
- Nacogdoches, Texas (pop. 33,000) - City Manager
- Santa Fe, Texas (pop. 13,000) - City Manager
- Tigard, Oregon (pop. 53,000) - City Manager
- Westworth Village, Texas (pop. 3,000) - City Administrator

## 2019

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- Blaine, Minnesota (pop. 65,000) - City Manager
- Bullard, Texas (pop. 4,000) - City Manager
- Campbell County, Wyoming (pop. 46,000) - Commissioners' Administrative Director/County Administrator
- Canyon, Texas (pop. 15,000) - City Manager
- Copperas Cove, Texas (pop. 34,000) - City Manager
- Killeen, Texas (pop. 145,000) - City Manager
- Kingsville, Texas (pop. 26,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Lenexa, Kansas (pop. 55,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Orange, Texas (pop. 19,000) - City Manager
- Palm Coast, Florida (pop. 86,000) - City Manager
- South Windsor, Connecticut (pop. 26,000) - Town Manager
- Springfield, Oregon (pop. 62,000) - City Manager
- Terrell, Texas (pop. 17,000) - City Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager

- Vail, Colorado (pop. 5,000) - Town Manager
- Venus, Texas (pop. 5,000) - City Administrator
- Victoria, Texas (pop. 67,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator





# CITY ADMINISTRATOR

## DuPont, Washington



# THE COMMUNITY

Tucked against the Nisqually Reach along the southern end of Puget Sound, about 15 miles north of Olympia and 20 miles south of Tacoma along the I-5 corridor, the City of DuPont is an island of calm amid the hustle and bustle of Western Washington, a small-town community bolstered by rich history and strong commercial growth.

The 5.86-square-mile city, home to just under 10,200 residents, has a long tradition of welcoming visitors and providing homes to families. The fertile plains, abundant wildlife, and easy access to the Puget Sound made it an ideal environment for early Nisqually tribes to trade and thrive. In 1833, the British-owned Hudson's Bay Company established Fort Nisqually, a center of trade and agriculture for decades.

Growth began in earnest in 1906, as hundreds of workers and their families settled around the E.I. DuPont de Nemours Company's explosive manufacturing plant. The plant's explosives were used for some of the world's most significant construction projects, including the Panama Canal and Grand Coulee Dam, and munitions for both World Wars. The company town's village became the city's first planned community, offering parks, walking trails, a clubhouse, a general store, and a hotel. "The Village" has since earned a spot on the National Register of Historic Places, and it remains the only company town in the state with most of its 110 historic homes intact.

Today, DuPont is home to a wide variety of local businesses as well as several corporations, including CalPortland, Amazon, Kimberly Clark, FedEx, and Dania, and the community pairs its commercial success with exceptional quality of life for its residents.

DuPont's other community partners include the Nisqually and Cowlitz Indian Tribes, the Joint Base Lewis-McChord military base and the Steilacoom school district.

Like the rest of Western Washington, the area is a playground for nature lovers. The City boasts nearly 500 acres of open space and natural areas and maintains 50 acres of developed parks as well as 12 miles of trails and bike lanes. Puget Sound offers opportunities for fishing, boating, and other watersports, and the nearby Billy Frank Jr. Nisqually National Wildlife Refuge features four miles of hiking trails, birding, hunting, and more. Adventurers can head over to Anderson Island for camping, swimming, and wildlife watching. Golfers have their choice of several courses, including DuPont's The Home Course, which will be hosting the Pelzer Golf Northwest Open in 2024.

DuPont hosts a slew of festivals throughout the year as well, including Concerts in the Park, the DuPont-Hudson's Bay Festival & BBQ Competition, the Mayor's Cup golf tournament, the annual Parks & Recreation Auction, and Holiday Tree Lighting. Over the summer, families also enjoy browsing the DuPont Farmers Market — and year-round, they can take a step back in time at the Lewis Army Museum or DuPont Historical Museum. Beyond the restaurants, shopping, and cultural opportunities within



## THE COMMUNITY, *continued*

DuPont's city limits, residents have easy access to communities in Pierce, King, and Snohomish counties through area highways and the ST Express Bus, into Tacoma and Seattle thanks to Sounder commuter rail, and to the world thanks to Seattle-Tacoma International Airport.

The Steilacoom Historical School District serves DuPont schoolchildren, and families interested in a Montessori education can attend Children's Village Montessori through age 7. Residents seeking higher education have their choice of Pierce College Fort Steilacoom, Clover Park Technical College, Pacific Lutheran University, and Saint Martin's University within 10 miles, or Tacoma Community College, Bates Technical College, University of Puget Sound, South Puget Sound Community College, University of Washington Tacoma, Faith Evangelical College & Seminary, and The Evergreen State College within 25 miles.

The median household income in DuPont runs just north of \$98,400, and average homes are priced around \$385,500. Property owners enjoy one of the lowest property tax rates in the region.

*A rich history, a vibrant future*



# GOVERNANCE & ORGANIZATION

The City of DuPont is a code city with a mayor-council form of government. The City Council consists of seven part-time, nonpartisan members elected at large to serve staggered, four-year terms with elections held every two years.

The City Council is responsible for enacting legislation and making general policy decisions governing the City, while the mayor — also a nonpartisan, part-time elected position — serves as the organization’s chief executive officer, assisted by a full-time professional city administrator. The mayor also appoints commissioners to the City’s municipal agencies with approval by the City Council, including the Civil Service Commission, DuPont Historical Society, Lodging Tax Advisory Committee, Parks & Recreation Commission, Planning Commission, Tree Advisory Commission, and Transportation Benefit District.

DuPont has nearly 70 employees and an annual budget of just under \$28 million this year. The community is a proud recipient of the Well City Award and Tree City USA designation and is a Purple Heart City.

## MISSION

To provide high-quality municipal services that are affordable, accessible, and encourage maximum participation.

## VISION

To be a welcoming and inclusive community with a balance of public safety, quality of life, economic vitality, and environmental and historic preservation.





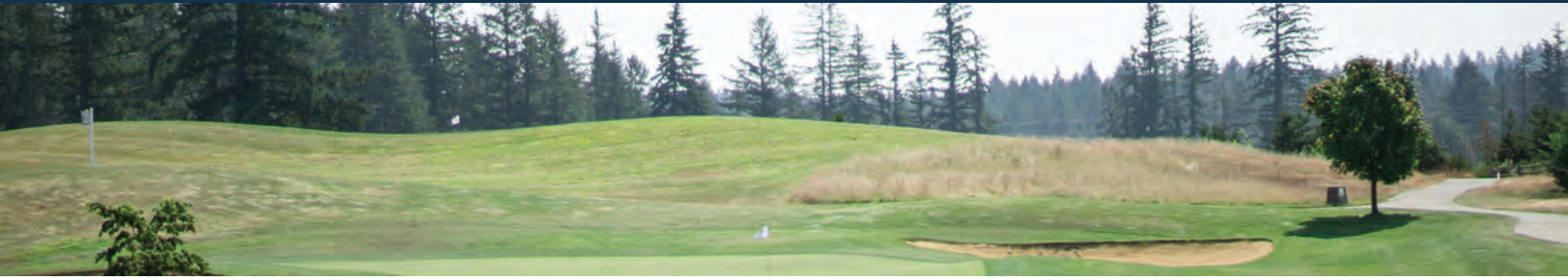
## ABOUT THE POSITION

Under the mayor’s authority, DuPont’s City Administrator is the organization’s chief administrative officer and directs all aspects of city government, providing operational leadership, supervision of City employees, customer service and response, media liaison, and staff support to the mayor and City Council.

This position oversees all City departments including Police, Fire, Legal Services, Public Services/ Planning, Finance, Human Resources, and Community Relations/City Clerk. The City Administrator also oversees the functions of economic development, parks and recreation, information technology services, risk management, community relations, and intergovernmental relations. This position assists with the mayor’s administrative and policy-related responsibilities and directs the preparation of the City’s budget while balancing service-level demands with scarce financial resources and personnel.

Essential duties include:

- ▶ Working closely with departmental leaders in the shared pursuit of the City’s vision, goals, and strategies as identified in the City’s adopted Strategic Plan.
- ▶ Providing leadership and direction in developing short- and long-term plans; gathering, interpreting, and preparing data for studies, reports, and recommendations; and ensuring the implementation of all adopted policies.
- ▶ Ensuring effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- ▶ Providing professional advice to the Mayor, City Council, department leadership, agencies, commissions, and civic groups.
- ▶ Preparing and submitting a preliminary annual City budget consistent with the organization’s vision and goals and administering the adopted budget.
- ▶ Representing the City’s positions and interests at regional forums, state legislature, committees, and workgroups.



# OPPORTUNITIES & CHALLENGES

Developing trust and credibility with the leadership team, Mayor and City Council, and residents — as well as DuPont’s diverse community groups, business community, school district, and the state legislature — will be critical to the new City Administrator’s success and should be their top priority. Other opportunities and challenges to focus on in the years ahead include:

- **Economic Development and Sustainable Growth** - DuPont is a small city on the verge of growth, and appropriate land development is key to the community’s future. The new City Administrator will be integral in developing a strategic and sustainable growth plan that pairs long-term financial planning with land use, infrastructure, environmental protection, and affordable housing policies. This plan must include evaluating revenue, exploring additional revenue sources, land use policies, and staffing resources needed to support and sustain the community’s infrastructure and growth. A focus on tourism and strategic development will also be essential to assist in revenue generation.
- **Affordable Housing** - DuPont is planning for an additional 5,184 people and needs to accommodate 1,960 more housing units by 2050. A significant project in the planning stages, Patriot’s Landing, will allow for the construction of two multifamily buildings, and state mandates regarding affordable housing will be an important component of upcoming land use and development discussions.
- **Organizational Efficiency** - Working closely with the leadership team, the selected candidate will seek opportunities to streamline workflow processes using technology to provide the highest level of service to internal and external customers.
- **Community and Business Engagement** - The new hire will develop a robust communication plan that uses a variety of sources, including social media and DuPont’s website, to keep residents and stakeholders informed of projects, events, and other points of interest.
- **Public Safety** - Keeping DuPont residents safe is among leadership’s highest priorities. The development of a plan for the recruitment and retention of police officers, maintaining collaborative working relationships with Police and Fire labor groups, keeping a focus on crisis management, and evaluating future needs for emergency services will be a priority for the new City Administrator.

## Key Priority Projects:

- Comprehensive Plan update in 2024
- Planning for new community center
- State Farm flagship site development
- Old Fort Lake sub-area plan
- Strategic Plan for Tourism

# IDEAL CANDIDATE

The City of DuPont is seeking an experienced and forward-thinking leader with a strong knowledge base in municipal operations to become its next City Administrator. This is a rare career opportunity to make a difference in a beautiful, close-knit community that celebrates its past while looking to its bright future.

Candidates should be seasoned and politically savvy leaders with a successful track record of creating and sustaining an organizational culture that encourages teamwork and promotes health and productive relationships with City staff, the Mayor, and the City Council, as well as among regional and statewide stakeholders. The next City Administrator will be comfortable working with diverse community and cultural groups and ideally have worked with private/public partnerships. City leaders are looking for someone approachable, open-minded, creative, and collaborative who guides staff when needed while trusting and empowering them to perform.

DuPont is searching for a strategic leader who can efficiently evaluate needs, execute solutions, and make tough, ethical decisions while modeling respect, integrity, collaboration, and a commitment to excellence.

The ideal candidate is a strong communicator who understands how to be responsive to the needs of a diverse constituency, a visible leader who regularly engages with staff and community partners, and someone who embraces an open-door policy, approaching their work with a steady temperament and warm sense of humor. They are confident and progressive, with a mind for strategy, efficiency, and effectiveness, and they hold themselves and their staff accountable while supporting the work/life balance that keeps DuPont so desirable.

## WHY DUPONT?

- ▶ Join a talented, committed, cohesive leadership team with a supportive mayor and City Council and work collaboratively to continue delivering this award-winning community's high-quality services and amenities.
- ▶ Be part of the team that leads DuPont to the next level in its strategic and sustainable development plan.
- ▶ Embrace an opportunity to initiate strategic economic development initiatives that bring thoughtful growth and prosperity to DuPont.
- ▶ Enjoy a small-town environment surrounded by natural beauty.



# EDUCATION & EXPERIENCE

The ideal candidate will have graduated from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field or other administrative experience; plus five (5) years of experience as a municipal administrator or executive.

Master's degree, ICMA-CM and/or CPM is desirable.

Experience in municipal finance, long-range planning, land use, and working with public safety in a full-service city of similar or larger size and complexity is very desirable.





# COMPENSATION & BENEFITS

The City of DuPont is offering a competitive salary of \$163,896- \$190,000 for this position, commensurate with experience and qualifications. The City's comprehensive benefits package includes medical, dental, and vision insurance; health reimbursement accounts; 11 paid holidays, six floating holidays, monthly sick leave accruals, and 21 vacation days annually; and flexible work schedules.

DuPont also participates in the Washington State Department of Retirement Systems and contributes \$100 monthly to 457(b) plans.

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# APPLICATION PROCESS

[Please apply online](#)

For more information on this position, contact:

**Debra Stapleton, Senior Vice President**  
[DebraStapleton@GovernmentResource.com](mailto:DebraStapleton@GovernmentResource.com)  
602-206-3536



*The City of DuPont, Washington, is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will be subject to a comprehensive background check.*

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# RESOURCES

City of DuPont  
[dupontwa.gov](http://dupontwa.gov)

Administration Department  
[dupontwa.gov/65/Administration](http://dupontwa.gov/65/Administration)

Economic Development Department  
[dupontwa.gov/139/Active-Development-Projects](http://dupontwa.gov/139/Active-Development-Projects)

DuPont Comprehensive Plan  
[dupontwa.gov/138/Planning-Documents](http://dupontwa.gov/138/Planning-Documents)

Tacoma Chamber of Commerce  
[tacomachamber.org](http://tacomachamber.org)





**GRANT AGREEMENT  
STATE OF WASHINGTON  
DEPARTMENT OF NATURAL RESOURCES (DNR)  
URBAN AND COMMUNITY FORESTRY**

NO. Agreement number

PI:

Funding Source: State

Grant Funded:  Yes  No

OMWBE:  Small Business  Veteran Owned  Not Applicable

Procurement method:  Solicitation (2024 Community Forestry Assistance Grant, RFA 24-16)

This grant agreement is made and entered into by and between the State of Washington, Department of Natural Resources, hereinafter referred to as "DNR", and the below named firm, hereinafter referred to as "GRANTEE", collectively the "Parties".

Enter Contractor Name

Enter Contractor Address

Enter City, State Zip Code

Phone: Enter Contractor Phone Number

Email: Enter Contractor Email

WA State UBI Number: Enter UBI Number

Federal Taxpayer Identification Number: Enter Tax ID Number

Statewide Vendor # (SWV): Enter SWV #

## 1. PURPOSE

The intent of the program is to assist communities in developing urban forest planning, programming tools, and activities that may not otherwise receive local funding. Projects are to improve management, care, and public engagement with trees growing in parks, natural areas, and along public rights-of-way. These projects address social and environmental disparities in Washington communities by investing in community-identified urban forestry needs advancing environmental, social, or public health outcomes.

The purpose of this grant agreement is to [insert narrative based on submitted proposal].

## 2. SCOPE OF WORK

- A. Exhibit A, attached hereto and incorporated by reference, contains the *General Terms and Conditions* governing work to be performed under this grant agreement, the nature of the working relationship between DNR and GRANTEE, and specific obligations of both Parties.
- B. The scope of work/deliverables for this agreement will be produced by GRANTEE using the Project Work Plan and Budget Template, attached hereto as Exhibit B and incorporated by reference. The Project Work Plan and Budget shall be agreed by the Parties prior to the start of any work, as reflected by the signatures of their respective Project Managers. GRANTEE will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work.

The Project Work Plan and Budget may be amended, as necessary and agreed by the Parties, to account for changes in project details and/or budget using an amended Project Work Plan and Budget.

Projects must be located on public property or be open to public access. Grant funds may not be used to meet ordinary maintenance and operating expenses.

- C. GRANTEE shall include as deliverables the following written reports:
  - Interim Reports (approximately every 180 days from the project start date)
  - Final Report (at the end of the project)Report templates will be provided by the DNR Project Manager.
- D. With the Final Report, GRANTEE will provide as a deliverable a 400 to 500-word article telling the story of the project, including references to DNR, local project partners, location, purpose, and outcomes, as well as two high quality images. This requirement maybe substituted with approval of the DNR Project Manager.

## 3. PERIOD OF PERFORMANCE

The period of performance under this grant agreement will be from the date of execution through May 31, 2025, unless terminated sooner as provided herein. **Amendments to extend the period of performance are not allowed.**

## 4. AWARD

The total grant award payable to GRANTEE for satisfactory performance of the work under this grant agreement shall not exceed **Dollar Amount** Dollars (**\$ enter dollar amount**). GRANTEE's compensation shall be based on the details set out in the Project Work Plan and Budget.

Unless otherwise determined, funding for this agreement is provided by the Washington State 23-25 Operating Budget, DNR Program Index, Project Code XXX

Continued performance under this agreement is subject to funding availability; should funding be repealed, unappropriated, unobligated, or otherwise removed from spending authority, all billable work will cease immediately upon notification and termination of the agreement will take effect immediately.

### Expenses

GRANTEE shall receive reimbursement for travel and other expenses as identified below or as authorized in advance by DNR as reimbursable. The maximum amount to be paid to the GRANTEE for authorized expenses shall not exceed **Enter dollar amount in written form** (**\$Enter amount of allowed expenses**), which amount is included in the contract total above.

Such expenses may include airfare (economy or coach class only), other transportation expenses, and lodging and subsistence necessary during periods of required travel. GRANTEE shall receive compensation for travel expenses at current state travel reimbursement rates. Expenses related to travel will be reimbursed as follows:

- Meals = **@ per diem**, broken down per meal (do not provide receipt, meals will be paid at the current state per diem rate, not actual costs)
- Car Rental = **@ actual** (attach receipt)
- Gas for Car Rental = **@ actual** (attach receipt)
- Hotel = **@ actual** but no more than **@state allowed lodging rates** (attach receipt)
- Personal vehicle mileage = **@ state allowed mileage rate** (no receipt needed)

## **5. BILLING PROCEDURES AND PAYMENT**

Each invoice submitted by GRANTEE to DNR shall include the information needed by DNR to determine the exact nature of all expenditures. Each invoice for this agreement will be produced by GRANTEE using the Invoice Template, attached hereto as Exhibit C and incorporated by reference, and be submitted electronically to the following website: <https://app.smartsheet.com>. GRANTEE's internal invoice format may be attached as backup documentation; however, DNR will only consider invoices which utilize Exhibit C – Invoice Template.

DNR will pay GRANTEE upon satisfactory acceptance of fully completed activities, tasks, and/or deliverables clearly identified in its Project Work Plan and Budget and approved by the DNR Project Manager. Invoices and the required supporting documentation must be submitted as one PDF document.

No payments in advance or in anticipation of services or goods to be provided under this contract shall be made by DNR.

Payment shall be considered timely if made by DNR within 30 calendar days after receipt of properly completed invoices.

Fiscal Year Closures

Under fiscal year closing procedures, GRANTEE must submit all invoices and/or billings for services or material supplied under this agreement through June 30 to DNR no later than July 10 of the same year.

DNR may, in its sole discretion, terminate the grant agreement or withhold payments claimed by the GRANTEE for services rendered if GRANTEE fails to satisfactorily comply with any term or condition of this grant agreement.

Final payment will be withheld until satisfactory acceptance of the Final Report.

**6. GRANT MANAGEMENT**

The Project Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this grant agreement.

| Grantee Grant Manager Information      | DNR Grant Manager Information  |
|--|--|
| <i>Phone:</i><br><i>Email address:</i> | Sajjad Alokozai<br>Department of Natural Resources<br>1111 Washington Street SE<br>Olympia, WA 98504-7013<br><i>Phone:</i> 360-915-3944<br><i>Email address:</i><br><a href="mailto:sajjadullah.alokozai@dnr.wa.gov">sajjadullah.alokozai@dnr.wa.gov</a> |
| Grantee Project Manager Information    | DNR Project Manager Information  |
| <i>Phone:</i><br><i>Email address:</i> | Ben Thompson<br>Department of Natural Resources<br>1111 Washington Street SE<br>Olympia, WA 98504-7013<br><i>Phone:</i> 360-485-8651<br><i>Email address:</i> <a href="mailto:ben.thompson@dnr.wa.gov">ben.thompson@dnr.wa.gov</a>                       |

**7. INSURANCE**

Before using any of said rights granted herein and at its own expense, GRANTEE shall purchase and maintain, or require its agent(s)/subcontractor to purchase and maintain, the insurance described below for the entire duration of this agreement. Failure to purchase and maintain the required insurance may result in the termination of the agreement at DNR’s option.

All insurance provided in compliance with this agreement shall be primary as to any other insurance or self-insurance programs afforded to, or maintained by, the State of Washington, Department of Natural Resources.

GRANTEE shall provide DNR with certificates of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this agreement before using any of said rights granted herein. The description section of the certificate shall contain the Grant Agreement Number and the name of the DNR Project Manager. GRANTEE shall also provide renewal certificates as appropriate during the term of this agreement.

GRANTEE shall include all subcontractors and agents as insured under all required insurance policies or shall provide separate certificates of insurance for each subcontractor or agent. Failure of GRANTEE to have its subcontractors and agents comply with the insurance requirements contained herein does not limit GRANTEE's liability or responsibility.

**INSURANCE TYPES & LIMITS:** The limits of insurance, which may be increased by State, as deemed necessary, shall not be less than as follows:

Commercial General Liability (CGL) Insurance: GRANTEE shall purchase and maintain commercial general liability insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the general aggregate limits shall be at least twice the "each occurrence" limit, and the products-completed operations aggregate limit shall be at least twice the "each occurrence" limit. All insurance must cover liability arising out of premises, operations, independent GRANTEEs, products completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another party assumed in a business contract) and contain separation of insured (cross-liability) condition.

Employer's Liability ("Stop Gap") Insurance: GRANTEE shall purchase and maintain employer's liability insurance and if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Business Auto Policy (BAP) Insurance: GRANTEE shall purchase and maintain business auto insurance and if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 per accident, with such insurance covering liability arising out of "Any Auto". The policy shall be endorsed to provide contractual liability coverage and cover a "covered pollution cost or expense." GRANTEE waives all rights of subrogation against State for the recovery of damages to the extent they are covered by business auto liability or commercial umbrella liability insurance.

Industrial Insurance (Workers Compensation): GRANTEE shall comply with or provide Federal Workers Compensation insurance or coverage under [Title 51 RCW](#) by maintaining workers compensation insurance for its employees. GRANTEE waives all rights of subrogation against State for recovery of damages to the extent they are covered by Industrial Insurance, employer's liability, general liability, excess, or umbrella insurance. GRANTEE waives its [Title 51 RCW](#) immunity to the extent it is required by its indemnity obligation under this agreement.

**ADDITIONAL PROVISIONS:**

Additional Insured: The State of Washington, Department of Natural Resources, its officials, agents, and employees shall be named as additional insured by endorsement on all general liability, excess, and umbrella insurance policies.

Cancellation: DNR shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications.

1. Insurers subject to [Chapter 48.18 RCW](#) (Admitted and Regulated by the Insurance Commissioner): The insurer shall give the State 45 days advance notice of cancellation or nonrenewal. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.
2. Insurers subject to [Chapter 48.15 RCW](#) (Surplus Lines): The State shall be given 20 days advance notice of cancellation. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.

Insurance Carrier Rating: All insurance shall be issued by companies admitted to do business in the State of Washington and have a rating of A-, Class VII, or better. Any exception must be reviewed and approved by the DNR Risk Manager or the DNR Contracts Manager, in the Risk Manager's absence. If an insurer is not admitted to do business in the State of Washington, all insurance policies and procedures for issuing the insurance policies must comply with [Chapter 48.15 RCW](#) and [284-15 WAC](#).

Self-Insurance: If GRANTEE is self-insured, evidence of its status as a self-insured entity shall be provided to State. The evidence should demonstrate that GRANTEE's self-insurance meets all of the required insurance coverage of this agreement to the satisfaction of State including the description of the funding mechanism and its financial condition. If the funding mechanism or financial condition of the self-insurance program of GRANTEE is inadequate, then State may require the purchase of additional commercial insurance to comply with this agreement.

Waiver: GRANTEE waives all rights of subrogation against State for recovery of damages to the extent these damages are covered by general liability, excess, or umbrella insurance maintained pursuant to this agreement.

## **8. ASSURANCES**

DNR and GRANTEE agree that all activity pursuant to this grant agreement will be in accordance with all the applicable current federal, state, and local laws, rules, and regulations.

## **9. ORDER OF PRECEDENCE**

Each of the exhibits listed below is by this reference hereby incorporated into this grant agreement. In the event of an inconsistency in this grant agreement, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable federal statutes and regulations.
2. Washington State statutes and regulations.
3. Special terms and conditions as contained in this basic contract instrument.
4. Exhibit A – WA State Department of Natural Resources General Terms and Conditions.

5. Any other provision, term, or material incorporated herein by reference or otherwise incorporated.

## 10. OUTREACH AND PRINTED MATERIALS

All printed materials, signs, and other products including websites resulting from this agreement must be reviewed by DNR prior to publishing. All projects must include an acknowledgement of funding sources, and may be recognized as follows:

*“Funds for this project were provided by the State of Washington Department of Natural Resources Urban and Community Forestry Program.”*

Appropriate DNR logos may be used in addition to the above statement and will be supplied to GRANTEE. Use of DNR logos must be reviewed and approved by the funding agencies prior to publishing.

## 11. STATE SUBCONTRACTS

Subcontractor means not in the employment of the State of Washington, who is performing all, or part of the activities related to this agreement under a separate contract with CONTRACTOR responsible for the scope of work as identified within. If utilizing subcontractors to perform the scope of work, CONTRACTOR is required to obtain subcontractors in compliance with [RCW 39.26](#).

## 12. SUBCONTRACTOR PAYMENTS REPORTING REQUIREMENTS

This contract is subject to compliance tracking using the State’s business diversity management system, Access Equity (B2Gnow). Access Equity is web-based and can be accessed at the Office of Minority and Women’s Business Enterprises at <https://omwbe.diversitycompliance.com/>. CONTRACTOR and all subcontractors shall report and confirm receipt of payments made to CONTRACTOR and each subcontractor through Access Equity. User guides and documentation related to CONTRACTOR and subcontractor access to, and use of Access Equity are available online at <https://omwbe.wa.gov/access-equity-help-center>. DNR reserves the right to withhold payments from CONTRACTOR for non-compliance with this section. For purposes of this section, subcontractor means any subcontractor working on the contract, at any tier and regardless of status as certified WMBE or Non-WMBE.

CONTRACTOR shall:

1. Register and enter all required subcontractor information into Access Equity no later than fifteen (15) days after DNR creates the Contract Record.
2. Complete the required user training (two (2) one-hour online sessions) no later than twenty (20) days after DNR creates the Contract Record.
3. Report the amount and date of all payments (i) received from the DNR, and (ii) paid to Subcontractors, no later than a date mutually agreed to by the parties, issuance of each payment made by DNR to CONTRACTOR, unless otherwise specified in writing by DNR, except that CONTRACTOR shall mark as “Final” and report the final subcontractor payments) into Access Equity no later than thirty (30) days after the final



payment is due the subcontractor(s) under the contract, with all payment information entered no later than sixty (60) days after end of fiscal year.

4. Monitor contract payments and respond promptly to any requests or instructions from DNR or system-generated messages to check or provide information in Access Equity.
5. Coordinate with subcontractors, or DNR when necessary, to resolve promptly any discrepancies between reported and received payments.
6. Require each subcontractor to: (i) register in Access Equity and complete the required user training; (ii) verify the amount and date of receipt of each payment from CONTRACTOR or a higher tier subcontractor, if applicable, through Access Equity; (iii) report payments made to any lower tier subcontractors, if any, in the same manner as specified herein; (iv) respond promptly to any requests or instructions from CONTRACTOR or system-generated messages to check or provide information in Access Equity; and (v) coordinate CONTRACTOR, or DNR when necessary, to resolve promptly any discrepancies between reported and received payments.

CONTRACTOR is obligated to complete the vendor registration in Access Equity. Access Equity is a secure online vendor management system (B2GNow). Confidential information (Tax ID, etc.) will not be published. CONTRACTORS that have previously registered with B2Gnow for any public entity, must verify the system has updated information. CONTRACTORS can access the system at <https://omwbe.diversitycompliance.com/> or through a direct link on the Office of Minority and Women's Business Enterprises (OMWBE) website at: <https://omwbe.wa.gov/>.

Each month during the contract, CONTRACTOR will report payments to ALL subcontractors through the Access Equity system. This monthly reporting information includes total payment in dollars made to the subcontractor, payment dates, and any additional information required to verify payment to subcontractors. CONTRACTOR will enter this payment information into the Access Equity system, and the subcontractors will verify this payment information in the system. Online training is available through the Access Equity/B2Gnow system. This requirement applies to both CONTRACTORS and subcontractors.

In the Access Equity system, **PRIME CONTRACTOR** is defined as a CONTRACTOR that signs a contract with DNR, but also subcontracts a portion of the work to other businesses and manages the performance of subcontracted work.

### 13. SUBCONTRACTOR INCLUSION PLAN

Any CONTRACTOR entering into a subcontract shall ensure that all subcontractors complete a Diverse Business Inclusion Plan - Subcontractors (see Exhibit D).

The State of Washington works towards providing the maximum practicable opportunity for small and diverse businesses in the performance of all State contracts. CONTRACTOR shall use genuine efforts to utilize race- or gender-neutral means to allow opportunities for small and diverse businesses to participate in subcontracts, where participation opportunities are present. CONTRACTOR shall make genuine efforts to ensure all available business enterprises, including small and diverse businesses, have equal opportunity for participation which might be

presented under this Agreement. Examples of genuine efforts include, but are not limited to, the following:

1. Submit inclusion plans with genuine efforts to meet the aspirational goals on the project;
2. Engaging in targeted outreach;
3. Providing training; and
4. Using the OMWBE & DBA certified business directories to locate certified minority, women- and veteran-owned businesses, and WEBS to search for qualified small business

CONTRACTOR shall include a similar provision in all subcontracts awarded for work to be performed under the contract with the State.

#### **14. ENTIRE AGREEMENT**

This grant agreement, including referenced exhibits, represents all the terms and conditions agreed upon by the Parties. No other statements or representations, written or oral, shall be deemed a part hereof.

#### **15. CONFORMANCE**

If any provision of this grant agreement violates any statute or rule of law of the State of Washington, it is considered modified to conform to that statute or rule of law.

**16. APPROVAL**

By signature below, the Parties certify that the individuals listed in this document, as representatives of the Parties, are authorized to act in their respective areas for matters related to this instrument.

IN WITNESS WHEREOF, the Parties have executed this agreement.

**GRANTEE NAME**

**STATE OF WASHINGTON  
DEPARTMENT OF NATURAL  
RESOURCES**

|                        |                   |   |                   |
|------------------------|-------------------|---|-------------------|
| <hr/> <i>Signature</i> | <hr/> <i>Date</i> | <hr/> <i>Signature</i>  | <hr/> <i>Date</i> |
| <hr/> <i>Name</i>      |                   | Andy Tate<br><hr/> <i>Name</i>  |                   |
| <hr/> <i>Title</i>     |                   | Community & Landowner Assistance<br>Assistant Division Manager<br><hr/> <i>Title</i>    |                   |
| <hr/> <i>Address</i>   |                   | 1111 Washington Street SE<br>MS 47013<br>Olympia, WA 98504-7013<br><hr/> <i>Address</i> |                   |
| <hr/> <i>Telephone</i> |                   | (360) 902-1798<br><hr/> <i>Telephone</i>  |                   |

## EXHIBIT A

### WA STATE DEPARTMENT OF NATURAL RESOURCES GENERAL TERMS AND CONDITIONS

#### 1. ACCESS TO DATA

The Contractor shall provide access to data generated under this contract to the Agency, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Contractor's reports, including computer models and methodology for those models.

#### 2. ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this contract shall be made by the Agency.

#### 3. AMENDMENTS

This contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

#### 4. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35

The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

#### 5. ANTITRUST

The Contractor hereby assigns to Agency any and all of its claims for price fixing or overcharges, which arise under federal or state law relating to the goods, products, or services purchased under this contract.

#### 6. ASSIGNMENT

Neither this contract, nor any claim arising under this contract, shall be transferred or assigned by the Contractor without prior written consent of the Agency.

Contractor may not assign its rights under this Agreement without Department of Natural Resources (DNR) prior written consent and DNR may consider any attempted assignment without such consent to be void; *Provided*, however, that, if Contractor provides written notice to DNR within thirty (30) calendar days, Contractor may assign its rights under this Agreement in full to any parent, subsidiary, or affiliate of the Contractor that controls or is controlled by or under common control with the Contractor, is merged or consolidated with the Contractor, or purchases a majority or controlling interest in the ownership or assets of the Contractor. Unless otherwise

agreed, the Contractor guarantees prompt performance of all obligations under this Agreement notwithstanding any prior assignment of its rights.

## **7. ATTORNEYS' FEES**

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

## **8. COMPLIANCE WITH APPLICABLE LAW**

At all times during the term of the contract, the Contractor shall comply with all applicable laws.

## **9. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION**

The Contractor shall not use or disclose any information concerning the Agency, or information that may be classified as confidential, for any purpose not directly connected with the administration of this contract, except with prior written consent of the Agency, or as may be required by law.

## **10. CONFLICT OF INTEREST**

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

In the event this contract is terminated as provided above, the Agency shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor. The rights and remedies of the Agency provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the Agent makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this contract.

## **11. COPYRIGHT PROVISIONS**

Unless otherwise provided, all materials produced under this contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by the Agency. The Agency shall be considered the author of such materials. In the event the materials are not considered "works for hire" under the U.S. Copyright laws, Contractor hereby irrevocably assigns all right, title, and interest in materials, including all intellectual property rights, to the Agency effective from the moment of creation of such materials.

Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs,

films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

For materials that are delivered under the contract, but that incorporate pre-existing materials not produced under the contract, Contractor hereby grants to the Agency a nonexclusive, royalty-free, irrevocable license (with rights to sublicense others) in such materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the Agency.

The Contractor shall exert all reasonable effort to advise the Agency, at the time of delivery of materials furnished under this contract, of all known or potential invasions of privacy contained therein and of any portion of such document that was not produced in the performance of this contract.

The Agency shall receive prompt written notice of each notice or claim of infringement received by the Contractor with respect to any data delivered under this contract. The Agency shall have the right to modify or remove any restrictive markings placed upon the data by the Contractor.

## **12. COVENANT AGAINST CONTINGENT FEES**

The Contractor warrants that no person or selling Agent has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established Agents maintained by the Contractor for securing business.

The Agency shall have the right, in the event of breach of this clause by the Contractor, to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

## **13. DEFAULT**

Contractor shall be in default if it is in material breach of any term or condition of the contract. The time of default shall begin when the material breach occurs or after any applicable opportunity to cure period lapses, whichever is later.

## **14. DELIVERY, INSPECTION, REJECTION, CURE:**

1. TIME OF THE ESSENCE: Time is of the essence in the performance of the contract.

2. **SHIPPING & RISK OF LOSS.** All goods subject to the Contract shall be shipped F.O.B. destination. Risk of loss of the goods shall pass to the Agency at the time the goods are accepted by the Agency.
3. **INSPECTION:** The Agency's inspection of all goods upon delivery is for the sole purpose of identification. Such inspection shall not be construed as acceptance of the goods.
4. **REJECTION:** The Agency may reject any nonconforming Deliverables by reasonably notifying the Contractor in writing.
5. **OPPORTUNITY TO CURE:** Contractor shall have the right to cure the materiality of any breach prior to the time for performance under the Contract. This right to cure terminates upon the time for performance.

## 15. DEFINITIONS

Definitions for the purposes of this solicitation include:

**AGENCY** – any state office or activity of the executive and judicial branches of state government, including state agencies, departments, offices, divisions, boards, commissions, institutions of higher education as defined in RCW 28B.10.016, and correctional and other types of institutions.

**AGENT** – Personnel authorized to act on behalf of the Agency for matters contained within.

**APPARENT SUCCESSFUL CONTRACTOR** – Bidder whose bid, quotation and/or proposal provides the best value in meeting AGENCY needs and is selected to contract with DNR for the proposed solution, subject to completion of contract negotiations and execution of contract.

**AWARD DATE** – The announcement date of the Apparent Successful Contractor.

**BID, QUOTATION and/or PROPOSAL** – A formal offer, submitted by an individual or entity, in response to a solicitation issued for goods or services by the Agency.

**BIDDER** – An individual or entity who submits a bid, quotation and/or proposal in response to a solicitation issued for goods or services by the Agency.

**BUSINESS DAYS** – Monday through Friday, 8AM to 5PM, Pacific Standard Time, or, Pacific Daylight Time, Olympia, Washington, USA.

**CALENDAR DAY** – Midnight to midnight, any day of the week.

**CONTRACT** – An agreement between DNR and Contractor that includes terms and conditions, the solicitation, the bid, quotation and/or proposal, all appendices, and exhibits, associated Statements of Work (e.g. Services Contract or Purchase Order), and all amendments awarded pursuant to this solicitation.

**CONTRACTOR** – An individual or entity whose bid, quotation and/or proposal has been accepted and is awarded a contract with the Agency, and who is solely responsible to provide a good or perform a service.

**DNR** – Washington State Department of Natural Resources, an Agency of the State of Washington, and any division, section, office, unit or other entity of, or any of the officers or other officials lawfully representing the department.

**GOODS** – Products, materials, supplies, or equipment provided by a Contractor.

**PURCHASE** – The acquisition of goods or services, including the leasing or renting of goods.

**SERVICES** – Labor, work, analysis, or similar activities provided by a Contractor to accomplish a specific scope of work.

**SOLICITATION** – A documented formal process providing an equal and open opportunity to BIDDERS and culminating in a selection based on predetermined criteria.

**SUBCONTRACTOR** – One not in the employment of the Contractor, who is performing all or part of the business activities related to this solicitation under a separate contract with the Contractor. The terms "Subcontractor" and "Subcontractors" means Subcontractor(s) in any solicitation tier.

**VENDOR** – Individual, firm, organization, company or other entity offering products and/or services.

**WEBS** – Washington’s Electronic Business Solution System.

**WORKING DAYS** – Midnight to midnight, Monday through Friday, excluding weekends and state legal holidays.

## 16. DISALLOWED COSTS

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

## 17. DISPUTES

Except as otherwise provided in this contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Agent.

1. The request for a dispute hearing must:

- Be in writing;
- State the disputed issue(s);
- State the relative positions of the parties;
- State the Contractor’s name, address, and contract number; and



- Be mailed to the Agent and the other party's (respondent's) contract manager within three (3) working days after the parties agree that they cannot resolve the dispute.
2. The respondent shall send a written answer to the requester's statement to both the Agent and the requester within five 5 working days.
  3. The Agent shall review the written statements and reply in writing to both parties within 10 working days. The Agent may extend this period if necessary by notifying the parties.
  4. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this contract shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution method in addition to the dispute resolution procedure outlined above.

### **18. DUPLICATE PAYMENT**

The Agency shall not pay the Contractor, if the Contractor has charged or will charge the State of Washington or any other party under any other contract or agreement, for the same goods delivered or services rendered.

### **19. ENVIRONMENTAL CONSIDERATIONS**

#### **ELECTRONIC PRODUCTS**

The State of Washington encourages the purchase of products that meet environmental performance standards relating to the reduction and elimination of hazardous materials. The database of all products that currently meet EPEAT criteria are viewable at [www.greenelectronicscouncil.org](http://www.greenelectronicscouncil.org). Only products listed as Active in the online EPEAT Registry are considered to have met the EPEAT criteria.

Contractor represents and warrants that, during the term of this contract, for any product(s) for which Contractor sought and was awarded an environmental purchasing preference pursuant to RCW 39.26.265 and Washington State Procurement Policy POL-DES-265-00, such product(s) shall have achieved EPEAT Silver or Gold registration that enabled Contractor to be awarded such preference.

#### **NON-HYDROFLUOROCARBONS (HFCs)**

Hydrofluorocarbons (HFCs) contribute to climate change and so have an adverse effect on human health and the environment. Accordingly, the State of Washington, through its procurement of goods is trying to minimize the purchase of products that contain HFCs or contain HFCs with a comparatively low global warming potential and to incentivize its vendors to sell products without HFCs.

Contractor represents and warrants that, during the term of this Contract, for any product(s) for which Contractor sought and was awarded a purchasing preference pursuant to RCW 39.26.310 and Washington State Procurement Policy DES-POL-310-00, such product(s) shall meet or have less than the HFC level(s) that enabled Contractor to be awarded such preference.

#### **NON-MERCURY ADDED PRODUCTS**

Mercury has an adverse effect on human health and the environment. Accordingly, the State of Washington, through its procurements of goods is trying to minimize the purchase of products with mercury and to incentivize its vendors to sell products without mercury.

Contractor represents and warrants that, during the term of this Contract, for any product(s) for which Contractor sought and was awarded a purchasing preference pursuant to RCW 70.95M.060 and Washington State Procurement Policy DES-POL-70.95M.060-00, such product(s) shall meet or have less than the lowest amount of mercury that enabled Contractor to be awarded such preference.

#### **POLYCHLORINATED BIPHENYLS (PCBs)**

Polychlorinated biphenyls, commonly known as PCBs, have adverse effects on human health and the environment. Accordingly, the State of Washington, through its procurements of goods, is trying to minimize the purchase of products with PCBs and to incentivize its vendors to sell products in packaging without them.

Contractor represents and warrants that, during the term of this contract, for any product(s) and/or product packaging for which Contractor sought and was awarded a purchasing preference pursuant to RCW 39.26.280 and Washington State Procurement Policy POL-DES-280-00, such product(s) and/or packaging shall meet or exceed the testing limitations that enabled Contractor to be awarded such preference.

#### **RECYCLED CONTENT PRODUCTS**

Buying products made from recycled content creates markets for materials collected in residential & business recycling programs. Recycling does not work without end-markets. In addition buying recycled products supports the development of green technologies, creates jobs and strengthens the local economy, and promotes and supports a more sustainable lifestyle. When manufacturers use recycled material vs. virgin materials to make new products, air and water pollution is reduced, natural resources are conserved, energy is saved, less water is used, and emissions of greenhouse gases that contribute to global climate change are reduced. Accordingly, the State of Washington through its procurements of goods is trying to maximize the purchase of products made from recycled content and to incentivize its vendors to sell products and products in packaging made with recycled content.

Contractor represents and warrants that, during the term of this Contract, for any product(s) for which Contractor sought and was awarded an environmental purchasing preference pursuant to RCW 39.26.255 and Washington State Procurement Policy POL-DES-255-00, such product(s) shall exceed the minimum post-consumer or total recycled content that enabled Contractor to be awarded such preference.

Notwithstanding any provision to the contrary, upon breach of warranty and Contractor's failure to provide satisfactory evidence of compliance within thirty (30) days, Agency may suspend or terminate this Contract. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation, actual damages, and, as applicable and awarded under law, to a prevailing party, reasonable attorneys' fees and costs.

## **20. EXECUTIVE ORDER 18-03 – WORKERS' RIGHTS**

**MANDATORY INDIVIDUAL ARBITRATION.** If Bidder returned Contractor Certification – Executive Order 18-03 Worker's Rights, and Contractor represents and warrants, as previously certified in Contractor's bid, quotation and/or proposal submission, that Contractor does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers. Contractor further represents and warrants that, during the term of this contract, Contractor shall not, as a condition of employment, require its employees to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

## **21. FUNDING SOURCE**

At all times during the course of this contract, the Contractor must comply with applicable laws, rules, policy and regulations required by the source of funding for the contract.

## **22. GOVERNING LAW**

This contract shall be construed and interpreted in accordance with the laws of the State of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

## **23. HARASSMENT.**

Per [RCW 43.01.135](#), Sexual harassment in the workplace, Agency contractors hereby have access to DNR Policy PO01-052 Sexual Harassment:

[https://www.dnr.wa.gov/publications/em\\_harassment\\_prevention\\_policy.pdf](https://www.dnr.wa.gov/publications/em_harassment_prevention_policy.pdf).

DNR's Policy PO01-051 Safe and Respectful Workplace, linked below, outlines DNR's commitment and the expectations for

contractors: [www.dnr.wa.gov/publications/em\\_safe\\_respectful\\_workplace\\_policy.pdf](http://www.dnr.wa.gov/publications/em_safe_respectful_workplace_policy.pdf).

DNR's Policy PO01-037 Harassment Prevention outlines DNR's commitment and the

expectations for

contractors: [www.dnr.wa.gov/publications/em\\_harassment\\_prevention\\_policy\\_037.pdf](http://www.dnr.wa.gov/publications/em_harassment_prevention_policy_037.pdf).

## **24. INDEMNIFICATION**

To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless the State, agencies of State and all officials, Agents and employees of the State, from and against all claims for injuries or death arising out of or resulting from the performance of the contract. "Claim," as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom.

Contractor's obligations to indemnify, defend, and hold harmless includes any claim by Contractors' Agents, employees, representatives, or any Subcontractor or its employees.

Contractor expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incidental to Contractor's or any Subcontractor's performance or failure to perform the contract. Contractor's obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its Agents, agencies, employees and officials.

Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless State and its agencies, officials, Agents or employees.

## **25. INDEPENDENT CAPACITY OF THE CONTRACTOR**

The parties intend that an independent Contractor relationship will be created by this contract. The Contractor and his or her employees or Agents performing under this contract are not employees or Agents of the Agency. The Contractor will not hold himself/herself out as or claim to be an officer or employee of the Agency or of the State of Washington by reason hereof, nor will the Contractor make any claim of right, privilege or benefit that would accrue to such employee under law. Conduct and control of the work will be solely with the Contractor.

## **26. INDUSTRIAL INSURANCE COVERAGE**

The Contractor shall comply with the provisions of Title 51 RCW, Industrial Insurance. If the Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees, as may be required by law, Agency may collect from the Contractor the full amount payable to the Industrial Insurance accident fund. The Agency may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by the Agency under this contract and transmit the deducted amount to the Department of Labor and Industries (L&I), Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Contractor.

## 27. INTERGRATION

The contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of the contract shall be deemed to exist or to bind any of the parties hereto.

## 28. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards necessary for the performance of this contract.

## 29. LIMITATION OF AUTHORITY

Only the Agent or Agent's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this contract is not effective or binding unless made in writing and signed by the Agent.

## 30. NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

- a. Nondiscrimination Requirement. During the term of this Contract, CONTRACTOR, including any subcontractor, shall not discriminate on the bases enumerated at [RCW 49.60.530\(3\)](#). In addition, CONTRACTOR, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which CONTRACTOR, or subcontractor, has a collective bargaining or other agreement.
- b. Obligation to Cooperate. CONTRACTOR, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that CONTRACTOR, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to [RCW 49.60.530\(3\)](#).
- c. Default. Notwithstanding any provision to the contrary, DNR may suspend CONTRACTOR, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to [RCW 49.60.530\(3\)](#). Any such suspension will remain in place until DNR receives notification that CONTRACTOR, including any subcontractor, is cooperating with the investigating state agency. In the event CONTRACTOR, or subcontractor, is determined to have engaged in discrimination identified at [RCW 49.60.530\(3\)](#), DNR may terminate this Contract in whole or in part, and CONTRACTOR, subcontractor, or both, may be referred for debarment as provided in [RCW 39.26.200](#). CONTRACTOR or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.
- d. Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, CONTRACTOR, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract,

which damages are distinct from any penalties imposed under [Chapter 49.60, RCW](#). DNR shall have the right to deduct from any monies due to CONTRACTOR or subcontractor, or that thereafter become due, an amount for damages CONTRACTOR or subcontractor will owe DNR for default under this provision.

### **31. NONDISCRIMINATION**

During the performance of this contract, the Contractor shall comply with all federal and state nondiscrimination laws, regulations, and policies.

### **32. PRIVACY**

Personal information including, but not limited to, “Protected Health Information,” collected, used, or acquired in connection with this contract shall be protected against unauthorized use, disclosure, modification, or loss. Contractor shall ensure its directors, officers, employees, Subcontractors or Agents use personal information solely for the purposes of accomplishing the delivery of goods or rendering of services as set forth herein. Contractor and its Subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the Agency or as otherwise required by law.

Any breach of this provision may result in termination of the contract and the demand for return of all personal information. The Contractor agrees to indemnify and hold harmless the Agency for any damages related to the Contractor’s unauthorized use of personal information.

### **33. PUBLICITY**

The Contractor agrees to submit to the Agency all advertising and publicity matters relating to this contract wherein the Agency’s name is mentioned, or language used from which the connection of the Agency’s name may, in the Agency’s judgment, be inferred or implied. The Contractor agrees not to publish or use such advertising and publicity matters without the prior written consent of the Agency.

### **34. RECORDS MAINTENANCE**

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of services rendered and/or delivery of goods as described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by the Agency, personnel duly authorized by the Agency, the Office of the State Auditor, and federal and state officials so authorized by law, regulation, or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

### **35. REGISTRATION WITH DEPARTMENT OF REVENUE**

The Contractor shall complete registration with the Washington State Department of Revenue and be responsible for payment of all taxes due on payments made under this contract.

### **36. REMEDIES:**

1. With respect to any nonconforming Deliverables, the Agency may elect to do one or more of the following:
  - a. **SPECIFIC PERFORMANCE:** If the Deliverables are unique, sole sourced, or otherwise deemed by the Agency to be unavailable elsewhere, the Agency may demand specific performance.
  - b. **COVER:** The Agency may obtain substitute Deliverables and charge the Contractor the difference between the cost of the substitute Deliverables and the contracted for price.
  - c. **PRICE REDUCTION:** The Agency may retain nonconforming Deliverables and equitably reduce the price of the contract based on the difference between the contracted for price and the fair market value of the nonconforming Deliverables.
  - d. **RETURN:** The Agency may return or set aside for pickup by the Contractor any nonconforming goods and terminate the contract for cause.
2. The Contractor shall be liable for all compensatory, incidental and consequential damages caused by any breach of the contract. At the sole option of the Agency, such damages may be recovered, in whole or in part, by price reduction or credit against any amounts that may be owed to the Contractor under the contract.
3. The agency's total liability for all damages arising out of or related to the contract shall in no event exceed the purchase price of the contract. Furthermore, in the event of a termination of the contract, the agency's total liability for all damages arising out of or related to the contract shall not exceed the purchase price of goods delivered or services rendered prior to the effective date of the termination.
4. The rights and remedies provided by the contract are cumulative and are not exclusive of any other or additional rights or remedies available at law and in equity.

### **37. RIGHT OF INSPECTION**

The Contractor shall provide right of access to its facilities to the Agency, or any of its officers, or to any other authorized Agent or official of the State of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this contract.

### **38. SAVINGS**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the Agency may terminate the contract under the "Termination for Convenience" clause, without the ten-day notice requirement, subject to renegotiation at the Agency's discretion under those new funding limitations and conditions.

### **39. SEVERABILITY**

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

### **40. SITE SECURITY**

While on Agency premises, Contractor, its Agents, employees, or Subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

### **41. SUBCONTRACTING**

Neither the Contractor nor any Subcontractor shall enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of the Agency. In no event shall the existence of the subcontract operate to release or reduce the liability of the Contractor to the Agency for any breach in the performance of the Contractor's duties. This clause does not include contracts of employment between the Contractor and personnel assigned to work under this contract.

Additionally, the Contractor is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this agreement are carried forward to any subcontracts. Contractor and its Subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the Agency or as provided by law.

### **42. TAXES**

All payments accrued because of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.

### **43. TERMINATION FOR CAUSE**

In the event the Agency determines the Contractor has failed to comply with the conditions of this contract in a timely manner, the Agency has the right to suspend or terminate this contract. Before suspending or terminating the contract, the Agency shall notify the Contractor in writing (including



email) of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

The Agency reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by the Agency to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of the Agency provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

#### **44. TERMINATION FOR CONVENIENCE**

Except as otherwise provided in this contract, the Agency may, by 10 calendar days written notice (including email), beginning on the second calendar day after the notice is sent, terminate this contract, in whole or in part. If this contract is so terminated, the Agency shall be liable only for payment required under the terms of this contract for goods delivered or services rendered prior to the effective date of termination.

#### **45. TERMINATION PROCEDURES**

Upon termination of this contract, the Agency, in addition to any other rights provided in this contract, may require the Contractor to deliver to the Agency any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The Agency shall pay to the Contractor the agreed upon price, if separately stated, for goods or services accepted by the Agency, and the amount agreed upon by the Contractor and the Agency for (i) goods delivered or services rendered for which no separate price is stated, (ii) partially completed goods delivered or services rendered, (iii) other goods delivered or services rendered that are accepted by the Agency, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Agent shall determine the extent of the liability of the Agency. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. The Agency may withhold from any amounts due the

Contractor such sum as the Agent determines to be necessary to protect the Agency against potential loss or liability.

The rights and remedies of the Agency provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Agent, the Contractor shall:

1. Stop work under the contract on the date, and to the extent specified, in the notice;
2. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
3. Assign to the Agency, in the manner, at the times, and to the extent directed by the Agent, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the Agency has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Agent to the extent Agent may require, which approval or ratification shall be final for all the purposes of this clause;
5. Transfer title to the Agency and deliver in the manner, at the times, and to the extent directed by the Agent any property which, if the contract had been completed, would have been required to be furnished to the Agency;
6. Complete performance of such part of the work as shall not have been terminated by the Agent; and
7. Take such action as may be necessary, or as the Agent may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which the Agency has or may acquire an interest.

#### **46. TREATMENT OF ASSETS**

1. Title to all property furnished by the Agency shall remain in the Agency. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in the Agency upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in the Agency upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by the Agency in whole or in part, whichever first occurs.

2. Any property of the Agency furnished to the Contractor shall, unless otherwise provided herein or approved by the Agency, be used only for the performance of this contract.
3. The Contractor shall be responsible for any loss or damage to property of the Agency that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
4. If any Agency property is lost, destroyed or damaged, the Contractor shall immediately notify the Agency and shall take all reasonable steps to protect the property from further damage.
5. The Contractor shall surrender to the Agency all property of the Agency prior to settlement upon completion, termination or cancellation of this contract.
6. All reference to the Contractor under this clause shall also include Contractor's employees, Agents or Subcontractors.

#### **47. U.S. DEPARTMENT OF TREASURY, OFFICE OF FOREIGN ASSETS CONTROL**

The Agency complies with U.S. Department of the Treasury, Office of Foreign Assets Control (OFAC) payment rules. OFAC prohibits financial transactions with individuals or organizations, which have been placed on the OFAC Specially Designated Nationals (SDN) and Blocked Persons sanctions list located at [U.S. Treasury Specially Designated Nationals And Blocked Persons List](#). Compliance with OFAC payment rules ensures that the Agency does not conduct business with individuals or organizations that have been determined to be supporters of terrorism and international drug dealing or that pose other dangers to the United States.

Prior to making payment to individuals or organizations, the Agency will download the current OFAC SDN file and compare it to Agency and statewide vendor files. In the event of a positive match, the Agency reserves the right to: (1) make a determination of “reasonability” before taking the positive match to a higher authority, (2) seek assistance from the Washington State Office of the State Treasurer (OST) for advanced assistance in resolving the positive match, (3) comply with an OFAC investigation, if required, and/or (4) if the positive match is substantiated, notify the Contractor in writing and terminate the contract according to the Termination for Convenience provision without making payment. The Agency will not be liable for any late payment fees or missed discounts that are the result of time required to address the issue of an OFAC match.

#### **48. WAIVER**

Waiver of any default or breach shall not be deemed a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this contract unless stated to be such in writing and signed by authorized representative of the Agency.

#### **49. WARRANTIES**

Contractor warrants that all Deliverables provided under this contract shall be fit for the purpose(s) for which intended, are merchantable, and shall conform to the requirements and specifications herein.

**EXHIBIT B - PROJECT WORK PLAN AND BUDGET**

**2024 UCF CFA PROJECT WORK PLAN**

Grantee Organization Name: \_\_\_\_\_

2024 Community Forestry Assistance Grant (Agreement Number \_\_\_\_\_)

Period of Performance: \_\_\_\_\_

Overview: [insert narrative based on submitted proposal]

| <b>Activity 1: Title and Description</b>  |   |                        |                       |
|---|---|------------------------|-----------------------|
| <i>Example: Town Outreach and Engagement: This activity will engage with local community members to identify needs and goals of the community, analyze data from interview and survey questions, and promote Urban Forestry techniques that can be used by the communities.</i> |   |                        |                       |
| <b>Task</b>   | <b>Deliverable</b>  | <b>Completion Date</b> | <b>Estimated Cost</b> |
| 1.1. <i>Subcontractor skilled in public outreach to develop a survey to inquire about community goals and needs.</i>  | <i>Copy of survey developed (.pdf preferred).<br/>Documentation of payment to contractor for services rendered.</i>   | <i>June 1, 2025</i>    | <i>\$2,000</i>        |
| 1.2. <i>Distribute survey to community using various methods of delivery, including, but not limited to, posting on website, direct mailings, and one-on-one at public events.</i>  | <i>Report including:</i><br><ul style="list-style-type: none"> <li><i>- Link to website where survey was posted and estimated number of respondents.</i></li> <li><i>- Copy of direct mail materials and number of households reached.</i></li> <li><i>- List of community events attended and approximate number of survey respondents.</i></li> </ul> | <i>June 1, 2025</i>    | <i>\$4,580</i>        |
| 1.3.  |   |                        | \$                    |
| 1.4.  |   |                        | \$                    |
| <b>Activity 1 Total</b>   |   |                        | <b><i>\$6,580</i></b> |

| <b>Activity 2: Title and Description</b>   |  |                        |                        |
|--|--|------------------------|------------------------|
| <b>Example: City Urban Tree Inventory:</b>   |  |                        |                        |
| <i>Update existing inventory data and collect new data throughout the city, via subcontractor.</i> |  |                        |                        |
| <b>Task</b>  | <b>Deliverable</b>   | <b>Completion Date</b> | <b>Estimated Cost</b>  |
| <i>2.1. Consultant updates existing tree inventory data.</i>                                       | <i>GIS data and excel export of updated tree inventory.</i>                  | <i>June 1, 2025</i>    | <i>\$8,000</i>         |
| <i>2.2. Consultants collect new point-based tree inventory data and performs data analysis.</i>    | <i>GIS data and excel export of new inventory data; results of analysis.</i> | <i>June 1, 2025</i>    | <i>\$10,500</i>        |
| <i>2.3. Consultant collects new inventory data using a sample-based approach.</i>                  | <i>GIS data and excel export; results of analysis.</i>                       | <i>June 1, 2025</i>    | <i>\$9,000</i>         |
| <i>2.4.</i>  |  |                        | <i>\$</i>              |
| <b>Activity 2 Total</b>  |  |                        | <b><i>\$27,500</i></b> |

| <b>Activity 3: Title and Description</b>  |  |                        |                           |
|---|--|------------------------|---------------------------|
| <b>Example: Purchase and install street trees and irrigation:</b>   |  |                        |                           |
| <i>Plant new street trees in suitable planting locations as determined by contractor staff. Install irrigation to support tree establishment.</i> |  |                        |                           |
| <b>Task</b>   | <b>Deliverable</b>   | <b>Completion Date</b> | <b>Estimated Cost</b>     |
| <i>3.1. Purchase and install irrigation to water new trees.</i>   | <i>Receipt of irrigation supply purchase;<br/>At least 3 photos of irrigation system installation.</i>         | <i>June 1, 2025</i>    | <i>\$4,354.67</i>         |
| <i>3.2. Purchase and install at least 35 new street trees. Trees to be at least 1.5” caliper.</i>   | <i>Invoice of tree purchase with tree species listed;<br/>At least 2 photos of street trees being planted.</i> | <i>June 1, 2025</i>    | <i>\$8,750</i>            |
| <i>3.3. Purchase planting supplies, including, but not limited to: Mulch, Stakes, and Ties.</i>   | <i>Receipt of supplies purchased showing actual costs.</i>   | <i>June 1, 2025</i>    | <i>\$800</i>              |
| <b>Activity 3 Total</b>   |  |                        | <b><i>\$13,904.67</i></b> |
| <b>Activities 1-3 Total</b>   |  |                        | <b><i>\$47,984.67</i></b> |

## BUDGET

Budget cannot exceed \$ \_\_\_\_\_. See the Project Work Plan for activity and task descriptions.

**Table 1. Cost by Activity**

| Activities   | Personnel and Benefits | Travel    | Supplies  | Contractual | Total     |
|--------------|------------------------|-----------|-----------|-------------|-----------|
| Activity 1   | \$                     | \$        | \$        | \$          | \$        |
| Activity 2   | \$                     | \$        | \$        | \$          | \$        |
| Activity 3   | \$                     | \$        | \$        | \$          | \$        |
| <b>Total</b> | <b>\$</b>              | <b>\$</b> | <b>\$</b> | <b>\$</b>   | <b>\$</b> |

**Table 2. Cost by Line Item**

| <b>Personnel and Benefits</b>   |    |
|---|----|
| <i>Example: Project Manager (\$38.54/hr)<br/>Primary coordinator of tree-planting community event. Work includes outreach, meeting facilitation, purchasing supplies, and preparing reports.<br/>Tasks 1.1, 1.2, 1.3, 2.1, 2.3, 3.2</i> | \$ |
| Task(s)   | \$ |
| Task(s)   | \$ |
| <b>Travel</b>   |    |
| <i>Example: Travel Expenses<br/>Lodging and mileage (GSA standard rates).<br/>Tasks 3.1, 3.2, 3.3</i>   | \$ |
| Task(s)   | \$ |
| Task(s)   | \$ |
| <b>Supplies</b>   |    |
| <i>Example: Acme supplies and rental equipment<br/>Supply purchases, including event space, advertising, tent, printing, and miscellaneous office supplies.<br/>Task 1.3</i>  | \$ |





**EXHIBIT C - INVOICE**

# INVOICE

**Agreement Number:**

**Invoice Date:**

**Invoice Number:**

**From:** Grantee Organization Name  
 (of PM) Grantee  
 Project Manager Address  
 Phone  
 Email

**To:** Ben Thompson DNR  
 Project Manager  
 Washington State Department of  
 Natural Resources  
 1111 Washington St SE Olympia,  
 WA 98504-7013  
 ben.thompson@dnr.wa.gov

Also, send copy to:  
 Scott Chambers  
 scott.chambers@dnr.wa.gov

|   | Brief description of costs included in this invoice period.  | Cost Type            | Cost              |
|---|--|----------------------|-------------------|
| Task 1.1<br>Example:<br>Tree Planting Event | Example: -<br>Project Coordinator (25 hrs x \$22 = \$550.00)<br>- Hotel (3 nights; \$429.65; Receipt attached)<br>- Mileage (50 miles x \$0.67 = \$33.50)<br>- Name Tags (\$58.46; Receipt attached)<br>- Seedlings (\$4,667.26; Receipt attached)<br>- Set-up Crew (\$759.25; Receipt attached) | Personnel & Benefits | \$550.00          |
|   |  | Travel               | \$161.15          |
|   |  | Supplies             | \$4,725.72        |
|   |  | Contractual          | \$759.25          |
| <b>Subtotal Task 1.1</b>                    |  |                      | <b>\$6,196.12</b> |
| Task 1.2                                    |  | Personnel & Benefits | \$                |
|   |  | Travel               | \$                |
|   |  | Supplies             | \$                |
|   |  | Contractual          | \$                |
| <b>Subtotal Task 1.2</b>                    |  |                      | <b>\$0.00</b>     |
| Task 1.3                                    |  | Personnel & Benefits | \$                |
|   |  | Travel               | \$                |
|   |  | Supplies             | \$                |
|   |  | Contractual          | \$                |
| <b>Subtotal Task 1.3</b>                    |  |                      | <b>\$0.00</b>     |
| <b>Total Activity 1</b>                     |  |                      | <b>\$6,196.12</b> |

| Activity 2               | Brief description of costs included in this invoice period. | Cost Type            | Subtotal      |
|--------------------------|---|----------------------|---------------|
| Task 2.1                 |   | Personnel & Benefits | \$            |
|                          |   | Travel               | \$            |
|                          |   | Supplies             | \$            |
|                          |   | Contractual          | \$            |
| <b>Subtotal Task 2.1</b> |   |                      | <b>\$0.00</b> |
| Task 2.2                 |   | Personnel & Benefits | \$            |
|                          |   | Travel               | \$            |
|                          |   | Supplies             | \$            |
|                          |   | Contractual          | \$            |
| <b>Subtotal Task 2.2</b> |   |                      | <b>\$0.00</b> |
| Task 2.3                 |   | Personnel & Benefits | \$            |
|                          |   | Travel               | \$            |
|                          |   | Supplies             | \$            |
|                          |   | Contractual          | \$            |
| <b>Subtotal Task 2.3</b> |   |                      | <b>\$0.00</b> |
| <b>Total Activity 2</b>  |   |                      | <b>\$0.00</b> |
| Activity 3               | Brief description of costs included in this invoice period. | Cost Type            | Subtotal      |
| Task 3.1                 |   | Personnel & Benefits | \$            |
|                          |   | Travel               | \$            |
|                          |   | Supplies             | \$            |
|                          |   | Contractual          | \$            |
| <b>Subtotal Task 3.1</b> |   |                      | <b>\$0.00</b> |
| Task 3.2                 |   | Personnel & Benefits | \$            |
|                          |   | Travel               | \$            |
|                          |   | Supplies             | \$            |
|                          |   | Contractual          | \$            |
| <b>Subtotal Task 3.2</b> |   |                      | <b>\$0.00</b> |
| Task 3.3                 |   | Personnel & Benefits | \$            |
|                          |   | Travel               | \$            |

|                             |             |                   |
|-----------------------------|-------------|-------------------|
|                             | Supplies    | \$                |
|                             | Contractual | \$                |
| <b>Subtotal Task 3.3</b>    |             | <b>\$0.00</b>     |
| <b>Total Activity 3</b>     |             | <b>\$0.00</b>     |
| <b>Total Activities 1-3</b> |             | <b>\$6,196.12</b> |

**EXHIBIT D – DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS**  
**INFORMATION & INSTRUCTIONS FOR COMPLETING EXHIBIT D DIVERSE BUSINESS INCLUSION**  
**PLAN – SUBCONTRACTORS**

1. Bidders who, if awarded a Contract, intend to use subcontractors, must complete Exhibit D – Diverse Business Inclusion Plan – Subcontractors in the form set forth herein. Awarded bidders who do not submit a Diverse Business Inclusion Plan will be precluded from utilizing subcontractors to perform the Contract.

**Note:** Exhibit D – Diverse Business Inclusion Plan – Subcontractors is **NOT** required if bidder, if awarded, does **NOT** intend to use subcontractors for this contract.

2. As part of the Diverse Business Inclusion Plan – Subcontractors, bidder is encouraged to include an anticipated list of small/diverse subcontractors who may assist bidder in fulfilling bidder’s contractual obligations, if bidder is awarded a contract pursuant to this Competitive Solicitation. This list should identify any subcontractors who are small/diverse businesses as defined above.

**Note:** The businesses included in the Diverse Business Inclusion Plan – Subcontractors are listed as examples of the businesses that bidder may use as subcontractors and does NOT obligate bidder to utilize those specific businesses in performing the Contract, if awarded. If awarded, the bidder’s Diverse Business Inclusion Plan – Subcontractor will be incorporated into the terms and conditions of the resulting Contract and bidder will report performance and progress to the Agency as set forth in the Contract and in annual contract management meetings.

3. Bidders must describe their efforts in engaging and reducing any barriers to participation by small/diverse businesses, including outreach, education/mentorship, and process changes designed to increase small/diverse business participation.
4. If the proposed subcontractors are self-identified diverse businesses, bidder will encourage and support efforts for their certification with the appropriate Washington state agencies.
5. The small/diverse business goals set forth herein are voluntary. Bidders will not be considered non-responsive if the Diverse Business Inclusion Plan – Subcontractors has a zero small/diverse business participation amount. Agency, however, encourages bidders to be proactive in engaging small/diverse business participation. No preference will be included in the evaluation of bids based on the Diverse Business Inclusion Plan – Subcontractors. No minimum level of small/diverse business participation is required as a condition for receiving a Contract award.
6. Agency will review the Diverse Business Inclusion Plan – Subcontractors for a genuine effort and the maximum opportunity to contribute toward the Agency’s aspirational goals. Awarded bidders who utilize subcontractors will meet with the Agency annually regarding their small/diverse business aspirational inclusion goals and outreach efforts set forth in their Diverse Business Inclusion Plan – Subcontractors.

**1. BIDDER’S ANTICIPATED DIVERSE BUSINESS PARTICIPATION (GOALS)**

List bidder’s anticipated small/diverse business category participation goals for subcontractor participation, if bidder is awarded a Contract. Bidders may list any goal amount. These goals are aspirational goals for bidder’s use of small/diverse business subcontractors, if awarded a Contract pursuant to this Competitive Solicitation.

| <b>SMALL/DIVERSE BUSINESS CATEGORY</b> | <b>AGENCY GOALS*</b> | <b>ANTICIPATED PERCENT OF CONTRACT AMOUNT (GOALS)</b> |
|--|----------------------|---|
| Minority-Owned Business                | 5%                   |   |
| Woman-Owned Business                   | 5%                   |   |
| Veteran-Owned Business                 | 1%                   |   |
| Washington Small Business              | 10%                  |   |

**2. BIDDER’S DIVERSE BUSINESS SUBCONTRACTING LIST**

Provide the firm information of the relevant small/diverse business subcontractors that bidder anticipates utilizing, if awarded a contract pursuant to this Competitive Solicitation. Please identify the names of the firms as they are listed in Washington’s Electronic Business Solution (WEBS) and provide the firm’s applicable certification numbers (for Minority, Woman, and Veteran-Owned firms).

| <b>STATE CERTIFICATION CATEGORY</b> | <b>LIST OF FIRMS</b> |
|-------------------------------------|----------------------|
| Minority-Owned Businesses           |                      |
| Woman-Owned Businesses              |                      |
| Veteran-Owned Businesses            |                      |
| Washington Small Businesses         |                      |

**3. DESCRIBE BIDDER’S PLAN TO MEET OR EXCEED BIDDER’S VOLUNTARY *DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS* GOALS, INCLUDING OUTREACH. IF MORE SPACE IS NEEDED, PLEASE ATTACH ADDITIONAL DOCUMENTS.**

|  |
|--|
|  |
|--|

**4. IDENTIFY BIDDER’S PRIMARY CONTACT FOR BIDDER’S *DIVERSE BUSINESS INCLUSION PLAN – SUBCONTRACTORS* GOALS. IF MORE SPACE IS NEEDED, PLEASE ATTACH ADDITIONAL DOCUMENTS.**

|  |
|--|
|  |
|--|

\*Agency diversity goals are based on [FY22 OMWBE reporting results](#) and will be updated after the DES Diversity policy requirements have been analyzed.

Bidder commits to a make a genuine effort to achieve the proposed subcontract amounts with small/diverse business subcontractors as stated above. Bidder will develop a comprehensive outreach strategy that will engage small/diverse businesses registered with the State of Washington in WEBS.

---

PRINT FULL LEGAL ENTITY NAME OF FIRM SUBMITTING BID, QUOTATION, AND/OR PROPOSAL

---

SIGNATURE OF AUTHORIZED PERSON DATE SIGNED

---

PRINTED NAME OF PERSON MAKING CERTIFICATION FOR FIRM

---

TITLE OF PERSON SIGNING CERTIFICATE

---

PRINT COUNTY AND STATE WHERE SIGNED

RETURN FORM TO: SOLICITATION COORDINATOR WITH YOUR BID, QUOTATION, AND/OR PROPOSAL AS INDICATED WITHIN

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**September 26, 2024**  
**6:00 PM, City Hall and Remote**

---

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

PRESENT

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

City Administrator Leana Kinley, Community Development Director Ben Shumaker, Public Works Director Carolyn Sourek, and Deputy Clerk/Treasurer Anders Sorestad

**2. PUBLIC COMMENTS:**

None Received.

**3. PUBLIC HEARINGS:**

a) **Lasher Street Improvement Project Update** - Community Development Director Ben Shumaker presented a staff memo updating council on the Lasher Street Improvement Project.

The Public Hearing was opened at 6:00 p.m.

Rick Jessel commented in favor of projects for our low income citizens

Closed at 6:03

MOTION: To approve an application to CDBG for Lasher Street improvements in the amount of \$550,000 was made by Councilmember Rice, seconded by Councilmember Lauser.

Voting Yea: Councilmember Cox, Councilmember Johnson, Councilmember Rice, Councilmember Lauser, Councilmember Oldfield

**4. UNFINISHED BUSINESS:**

a) **Approve Recruitment Consultant Services** - City Administrator Leana Kinley presented a staff memo regarding consultant services based on the council discussion at the September 11th council meeting for council discussion and consideration.

MOTION: To approve contracting with SGR for recruitment consultant services as proposed in the amount not to exceed \$28,900 was made by Councilmember Johnson, seconded by Councilmember Oldfield.

Voting Yea: Councilmember Cox, Councilmember Johnson, Councilmember Rice, Councilmember Lauser, Councilmember Oldfield

**5. COUNCIL BUSINESS:**

- a) **Approve Resolution 2024-440 Granting Signature Authority for Banking Services** - City Administrator Leana Kinley presented the attached resolution for council consideration.

MOTION: To approve resolution 2024-440 granting signature authority for banking services as presented was made by Councilmember Lauser, seconded by Councilmember Johnson.

Voting Yea: Councilmember Cox, Councilmember Johnson, Councilmember Rice, Councilmember Lauser, Councilmember Oldfield

- b) **AWC Webinar:** Finance 101 for elected officials eLearning customized for city councilmembers and mayors.
- c) **Preliminary 2025 Budget** - City Administrator Leana Kinley presented the preliminary 2025 budget for council review and discussion.

**7. ISSUES FOR THE NEXT MEETING:**

- 8. ADJOURNMENT** - Mayor adjourned the meeting at 7:47 p.m.

=====

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Scott Anderson, Mayor

Date



**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**September 19, 2024**  
**6:00 PM, City Hall and Remote**

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

PRESENT

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

City Administrator Leana Kinley, Community Development Director Ben Shumaker, and Deputy Clerk/Treasurer Anders Sorestad

**2. PUBLIC COMMENTS:**

**a) \*Public Comments Received**

Rick Jessel - Thanked the staff & Sewer Ordinance Committee for the work they have done, as well as a special thanks to Leana for her work for the City over the years. He also commented on the draft language of section F of the Sewer Ordinance.

Mary Repar - Commented on the Economic Development Council.

**3. CHANGES TO THE AGENDA:**

**a) \*9/16 changes include:**

-Additional public comments (item 2a)

-Added memo from staff regarding the Sewer Ordinance Update (item 8a)

-Removed item 4e from the Consent Agenda at the request of Councilmember Cox (item 10f)

-Added Housing Programs Reports for August and September 2024 (item 11a)

-Added Legal memo to council (item 11c)

**b) \*\*9/17 changes include:**

-Added memo from staff regarding scope of work for consulting services (item 9c)

-Added memo from staff regarding recent issues regarding building permit fees in CloudPermit (item 10c)

-Added Approval of Lasher Street Agreement (item 10g)

c) \*\*\*9/19 changes include:

-Added Financial Reports (item 11d)

-Added September Vouchers (item 13a)

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

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

b) **Special Occasion Liquor License Application** - Friends of Stevenson Library/No. Bonneville Community Center at the Library on October 5 from 6-8pm.

c) **Water Adjustment** - Christian River Parsonage (meter No. 405800) requests a water adjustment of \$223.36 for a water leak which they have since repaired.

d) **Approve Resolution 2024-441 Personnel Policy Update** - City Administrator Leana Kinley presents a resolution revising the personnel policy for council consideration. The changes include the addition of a job description for Fire Chief and neutralizing all gender references.

e) **Minutes** of July 18th and August 7th 2024 Regular Council Meetings, August 5th, 21st, 22nd, 28th, September 10th and 11th 2024 Special Council Meetings.

MOTION to approve consent agenda items a-e was made by Councilmember Lauser, Seconded by Councilmember Rice.

Voting Yea: Councilmember Cox, Councilmember Johnson, Councilmember Rice, Councilmember Lauser, Councilmember Oldfield

**5. SHERIFF'S OFFICE REPORT:**

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

**6. PRESENTATIONS FROM OUTSIDE AGENCIES:**

a) **Chamber of Commerce** - Angie Martin, Skamania County Chamber of Commerce Executive Director, presented chamber activities for the past quarter.

**7. PUBLIC HEARINGS:**

- a) **Ordinance 2024-1221 Assuming the Rights, etc. of the Stevenson Transportation Benefit District - First Reading** - City Administrator Leana Kinley presented the staff memo and ordinance 2024-1221 for assumption of the rights, powers, functions, and obligations of the Stevenson Transportation Benefit District.

The Public Hearing opened at 6:11 p.m.

Mary Repar asked for clarification what the public hearing was for.

The Public Hearing closed at 6:13 p.m.

MOTION to approve ordinance 2024-1221 assuming the rights, powers, functions, and obligations of the Stevenson Transportation Benefit District pursuant to RCW 36.74 as presented was made by Councilmember Oldfield and seconded by Councilmember Johnson.

Voting Yea: Councilmember Cox, Councilmember Johnson, Councilmember Lauser, Councilmember Oldfield

Voting Nay: Councilmember Rice

**8. SITUATION UPDATES:**

- a) **\*Sewer Ordinance Update** - Staff presented a memo regarding the proposed ordinance as discussed at the August 7th meeting for council discussion and direction.

MOTION to authorize a public release draft of the sewer ordinance as presented was made by Councilmember Johnson, and seconded by Councilmember Oldfield.

Voting Yea: Councilmember Johnson, Councilmember Lauser, Councilmember Oldfield

Voting Nay: Councilmember Cox, Councilmember Rice

**9. UNFINISHED BUSINESS:**

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

MOTION to accept the contract for time and materials for general communications support not to exceed \$35,000 was made by Councilmember Oldfield, Seconded by Councilmember Lauser.

Voting Yea: Councilmember Johnson, Councilmember Lauser, Councilmember Oldfield

Voting Nay: Councilmember Cox, Councilmember Rice

- b) **Discuss Changes to Park Plaza Interlocal Agreement** - A copy of the current interlocal agreement regarding the use of the courthouse lawn for a park plaza was attached for council discussion.

Council agreed to work on the memo prior to the next meeting on the 26th.

- c) **\*\*Discuss Scope of Work for Recruitment Consultant Services** - City Administrator Leana Kinley presented a staff memo regarding a scope of work for consultant services based on the council discussion at the September 11th council meeting for council discussion and consideration.

#### 10. COUNCIL BUSINESS:

- a) **Discuss Utility Billing Issue** - City Administrator Leana Kinley presented the attached staff memo for council discussion.

- b) **Discuss Scan and Toss Policy** - City Administrator presents the attached resolution adopting a scan and toss policy for council discussion.

MOTION to approve the resolution for the scan and toss policy to be numbered later as presented was made by Councilmember Johnson and seconded by Councilmember Oldfield.

Voting Yea: Councilmember Cox, Councilmember Johnson, Councilmember Rice, Councilmember Lauser, Councilmember Oldfield

- c) **\*\*Discuss Building Permit Fees and CloudPermit** - City Administrator Leana Kinley presented a staff memo regarding recent issues discovered regarding building permit fees and CloudPermit.

- d) **Discuss Roofing of Lower Public Works Shop** - Public Works Director Carolyn Sourek presents the attached memo regarding roofing the lower public works shop for council discussion and consideration.

MOTION to authorize the Public Works Director to negotiate and consummate a contract for the repairing of the roof of the Lower Public Works shop not to exceed \$35,000 was made by Councilmember Oldfield, seconded by Councilmember Lauser.

Voting Yea: Councilmember Johnson, Councilmember Lauser, Councilmember Oldfield  
Voting Nay: Councilmember Cox, Councilmember Rice

- e) **Preliminary 2025 Budget** - City Administrator Leana Kinley will present a staff memo and preliminary 2025 budget for council review and discussion.

Council directed Staff to present a balanced budget at the next council meeting.

- f) **\*Approve Resolution 2024-442 Authorizing Road Closure** - Public Works Director Carolyn Sourek presents the resolution regarding temporary road closure for road repair in Chinidere.

MOTION to approve resolution 2024-442 authorizing the temporary closure of a road to ensure public safety was made by Councilmember Oldfield, seconded by Councilmember Lauser.

Voting Yea: Councilmember Cox, Councilmember Johnson, Councilmember Rice, Councilmember Lauser, Councilmember Oldfield

- g) **\*\*Approve Agreement with Wallis Engineering for Lasher Street Project** - Community Development Director Ben Shumaker requests council approval of the Agreement with Wallis Engineering for design phase services for a cost not to exceed \$265,531.

MOTION to approve the Local Agency Consultant Agreement with Wallis Engineering for the Lasher Street Project for a cost not to exceed \$265,531 contingent on WSDOT approval was made by Councilmember Cox, Seconded by Councilmember Lauser.

Voting Yea: Councilmember Cox, Councilmember Johnson, Councilmember Rice, Councilmember Lauser, Councilmember Oldfield

## 11. INFORMATION ITEMS:

- a) **\*Housing Programs Report** - The report for the prior and current months on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.
- b) **Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.
- c) **\*Memo to Council** regarding roles and responsibilities from City Attorney Robert Muth.
- d) **\*\*\*Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.

## 12. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director

He is getting prepared to take on new duties as Interim City Administrator.

Critical Areas Ordinance update. The Department of Commerce has provided \$10K every year for two years (2024 and 2025) to complete the update. A Scope of Work needs to be submitted to DOC. Collaboration with North Bonneville and Skamania County is likely.

Lasher Street update, an additional funding request to TIB has been made for costs, he is preparing a second request for CDBG (Community Development Block Grants) from the Department of Commerce. A public hearing will be held at the October 2024 City Council meeting.

Development is down from three years ago. There is a steady stream of small projects. No big projects have appeared lately.

- b) Carolyn Sourek, Public Works Director

Her report was included in the packet for Council review and consideration.

- c) Leana Kinley, City Administrator

She is working on getting staff up to speed regarding the new duties they will be assuming.

### **13. VOUCHER APPROVAL:**

- a) \*\*\*August 2024 payroll and September 2024 AP checks have been audited and are presented for approval. August payroll checks totals \$138,459.79 which includes EFT payments. September 2024 AP checks 18044 thru 18107 total \$646,701.76, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION to approve the vouchers as presented was made by Councilmember Johnson, seconded by Councilmember Oldfield.

Voting Yea: Councilmember Cox, Councilmember Johnson, Councilmember Rice, Councilmember Lauser, Councilmember Oldfield

### **14. MAYOR AND COUNCIL REPORTS:**

Mayor Anderson gave an update on the desire to better the appearance of downtown by addressing the landscaping of the downtown planters.

Councilmember Cox gave an update on the Opioid Abatement Committee.

### **15. ISSUES FOR THE NEXT MEETING:**

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

**16. ADDITIONAL PUBLIC COMMENT:**

Mary Repar - Commented on the downtown landscaping.

Rick Jessel - Commented on section F of the Sewer Ordinance.

**17. ADJOURNMENT** - Mayor Anderson adjourned the meeting at 8:15 p.m.

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Scott Anderson, Mayor

Date

Skamania County



Fire District 2

# Skamania County Fire District 2

## Board of Commissioners

(509) 427-5552

PO Box 128  
Stevenson, Washington 98648

10/14/2024

**To:** Stevenson City Council  
**From:** Skamania County Fire District 2 Board of Commissioners  
**RE:** Fire Chief Selection

Council,

The Board of Commissioners for Fire District 2 is pleased to present the results of the membership vote for the new Fire Chief, held on October 7th, 2024. The membership voted overwhelmingly in favor of Firefighter Ray Broughton, with 13 votes in approval and 1 dissenting vote, out of 15 members in attendance.

As Firefighter Broughton was the sole candidate for the position, the Board affirms the membership's decision and approves his transition to the role of Fire Chief. We have requested that outgoing Fire Chief Rob Farris initiate the transition process upon confirmation of Firefighter Broughton's appointment by the City Council.

We appreciate the participation of our members in this important process and look forward to Firefighter Broughton's leadership in serving our community.

Sincerely,

Howard Hoy, Commissioner

A handwritten signature in blue ink, appearing to be 'Hoy', with the date '10/14/24' written next to it.

Tom Delzio, Commissioner

A handwritten signature in black ink, appearing to be 'Tom Delzio'.

Greyson Rudd, Commissioner

A handwritten signature in black ink, appearing to be 'Greyson Rudd', with the date '10/14/24' written next to it.



RAY Broughton

RosF  
Howard A

Yes  
||||  
~~||||~~  
|||

NO  
|

10/7/2025



*Summer N. Scheyer*  
**SHERIFF**

**OFFICE OF THE SKAMANIA COUNTY**

**SHERIFF**

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

*Tracy Wyckoff*  
*Undersheriff*

*Rob Itzen*  
*Chief of Corrections*

*Steve Minnis*  
*Chief Civil Deputy*

September 2024

City of Stevenson

Service Hours

Calls/Patrol

130 Total Calls

32 Medical

2 Fire

438.50 Hrs.

0 Court Hrs.

Milage

1,757

10/01/24  
07:01

Skamania County Sheriff's Office  
Incident Audit Report

5059  
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| Incident# | Nature of Incident | Offense Code | Loctn Code | Disposition            |
|-----------|--------------------|--------------|------------|------------------------|
| 24-06264  | Civil Standby      | CIVS         | 21         | Settled By Contact     |
| 24-06266  | Death Invest       | DINV         | 21         | Cleared Adlt Exception |
| 24-06268  | Smoke, other       | FIRE         | 21         | INFORMATION            |
| 24-06289  | Medical            | AMAS         | 21         | Transferred to Other A |
| 24-06292  | Traffic Stop       | TOFF         | 21         | CLEARED DRIVER WARNING |
| 24-06300  | Residential Ala    | ALRA         | 21         | Unfounded              |
| 24-06303  | Medical            | ASST         | 21         | Investigation Complete |
| 24-06311  | Medical            | AMAS         | 21         | Active                 |
| 24-06326  | Information        | INFO         | 21         | INFORMATION            |
| 24-06330  | Public Nuisance    | PNUI         | 21         | Settled By Contact     |
| 24-06333  | Information        | INFO         | 21         | INFORMATION            |
| 24-06339  | RSO Verify         | RSOV         | 21         | Cleared Adlt Exception |
| 24-06343  | Medical            | AMAS         | 21         | Active                 |
| 24-06348  | Found Property     | LFPR         | 21         | Investigation Complete |
| 24-06366  | Vandalism          | INFO         | 21         | INFORMATION            |
| 24-06371  | RSO Verify         | RSOV         | 21         | Cleared Adlt Exception |
| 24-06375  | Fraud              | FRAU         | 21         | Cleared Adlt Exception |
| 24-06376  | Business Alarm     | ABLA         | 21         | Cleared Adlt Exception |
| 24-06377  | Citizen Dispute    | CDIS         | 21         | Cleared Adlt Exception |
| 24-06387  | Citizen Dispute    | CDIS         | 21         | Investigation Complete |
| 24-06396  | Medical            | AMAS         | 21         | INFORMATION            |
| 24-06408  | Illegal Burning    | FIRE         | 21         | Transferred to Other A |
| 24-06410  | Domestic Viol      | DOMV         | 21         | INFORMATION            |
| 24-06420  | Wanted Person      | WANT         | 21         | UNABLE TO LOCATE       |
| 24-06423  | Citizen Dispute    | CDIS         | 21         | Settled By Contact     |
| 24-06425  | Medical            | AMAS         | 21         | Transferred to Other A |
| 24-06426  | Parking Problem    | PARK         | 21         | Active                 |
| 24-06443  | Suspicious         | SUSP         | 21         | Cleared Adlt Exception |
| 24-06445  | Traffic Stop       | TOFF         | 21         | CLEARED DRIVER WARNING |
| 24-06449  | Information        | INFO         | 21         | INFORMATION            |
| 24-06452  | Public Nuisance    | PNUI         | 21         | INFORMATION            |
| 24-06456  | Medical            | AMAS         | 21         | Transferred to Other A |
| 24-06458  | Citizen Dispute    | CDIS         | 21         | Cleared Adlt Exception |
| 24-06461  | Medical            | AMAS         | 21         | INFORMATION            |
| 24-06463  | Traffic Stop       | TOFF         | 21         | CLEARED DRIVER WARNING |
| 24-06467  | Medical            | AMAS         | 21         | Transferred to Other A |
| 24-06473  | Business Alarm     | ABLA         | 21         | Unfounded              |
| 24-06499  | Traffic Stop       | TOFF         | 21         | CLEARED DRIVER WARNING |
| 24-06507  | Medical            | AMAS         | 21         | INFORMATION            |
| 24-06508  | Viscious Animal    | ANDC         | 21         | Investigation Complete |
| 24-06511  | Found Animal       | ANDC         | 21         | Cleared Adlt Exception |
| 24-06513  | Suspicious         | PSC          | 21         | UNABLE TO LOCATE       |
| 24-06514  | Welfare Check      | WELF         | 21         | INFORMATION            |
| 24-06520  | Traffic Stop       | TOFF         | 21         | CLEARED DRIVER WARNING |
| 24-06535  | Business Alarm     | ABLA         | 21         | Transferred to Other A |
| 24-06540  | Medical            | AMAS         | 21         | Transferred to Other A |
| 24-06542  | Vio Court Order    | VNCO         | 21         | Active                 |
| 24-06545  | Medical            | AMAS         | 21         | Transferred to Other A |
| 24-06563  | Harrassment.       | HARR         | 21         | Cleared Adlt Exception |
| 24-06568  | Traffic Stop       |              | 21         | Active                 |
| 24-06571  | Medical            | AMAS         | 21         | Transferred to Other A |
| 24-06574  | Traffic Stop       | TOFF         | 21         | CLEARED DRIVER WARNING |
| 24-06583  | Medical            | AMAS         | 21         | Transferred to Other A |
| 24-06592  | Hit & Run          | INFO         | 21         | Unfounded              |
| 24-06599  | Traffic Stop       | TOFF         | 21         | Investigation Complete |

10/01/24  
07:01

Skamania County Sheriff's Office  
Incident Audit Report

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| Incident# | Nature of Incident | Offense Code | Loctn Code | Disposition            |
|-----------|--------------------|--------------|------------|------------------------|
| 24-06600  | Vio Court Order    | VNCO         | 21         | Cleared Adult Arrest   |
| 24-06621  | Animal Other       | ANPR         | 21         | INFORMATION            |
| 24-06625  | Mental Subject     | MENT         | 21         | Cleared Adlt Exception |
| 24-06628  | Custodial Int.     | CINT         | 21         | Investigation Complete |
| 24-06631  | Domestic Viol      | DOMV         | 21         | Investigation Complete |
| 24-06632  | Patrol Request     | PATR         | 21         | Investigation Complete |
| 24-06638  | Citizen Assist     | CITA         | 21         | INFORMATION            |
| 24-06641  | Civil Standby      | CIVS         | 21         | Settled By Contact     |
| 24-06644  | Fraud              | FRAU         | 21         | Active                 |
| 24-06648  | Disorderly         | DCON         | 21         | Active                 |
| 24-06651  | Medical            | AMAS         | 21         | Transferred to Other A |
| 24-06663  | Medical            | AMAS         | 21         | Transferred to Other A |
| 24-06664  | Medical            | AMAS         | 21         | Transferred to Other A |
| 24-06677  | Medical            | AMAS         | 21         | Transferred to Other A |
| 24-06685  | Medical            | AMAS         | 21         | Transferred to Other A |
| 24-06693  | Burg Res Unl En    | BURG         | 21         | UNABLE TO LOCATE       |
| 24-06700  | Traffic Stop       | TOFF         | 21         | CLEARED DRIVER WARNING |
| 24-06704  | Suspicious         | SUSP         | 21         | Cleared Adlt Exception |
| 24-06705  | Traffic Stop       | TOFF         | 21         | CLEARED DRIVER WARNING |
| 24-06716  | Burg Res Unl En    | ALRA         | 21         | Inactive               |
| 24-06720  | Fraud              | FRAU         | 21         | Cleared Adlt Exception |
| 24-06721  | Found Property     | LFPR         | 21         | Cleared Adlt Exception |
| 24-06723  | Medical            | AMAS         | 21         | INFORMATION            |
| 24-06727  | Trespassing        | TRES         | 21         | Settled By Contact     |
| 24-06731  | Medical            | AMAS         | 21         | INFORMATION            |
| 24-06737  | Hospice Death      | HOSP         | 21         | Investigation Complete |
| 24-06755  | Medical            | ASST         | 21         | Transferred to Other A |
| 24-06756  | Medical            | ASST         | 21         | Ambulance Service Prov |
| 24-06758  | Suspicious         | SUSP         | 21         | Investigation Complete |
| 24-06761  | Parking Problem    | PARK         | 21         | Investigation Complete |
| 24-06768  | Medical            | CITA         | 21         | INFORMATION            |
| 24-06777  | Found Property     | LFPR         | 21         | Investigation Complete |
| 24-06778  | Welfare Check      | WELF         | 21         | Unfounded              |
| 24-06780  | Assault IV         | ANAI         | 21         | Cleared Adult Arrest   |
| 24-06788  | Welfare Check      | WELF         | 21         | Settled By Contact     |
| 24-06790  | Threatening        | THRE         | 21         | Settled By Contact     |
| 24-06796  | Domestic Viol      | DOMV         | 21         | Cleared Adult Arrest   |
| 24-06819  | Suicide Attempt    | SUIA         | 21         | Active                 |
| 24-06827  | Medical            | AMAS         | 21         | INFORMATION            |
| 24-06830  | Susp Substance     | JUVO         | 21         | Investigation Complete |
| 24-06842  | Medical            | AMAS         | 21         | INFORMATION            |
| 24-06844  | Business Alarm     | ABLA         | 21         | Transferred to Other A |
| 24-06885  | Medical            | AMAS         | 21         | Active                 |
| 24-06897  | Citizen Dispute    | CDIS         | 21         | Investigation Complete |
| 24-06898  | Public Nuisance    | PNUI         | 21         | Settled By Contact     |
| 24-06899  | Utility Problem    | UTPB         | 21         | Transferred to Other A |
| 24-06903  | Suspicious         | PSC          | 21         | Transferred to Other A |
| 24-06907  | Found Property     | LFPR         | 21         | INFORMATION            |
| 24-06942  | Hospice Death      | HOSP         | 21         | INFORMATION            |
| 24-06944  | Theft Prop Oth     | TPOT         | 21         | Investigation Complete |
| 24-06947  | Business Alarm     | ABLA         | 21         | Cleared Adlt Exception |
| 24-06950  | Threatening        | THRE         | 21         | INFORMATION            |
| 24-06951  | Suspicious         | SUSP         | 21         | Unfounded              |
| 24-06955  | Harrassment.       | HARR         | 21         | Settled By Contact     |
| 24-06966  | Traffic Stop       | TOFF         | 21         | CLEARED DRIVER WARNING |

10/01/24  
07:01

Skamania County Sheriff's Office  
Incident Audit Report

5059  
Page: 3

| Incident# | Nature of Incident | Offense Code | Loctn Code | Disposition            |
|-----------|--------------------|--------------|------------|------------------------|
| 24-06982  | Citizen Dispute    | CDIS         | 21         | Cleared Adlt Exception |
| 24-06988  | Barking Dog        | ANDC         | 21         | Settled By Contact     |
| 24-06994  | Theft Prop Oth     | TPOT         | 21         | Investigation Complete |
| 24-06999  | Medical            | CITA         | 21         | INFORMATION            |
| 24-07001  | PI Collision       | THAZ         | 21         | Active                 |
| 24-07002  | Parking Problem    | INFO         | 21         | INFORMATION            |
| 24-07005  | Medical            | AMAS         | 21         | Transferred to Other A |
| 24-07023  | Domestic Viol      | DOMV         | 21         | Investigation Complete |
| 24-07033  | Theft Prop Oth     | TPOT         | 21         | Inactive               |
| 24-07038  | Utility Problem    | UTPB         | 21         | Transferred to Other A |
| 24-07046  | Dog Call           | INFO         | 21         | INFORMATION            |
| 24-07054  | Domestic Viol      | DOMV         | 21         | Cleared Adlt Exception |
| 24-07057  | Business Alarm     | ABLA         | 21         | Settled By Contact     |
| 24-07070  | Hazardous Mat      | HAZM         | 21         | Hazard Removed         |
| 24-07072  | Medical            | AMAS         | 21         | Transferred to Other A |
| 24-07074  | Theft Prop Oth     | INFO         | 21         | Unfounded              |
| 24-07080  | Medical            | AMAS         | 21         | Transferred to Other A |
| 24-07087  | Medical            | AMAS         | 21         | Transferred to Other A |
| 24-07100  | Information        | INFO         | 21         | INFORMATION            |
| 24-07102  | Juvenile Prob      | JUVP         | 21         | Active                 |

Total Incidents: 130

-----  
Report includes:  
All dates reported between `00:00:00 09/01/24` and `00:00:00 10/01/24`  
All agencies matching `SCSO`  
All nature of incidents  
All offenses observed  
All offenses reported  
All offense codes  
All dispositions  
All responsible officers  
All locations matching `21`  
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\*\*\* End of Report /tmp/rptRN7Fzp-rplwiar.r1\_1 \*\*\*





### Course Detail By Employee

Branch: Sheriff's Office Filter: All Unit: All All Employees

**Employee ID 00008**  
**Employee Beacock, Nicholas**

| Training Course          | Name | Course No. | Status    | Grade | Hours | Start        | End          | Certificate | Number | Effective | Expires | Offering ID | Instructor |
|--------------------------|------|------------|-----------|-------|-------|--------------|--------------|-------------|--------|-----------|---------|-------------|------------|
| Current Drug Trends      |      |            | Completed | 2.0   |       | May 6, 2024  | May 6, 2024  |             |        |           |         | 4090        | On-Line    |
| Intro. to Indigenous Co  |      | 4090       |           | 2.0   |       | Aug 19, 2024 | Aug 19, 2024 |             |        |           |         |             | Virtual    |
| L.E.D. 2024 (April)      |      |            |           | 1.0   |       | Aug 2, 2024  | Aug 2, 2024  |             |        |           |         |             |            |
| Lewis River Cultural R   |      |            | Completed | 1.0   |       | Jun 15, 2024 | Jun 15, 2024 |             |        |           |         |             | On-Line    |
| Patrol Rifle Instructor  |      | 2014-015   | Completed | 40.0  |       | Sep 16, 2024 | Sep 20, 2024 |             |        |           |         |             | N. Tynes   |
| Patrol Tactics Day 1 -   |      |            |           | 8.0   |       | Jun 21, 2024 | Jun 21, 2024 |             |        |           |         |             | J. Evans   |
| Patrol Tactics Day 2-    |      |            |           | 8.0   |       | Jun 9, 2024  | Jun 9, 2024  |             |        |           |         |             | J. Evans   |
| Patrol Tactics Day 3-    |      |            | Completed | 8.0   |       | Aug 5, 2024  | Aug 5, 2024  |             |        |           |         |             | J. Evans   |
| Police Pursuit Fundam    |      | N/A        | Completed | 2.0   |       | May 30, 2024 | May 30, 2024 |             |        |           |         |             | Online     |
| <b>Total Hours: 72.0</b> |      |            |           |       |       |              |              |             |        |           |         |             |            |

**Employee ID 001731**  
**Employee Benton, Austin**

| Training Course         | Name | Course No. | Status    | Grade | Hours | Start        | End          | Certificate | Number | Effective    | Expires      | Offering ID | Instructor |
|-------------------------|------|------------|-----------|-------|-------|--------------|--------------|-------------|--------|--------------|--------------|-------------|------------|
| ACCESS I Recertificat   |      |            |           | 2.0   |       | May 23, 2024 | May 23, 2024 | ACCESS      |        | May 23, 2024 | May 22, 2026 |             | On-Line    |
| ACCESS I Recertificat   |      |            |           | 2.0   |       | Jul 25, 2024 | Jul 25, 2024 | ACCESS      |        | Jul 25, 2024 | Jul 24, 2026 |             | Virtual    |
| Lewis River Cultural R  |      |            | Completed | 1.0   |       | Jun 15, 2024 | Jun 15, 2024 |             |        |              |              |             | On-Line    |
| <b>Total Hours: 5.0</b> |      |            |           |       |       |              |              |             |        |              |              |             |            |

**Employee ID 000021**  
**Employee Childs, John B**

| Training Course        | Name | Course No. | Status    | Grade | Hours | Start        | End          | Certificate | Number | Effective | Expires | Offering ID | Instructor |
|------------------------|------|------------|-----------|-------|-------|--------------|--------------|-------------|--------|-----------|---------|-------------|------------|
| Current Drug Trends    |      |            | Completed | 2.0   |       | May 6, 2024  | May 6, 2024  |             |        |           |         |             | On-Line    |
| Lewis River Cultural R |      |            | Completed | 1.0   |       | Jun 15, 2024 | Jun 15, 2024 |             |        |           |         |             | On-Line    |
| Police Pursuit Fundam  |      | N/A        | Completed | 2.0   |       | May 30, 2024 | May 30, 2024 |             |        |           |         |             | Online     |



### Course Detail By Employee

May 1, 2024 - Sep 24, 2024

Branch: Sheriff's Office Filter: All Unit: All All Employees

Employee ID **000021**  
Employee **Childs, John B**

| Training Course | Name | Course No. | Status | Grade Hours | Start | End | Certificate | Number | Effective | Expires | Offering ID | Instructor |
|-----------------|------|------------|--------|-------------|-------|-----|-------------|--------|-----------|---------|-------------|------------|
|-----------------|------|------------|--------|-------------|-------|-----|-------------|--------|-----------|---------|-------------|------------|

**Total Hours: 5.0**

Employee ID **000018**  
Employee **Coltrane, Trevor**

|                        |  |     |           |     |              |              |        |  |              |              |  |          |
|------------------------|--|-----|-----------|-----|--------------|--------------|--------|--|--------------|--------------|--|----------|
| ACCESS I Recertificat  |  |     | Completed | 2.0 | May 23, 2024 | May 23, 2024 | ACCESS |  | May 23, 2024 | May 22, 2026 |  | On-Line  |
| Lewis River Cultural R |  |     | Completed | 1.0 | Jun 15, 2024 | Jun 15, 2024 |        |  |              |              |  | On-Line  |
| Patrol Tactics Day 1 - |  |     |           | 8.0 | Jun 21, 2024 | Jun 21, 2024 |        |  |              |              |  | J. Evans |
| Patrol Tactics Day 2-  |  |     |           | 8.0 | Jun 18, 2024 | Jun 18, 2024 |        |  |              |              |  | J. Evans |
| Patrol Tactics Day 3-  |  |     | Completed | 8.0 | Sep 1, 2024  | Sep 1, 2024  |        |  |              |              |  | J. Evans |
| Police Pursuit Fundam  |  | N/A | Completed | 2.0 | May 30, 2024 | May 30, 2024 |        |  |              |              |  | Online   |

**Total Hours: 29.0**

Employee ID **00004**  
Employee **Evans, Joshua Ross**

|                        |  |  |           |      |              |              |                      |  |              |  |  |                 |
|------------------------|--|--|-----------|------|--------------|--------------|----------------------|--|--------------|--|--|-----------------|
| Basic Homicide Investi |  |  | Completed | 40.0 | May 28, 2024 | May 30, 2024 | Homicide Investigati |  | May 30, 2024 |  |  | David A. Newman |
| Lewis River Cultural R |  |  | Completed | 1.0  | Jun 15, 2024 | Jun 15, 2024 |                      |  |              |  |  | On-Line         |

**Total Hours: 41.0**

### Course Detail By Employee

Branch: Sheriff's Office Filter: All Unit: All All Employees

Employee ID **000010**

Employee **Frederickson, Spencer**

| Training Course        | Name | Course No. | Status    | Grade               | Hours       | Start        | End          | Certificate | Number | Effective | Expires | Offering ID | Instructor |
|------------------------|------|------------|-----------|---------------------|-------------|--------------|--------------|-------------|--------|-----------|---------|-------------|------------|
| Current Drug Trends    |      |            | Completed | 2.0                 |             | May 6, 2024  | May 6, 2024  |             |        |           |         |             | On-Line    |
| Lewis River Cultural R |      |            | Completed | 1.0                 |             | Jun 15, 2024 | Jun 15, 2024 |             |        |           |         |             | On-Line    |
| Patrol Tactics Day 1 - |      |            | Completed | 8.0                 |             | Jun 12, 2024 | Jun 12, 2024 |             |        |           |         |             | J. Evans   |
| Police Pursuit Fundam  |      | N/A        | Completed | 2.0                 |             | May 30, 2024 | May 30, 2024 |             |        |           |         |             | Online     |
|                        |      |            |           | <b>Total Hours:</b> | <b>13.0</b> |              |              |             |        |           |         |             |            |

Employee ID **000011**

Employee **Helton, William Michael**

| Training Course        | Name | Course No. | Status    | Grade               | Hours       | Start        | End          | Certificate | Number | Effective | Expires | Offering ID | Instructor |
|------------------------|------|------------|-----------|---------------------|-------------|--------------|--------------|-------------|--------|-----------|---------|-------------|------------|
| Current Drug Trends    |      |            | Completed | 2.0                 |             | May 6, 2024  | May 6, 2024  |             |        |           |         |             | On-Line    |
| Lewis River Cultural R |      |            | Completed | 1.0                 |             | Jun 15, 2024 | Jun 15, 2024 |             |        |           |         |             | On-Line    |
| Patrol Tactics Day 1 - |      |            | Completed | 8.0                 |             | Jun 12, 2024 | Jun 12, 2024 |             |        |           |         |             | J. Evans   |
| Patrol Tactics Day 2-  |      |            | Completed | 8.0                 |             | Jun 18, 2024 | Jun 18, 2024 |             |        |           |         |             | J. Evans   |
| Patrol Tactics Day 3-  |      |            | Completed | 8.0                 |             | Sep 1, 2024  | Sep 1, 2024  |             |        |           |         |             | J. Evans   |
| Police Pursuit Fundam  |      | N/A        | Completed | 2.0                 |             | May 30, 2024 | May 30, 2024 |             |        |           |         |             | Online     |
|                        |      |            |           | <b>Total Hours:</b> | <b>29.0</b> |              |              |             |        |           |         |             |            |

Employee ID **000019**

Employee **Kioroglo, Boris Vasilyevich**

| Training Course        | Name | Course No. | Status    | Grade | Hours | Start        | End          | Certificate | Number | Effective | Expires | Offering ID | Instructor |
|------------------------|------|------------|-----------|-------|-------|--------------|--------------|-------------|--------|-----------|---------|-------------|------------|
| Current Drug Trends    |      |            | Completed | 2.0   |       | May 6, 2024  | May 6, 2024  |             |        |           |         |             | On-Line    |
| Lewis River Cultural R |      |            | Completed | 1.0   |       | Jun 15, 2024 | Jun 15, 2024 |             |        |           |         |             | On-Line    |
| Patrol Tactics Day 1 - |      |            | Completed | 8.0   |       | Jun 21, 2024 | Jun 21, 2024 |             |        |           |         |             | J. Evans   |
| Patrol Tactics Day 2-  |      |            | Completed | 8.0   |       | Jun 9, 2024  | Jun 9, 2024  |             |        |           |         |             | J. Evans   |
| Patrol Tactics Day 3-  |      |            | Completed | 8.0   |       | Aug 5, 2024  | Aug 5, 2024  |             |        |           |         |             | J. Evans   |

### Course Detail By Employee

May 1, 2024 - Sep 24, 2024

Branch: Sheriff's Office Filter: All Unit: All All Employees

| Employee ID              | Name                               | Course No. | Status    | Grade | Hours        | Start        | End | Certificate | Number | Effective | Expires | Offering ID | Instructor |
|--------------------------|------------------------------------|------------|-----------|-------|--------------|--------------|-----|-------------|--------|-----------|---------|-------------|------------|
| <b>000019</b>            | <b>Kioroglo, Boris Vasilyevich</b> |            |           |       |              |              |     |             |        |           |         |             |            |
|                          |                                    | N/A        | Completed | 2.0   | May 30, 2024 | May 30, 2024 |     |             |        |           |         |             | Online     |
| <b>Total Hours: 29.0</b> |                                    |            |           |       |              |              |     |             |        |           |         |             |            |

| Employee ID              | Name                          | Course No. | Status    | Grade | Hours        | Start        | End | Certificate | Number | Effective | Expires | Offering ID | Instructor |
|--------------------------|-------------------------------|------------|-----------|-------|--------------|--------------|-----|-------------|--------|-----------|---------|-------------|------------|
| <b>000022</b>            | <b>Lyle, Christian Steele</b> |            |           |       |              |              |     |             |        |           |         |             |            |
|                          |                               |            | Completed | 2.0   | May 6, 2024  | May 6, 2024  |     |             |        |           |         |             | On-Line    |
|                          |                               |            | Completed | 1.0   | Jun 15, 2024 | Jun 15, 2024 |     |             |        |           |         |             | On-Line    |
|                          |                               |            | Completed | 8.0   | Jun 21, 2024 | Jun 21, 2024 |     |             |        |           |         |             | J. Evans   |
|                          |                               |            | Completed | 8.0   | Jun 9, 2024  | Jun 9, 2024  |     |             |        |           |         |             | J. Evans   |
|                          |                               |            | Completed | 8.0   | Aug 5, 2024  | Aug 5, 2024  |     |             |        |           |         |             | J. Evans   |
|                          |                               | N/A        | Completed | 2.0   | May 30, 2024 | May 30, 2024 |     |             |        |           |         |             | Online     |
| <b>Total Hours: 29.0</b> |                               |            |           |       |              |              |     |             |        |           |         |             |            |

| Employee ID  | Name                          | Course No. | Status    | Grade | Hours        | Start        | End | Certificate | Number | Effective | Expires | Offering ID | Instructor |
|--------------|-------------------------------|------------|-----------|-------|--------------|--------------|-----|-------------|--------|-----------|---------|-------------|------------|
| <b>00001</b> | <b>Scheyer, Summer Nicole</b> |            |           |       |              |              |     |             |        |           |         |             |            |
|              |                               | 4090       |           | 2.0   | Aug 19, 2024 | Aug 19, 2024 |     |             |        |           |         | 4090        | Virtual    |
|              |                               |            |           | 1.0   | Aug 19, 2024 | Aug 19, 2024 |     |             |        |           |         |             | Virtual    |
|              |                               |            | Completed | 1.0   | Jun 15, 2024 | Jun 15, 2024 |     |             |        |           |         |             | On-Line    |
|              |                               |            | Completed | 8.0   | Jun 12, 2024 | Jun 12, 2024 |     |             |        |           |         |             | J. Evans   |
|              |                               |            | Completed | 8.0   | Jun 9, 2024  | Jun 9, 2024  |     |             |        |           |         |             | J. Evans   |
|              |                               |            | Completed | 8.0   | Aug 5, 2024  | Aug 5, 2024  |     |             |        |           |         |             | J. Evans   |
|              |                               | 8027-1-A   | Completed | 1.3   | Jun 21, 2024 | Jun 21, 2024 |     |             |        |           |         |             | On-Line    |

### Course Detail By Employee

May 1, 2024 - Sep 24, 2024

Branch: Sheriff's Office Filter: All Unit: All All Employees

| Employee ID | Name                   | Course No. | Status | Grade | Hours | Start | End | Certificate | Number | Effective | Expires | Offering ID | Instructor |
|-------------|------------------------|------------|--------|-------|-------|-------|-----|-------------|--------|-----------|---------|-------------|------------|
| 00001       | Scheyer, Summer Nicole |            |        |       |       |       |     |             |        |           |         |             |            |

Total Hours: 29.3

| Employee ID | Name                   | Course No. | Status    | Grade | Hours | Start        | End          | Certificate | Number | Effective | Expires | Offering ID | Instructor |
|-------------|------------------------|------------|-----------|-------|-------|--------------|--------------|-------------|--------|-----------|---------|-------------|------------|
| 00009       | Schultz, Jeremy M.     |            |           |       |       |              |              |             |        |           |         |             |            |
|             | Current Drug Trends    |            | Completed | 2.0   |       | May 6, 2024  | May 6, 2024  |             |        |           |         |             | On-Line    |
|             | Lewis River Cultural R |            | Completed | 1.0   |       | Jun 15, 2024 | Jun 15, 2024 |             |        |           |         |             | On-Line    |
|             | Patrol Tactics Day 1 - |            | Completed | 8.0   |       | Jun 12, 2024 | Jun 12, 2024 |             |        |           |         |             | J. Evans   |
|             | Patrol Tactics Day 2-  |            | Completed | 8.0   |       | Jun 18, 2024 | Jun 18, 2024 |             |        |           |         |             | J. Evans   |
|             | Patrol Tactics Day 3-  |            | Completed | 8.0   |       | Aug 5, 2024  | Aug 5, 2024  |             |        |           |         |             | J. Evans   |

Total Hours: 27.0

| Employee ID | Name                   | Course No. | Status    | Grade | Hours | Start        | End          | Certificate | Number | Effective    | Expires      | Offering ID | Instructor |
|-------------|------------------------|------------|-----------|-------|-------|--------------|--------------|-------------|--------|--------------|--------------|-------------|------------|
| 001730      | Swanson, Alexander     |            |           |       |       |              |              |             |        |              |              |             |            |
|             | ACCESS I Recertificat  |            |           | 2.0   |       | May 23, 2024 | May 23, 2024 | ACCESS      |        | May 23, 2024 | May 22, 2026 |             | On-Line    |
|             | ACCESS I Recertificat  |            |           | 2.0   |       | Jul 25, 2024 | Jul 25, 2024 | ACCESS      |        | Jul 25, 2024 | Jul 24, 2026 |             | Virtual    |
|             | Lewis River Cultural R |            | Completed | 1.0   |       | Jun 15, 2024 | Jun 15, 2024 |             |        |              |              |             | On-Line    |

Total Hours: 5.0

### Course Detail By Employee

May 1, 2024 - Sep 24, 2024

Branch: Sheriff's Office Filter: All Unit: All All Employees

| Employee ID              | Employee     | Name                    | Course No. | Status    | Grade | Hours | Start        | End          | Certificate | Number | Effective    | Expires      | Offering ID | Instructor |
|--------------------------|--------------|-------------------------|------------|-----------|-------|-------|--------------|--------------|-------------|--------|--------------|--------------|-------------|------------|
| 00005                    | Taylor, Ryan |                         |            |           |       |       |              |              |             |        |              |              |             |            |
|                          |              | ACCESS I Recertificat   |            | Completed | 2.0   |       | Aug 19, 2024 | Aug 19, 2024 | ACCESS      |        | Aug 19, 2024 | Aug 18, 2026 |             | Virtual    |
|                          |              | Current Drug Trends     |            | Completed | 2.0   |       | May 6, 2024  | May 6, 2024  |             |        |              |              |             | On-Line    |
|                          |              | Intro. to Indigenous Co | 4090       |           | 2.0   |       | Aug 19, 2024 | Aug 19, 2024 |             |        |              |              | 4090        | Virtual    |
|                          |              | L.E.D. 2024 (April)     |            |           | 1.0   |       | Aug 2, 2024  | Aug 2, 2024  |             |        |              |              |             |            |
|                          |              | Lewis River Cultural R  |            | Completed | 1.0   |       | Jun 15, 2024 | Jun 15, 2024 |             |        |              |              |             | On-Line    |
|                          |              | Patrol Tactics Day 1 -  |            |           | 8.0   |       | Jun 21, 2024 | Jun 21, 2024 |             |        |              |              |             | J. Evans   |
|                          |              | Patrol Tactics Day 2-   |            |           | 8.0   |       | Jun 9, 2024  | Jun 9, 2024  |             |        |              |              |             | J. Evans   |
|                          |              | Patrol Tactics Day 3-   |            | Completed | 8.0   |       | Aug 5, 2024  | Aug 5, 2024  |             |        |              |              |             | J. Evans   |
|                          |              | Police Pursuit Fundam   | N/A        | Completed | 2.0   |       | May 30, 2024 | May 30, 2024 |             |        |              |              |             | Online     |
| <b>Total Hours: 34.0</b> |              |                         |            |           |       |       |              |              |             |        |              |              |             |            |

| Employee ID              | Employee             | Name                   | Course No. | Status    | Grade | Hours | Start        | End          | Certificate | Number | Effective | Expires | Offering ID | Instructor   |
|--------------------------|----------------------|------------------------|------------|-----------|-------|-------|--------------|--------------|-------------|--------|-----------|---------|-------------|--------------|
| 000016                   | Van Pelt, Brandon T. |                        |            |           |       |       |              |              |             |        |           |         |             |              |
|                          |                      | Advanced Roadside I    |            | Completed | 16.0  |       | May 15, 2024 | May 16, 2024 |             |        |           |         |             | Ryan Raymond |
|                          |                      | Current Drug Trends    |            | Completed | 2.0   |       | May 6, 2024  | May 6, 2024  |             |        |           |         |             | On-Line      |
|                          |                      | Lewis River Cultural R |            | Completed | 1.0   |       | Jun 15, 2024 | Jun 15, 2024 |             |        |           |         |             | On-Line      |
|                          |                      | Patrol Tactics Day 1 - |            | Completed | 8.0   |       | Jun 12, 2024 | Jun 12, 2024 |             |        |           |         |             | J. Evans     |
|                          |                      | Patrol Tactics Day 2-  |            |           | 8.0   |       | Jun 18, 2024 | Jun 18, 2024 |             |        |           |         |             | J. Evans     |
|                          |                      | Patrol Tactics Day 3-  |            | Completed | 8.0   |       | Sep 1, 2024  | Sep 1, 2024  |             |        |           |         |             | J. Evans     |
|                          |                      | Police Pursuit Fundam  | N/A        | Completed | 2.0   |       | May 30, 2024 | May 30, 2024 |             |        |           |         |             | Online       |
| <b>Total Hours: 45.0</b> |                      |                        |            |           |       |       |              |              |             |        |           |         |             |              |

### Course Detail By Employee

May 1, 2024 - Sep 24, 2024

Branch: Sheriff's Office Filter: All Unit: All All Employees

Employee ID **000015**

Employee **Vejar, Jennifer Lynn**

| Training Course        | Name | Course No. | Status    | Grade                    | Hours | Start        | End          | Certificate | Number | Effective | Expires | Offering ID | Instructor |
|------------------------|------|------------|-----------|--------------------------|-------|--------------|--------------|-------------|--------|-----------|---------|-------------|------------|
| Current Drug Trends    |      |            | Completed | 2.0                      |       | May 6, 2024  | May 6, 2024  |             |        |           |         |             | On-Line    |
| Lewis River Cultural R |      |            | Completed | 1.0                      |       | Jun 15, 2024 | Jun 15, 2024 |             |        |           |         |             | On-Line    |
| Patrol Tactics Day 1 - |      |            | Completed | 8.0                      |       | Jun 12, 2024 | Jun 12, 2024 |             |        |           |         |             | J. Evans   |
| Patrol Tactics Day 2-  |      |            |           | 8.0                      |       | Jun 18, 2024 | Jun 18, 2024 |             |        |           |         |             | J. Evans   |
| Patrol Tactics Day 3-  |      |            | Completed | 8.0                      |       | Sep 1, 2024  | Sep 1, 2024  |             |        |           |         |             | J. Evans   |
| Police Pursuit Fundam  |      | N/A        | Completed | 2.0                      |       | May 30, 2024 | May 30, 2024 |             |        |           |         |             | Online     |
|                        |      |            |           | <b>Total Hours: 29.0</b> |       |              |              |             |        |           |         |             |            |



City of Stevenson

2025 Budget

Preliminary Presentation Sept. 26, 2024

# INTRODUCTION

- City Administrator Transmittal Letter
  - Reader's Guide
  - History of the City
  - Demographics
- City Organization Chart
  - Fund Structure
  - Basis of Budgeting
  - Budget Process
  - Financial Policies
- Adopting Ordinance



## TRANSMITTAL LETTER

Stevenson City Council and Community,

I am pleased to submit the City of Stevenson's 2025 preliminary budget for your review and consideration. The total expenditure budget of \$9,281,314 (\$8,911,350 excluding transfers) includes \$5,065,869 for operations and \$3,240,980 for capital projects. The total citywide revenue budget is \$8,894,140 (\$8,524,176 excluding transfers). The difference between revenues and expenditures is the spending of reserves to complete capital projects.

### Wastewater Capital Projects

There are still a few outstanding items left to complete before the wastewater upgrades mandated by the 2017 Administrative Order are completed. To date, the project costs are \$22M, which includes \$15M for the wastewater treatment plant and \$7M for the collection system. Staff worked hard for the city to receive almost \$8.4M, or 37%, in grants and forgivable principal for the projects. Even with the grants, the debt incurred for the project and the increase operational cost of a larger plant continue to drive increases to the utility rates. Staff is working diligently to ensure the long-term viability of the wastewater system and equitably distribute the financial burden.

### Priority Projects

Other projects in the budget are in line with the priorities established in the city's Strategic Plan, adopted in June 2024.

### Transparency

In commitment to continued transparency and financial stability, the City holds open public workshops, provides multiple official public hearings on the budget and posts the budget on its website in compliance with state law and best practices.

The 2025 Budget is hereby submitted as a fiscally responsible plan and foundational basis for the City's annual operations. I would like to thank the Mayor and City Council for their guidance and support throughout the development of this proposed budget. In addition, I would like to thank City Staff for their hard work spent preparing this budget for the Council's consideration.

Respectfully submitted,

*Leana Kinley*

City Administrator

# READER'S GUIDE TO THE BUDGET

The City of Stevenson must adopt a balanced budget each year. To be prudent, policies have been put into place that direct the City to place some of its resources into reserves to cover future emergencies, capital repair and replacement, debt services, or downturns in the economy. The City also sets policies that the use of one-time revenues may only be used for one-time expenses. Beyond these basic guidelines, budgets for cities are quite complex. Much of this complexity is created to allow for proper accounting and tracking techniques as required by state law and governmental accounting practices. Cities draw their revenues from a wide variety of sources, divide their expenditures into separate funds and allocate their program expenditures in ways that serve the special needs of municipal services. This Reader's Guide is being provided to make the City's budget more understandable and useable for the reader.

## **Organization of this Document**

This budget document contains legally required budget information, descriptive background information and various illustrative graphs and tables that will be helpful to the readers' understanding. It is organized into four sections to facilitate the reader's understanding of the City's 2025 budget and to help the reader to find information regarding the city and its budget. Those four sections are below.

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

- City Administrator Transmittal Letter
- Reader's Guide
- History of the City
- Demographics
- City Organization Chart
- Fund Structure
- Basis of Budgeting
- Budget Process
- Financial Policies
- Adopting Ordinance

**Budget Overview** – This section provides a high-level view of the 2025 budget, an in-depth look at the City's revenue sources, and projected fund balances. It includes the following:

- Executive Overview
- Strategic Plan Summary
- Short-term Factors
- Personnel Changes

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

- All Funds
- General Fund
- Other General Funds
- Special Revenue Funds
- Capital Project Funds
- Proprietary Funds
- Equipment Replacement Fund

**Debt** – This section provides a detailed summary of municipal debt. It includes:

- Government-wide Debt
- Debt by Type Overview

## HISTORY OF STEVENSON



Nestled between the Columbia River to the south, and the mountains and basalt cliffs of the Gorge to the north, the City of Stevenson offers a welcome respite from the noise and congestion of large cities. Take a stroll and explore the riverfront and downtown Stevenson. Visit our unique shops, restaurants, pubs and delicatessens. You'll discover a friendlier, laid-back lifestyle reminiscent of earlier decades.

Strategically located just above the rapids known as the Upper Cascades, the Stevenson area has been home to Native American settlements for thousands of years. Their villages were focal points for commerce and social gatherings as they came to trade and fish along the riverbanks. Later, the first explorers and missionaries (Lewis & Clark, David Thompson, Dr. Spaulding) used the Columbia River to penetrate the Cascade Mountains on their way to the Pacific Ocean. In 1843, the Oregon Trail brought the first of a great wave of settlers past our shores. Pioneers portaged around the Cascade Rapids on their way to the Willamette Valley.

Some of these pioneers chose to stay. The Stevenson family, who settled in the Gorge in the 1800's from Missouri, founded the town of Stevenson on the old Shepard donation land claim. Under the auspices of the Stevenson Land Company, George Stevenson purchased the original town site for \$24,000 in 1893, building the town along the lower flat near the river. Settlers expanded the original dock to serve the daily arrivals of sternwheelers unloading passengers, cargo and loading logs.

By 1900, many merchants established businesses. Locals could wet their whistles at the Iman or the Charles Thayer saloons. Travelers stayed at the Valley Hotel and Stevenson Hotel and dined at the Hickey and Key Restaurant. Settlers shopped for staples at Totton's General Store and Mitchell's Drug Store, which also housed the post office, courthouse, print shop and local jail.

Late one night in 1893, in a dispute over rental fees, a suspect crew transported the county records from the town of Cascades to Stevenson. Stevenson became the county seat overnight. In 1908 the town was incorporated, and the SP&S Railroad arrived, pushing the town up the hill away from the river. Streets were graded, wooden sidewalks constructed, and the city asked residents to keep their cows from roaming the streets. Huge piles of logs were stacked along the waterfront to fuel the sternwheelers.

Mills and logging camps peppered the hillside, with flumes and skid roads to carry the logs to shipping points. Saloons flourished until prohibition went into effect. With the construction of the State Highway, and later construction of Bonneville Dam, the town moved further up the hill as portions of the original town site were flooded by the Bonneville Pool.

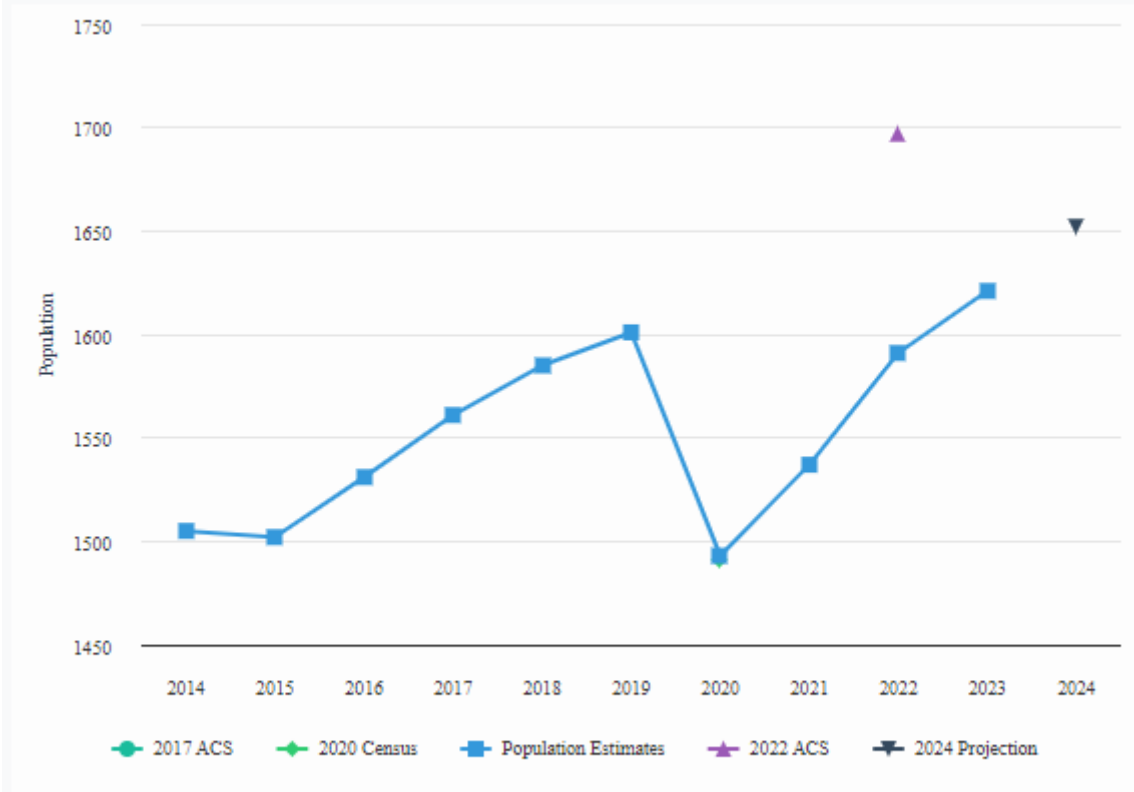
Today, you can stroll along Stevenson's riverfront parks where giant fish wheels once plied the Columbia River's waters for salmon. Witness the myriads of colorful kiteboarders' sails, as they jump and twist on the Columbia's swells. Watch the ducks, geese and other waterfowl nesting at Rock Creek Cove. Browse through gift shops, antique stores and art galleries. And visit the Columbia Gorge Museum to explore Native American legends, petroglyphs and artifacts telling the story of the Gorge. Return to a quieter time. Return to Stevenson.



# DEMOGRAPHICS

The following information was from the website <https://www.washington-demographics.com/stevenson-demographics>

## Stevenson Population Trends



Sources: United States Census Bureau. 2022 American Community Survey 5-Year Estimates. U.S. Census Bureau, American Community Survey Office. Web. 7 December 2023.

## Stevenson Demographic Statistics

| 2024 Population | 2023 Population |
|-----------------|-----------------|
| 1,652           | 1,621           |

| Median Age | Median Income |
|------------|---------------|
| 42.6 years | \$84,000      |

## 2024 Projected Population

The 2024 projected population for Stevenson is 1,652. This projection assumes a 1.9% increase, consistent with the population change from 2022 to 2023 according to the US Census Bureau's 2023 Population Estimates Program.

## 2023 Population

With 1,621 people, Stevenson is the 346th most populated city in the state of Washington out of 635 cities according to the most current US Census data. But watch out, Stevenson, because [Yacolt](#) with 1,620 people is right behind you.

## Race & Ethnicity

The largest Stevenson racial/ethnic groups are White (77.9%) followed by Hispanic (8.7%) and Other (5.5%).

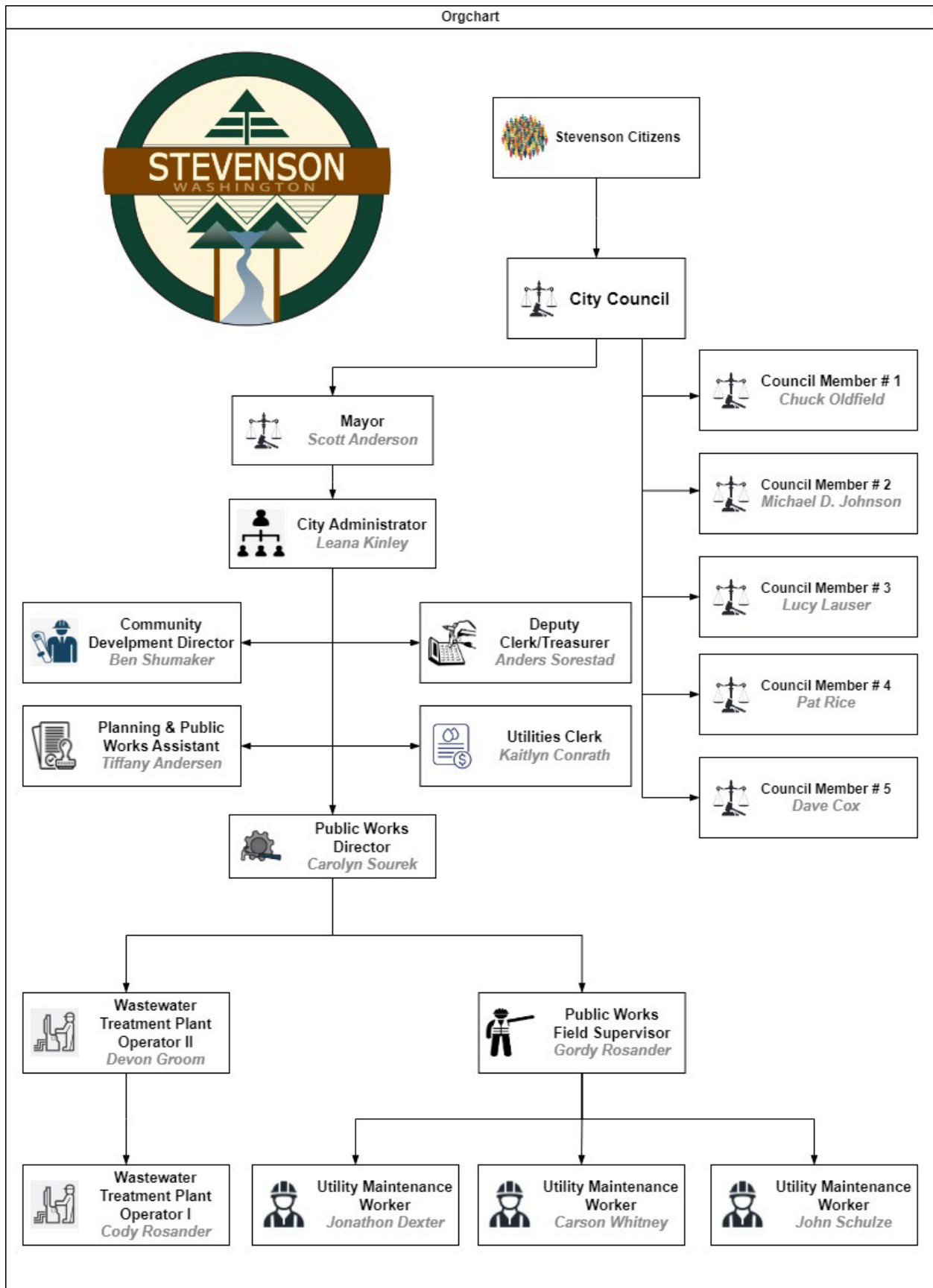
## Median Income

In 2022, the median household income of Stevenson households was \$84,000. Stevenson households made slightly more than [Purdy](#) households (\$83,952) and [Clarkston Heights-Vineland](#) households (\$83,929) . However, 7.1% of Stevenson families live in poverty.

## Median Age

The median age for Stevenson residents is 42.6 years young.

Orgchart



## FUND STRUCTURE

The city budgets by individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues, and expenses. The city's resources are allocated to individual funds depending on their intended purpose. Any fund which has 10% or more of the overall budgeted revenues or expenses of the overall city budget (excluding other financial sources and uses) is a major fund. For 2025, the General Fund and the Water/Sewer Fund are major funds.

The following fund types are used, with the associated city funds further described below.

### **GOVERNMENTAL FUND TYPES**

#### **General Funds**

The General Fund is the primary operating fund for the City. The General Fund accounts for all revenues and expenditures not required to be accounted for in a separate fund.

**General Fund** –General Fund expenditures include all general government functions such as legislative, legal, municipal court, law enforcement, fire protection, building inspector services, planning services, parks maintenance, finance and accounting, and general administrative services.

The Unemployment Reserve in the General Fund has a current balance of \$33,414, which is enough to cover estimated unemployment claims. The City is self-insured for unemployment. The 2025 proposed budget does not include an increase to the unemployment reserve.

Primary revenues sources for the General Fund are property taxes and sales taxes with smaller amounts generated from utility taxes, permits, fines and other user charges, and state shared revenues. The primary revenue source, property taxes, is limited by Washington State law to a 1% annual increase.

**General Fund Reserve** – This fund is restricted by SMC 3.30.010 for urgent or emergency purposes as determined and approved by council. It may also be used as a source of short-term (less than three years) interfund loans.

**Fire Reserve** – This fund is for buildings, equipment and other capital items associated and used in the fire department restricted by SMC 3.30.020.

**ARPA Fund** – This fund is for projects related to the American Rescue Plan Act and is restricted for use by guidance set by the Department of Commerce. The funds must be obligated by 2024 and spent by 2026.

#### **Special Revenue Funds**

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

**Street Fund** -The Street Fund is used to account for proceeds of specific taxes and other revenue sources dedicated to fund city streets, storm drains, sidewalks, and associated activities.

The primary state-dedicated revenue source is State gas tax. City Council has also dedicated the PUD Excise Tax, Liquor Profit Tax and a second half-percent sales tax (enacted by City Council in 2012) as additional revenue sources to the Street Fund.

Street Fund revenues have been supplemented in the past by the Federal Surface Transportation Program (STP) and the State Transportation Improvement Board (TIB) which can be used only for transportation purposes. Major street projects are accounted for in separate project funds in the 300 series with State and Federal revenues and transfers from the Street Fund and/or the General Fund when needed.



**Tourism Promotion** – The Tourism Fund (Hotel / Motel tax fund) was established by City Council to fund activities designed to increase tourism. Lodging taxes were authorized by the State Legislature for tourism marketing, special events and festivals designed to attract tourists, and the support of tourism-related facilities.

The primary revenue source is a Lodging Tax of 4% charged on lodging within the City of Stevenson.

In the past, this tax has generated over \$400,000 per year, which is awarded to applicants by City Council following recommendations from the Tourism Advisory Committee (TAC) in November.

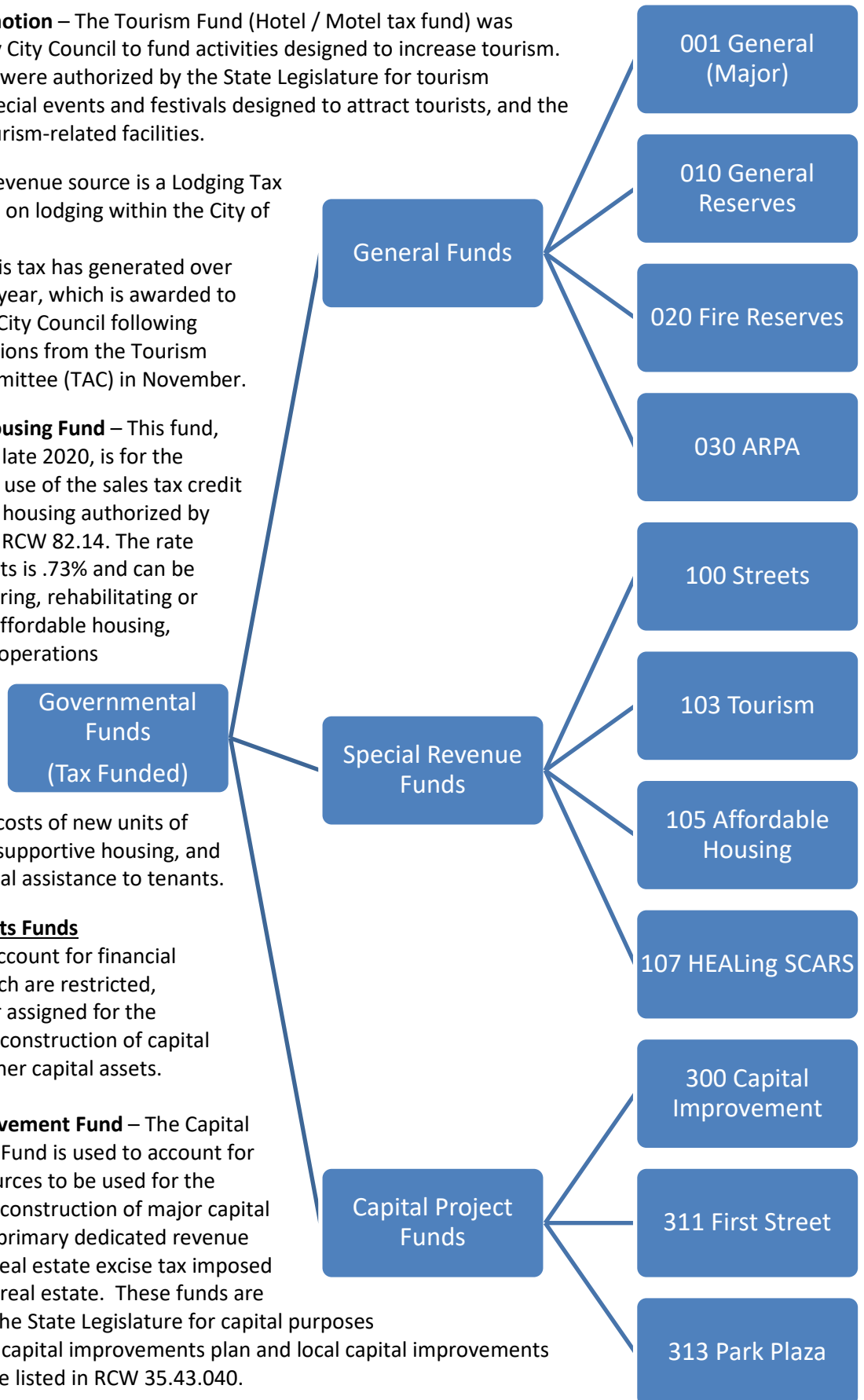
**Affordable Housing Fund** – This fund, established in late 2020, is for the collection and use of the sales tax credit for affordable housing authorized by SMC 3.10 and RCW 82.14. The rate inside city limits is .73% and can be used for acquiring, rehabilitating or constructing affordable housing, providing the operations and

maintenance costs of new units of affordable or supportive housing, and providing rental assistance to tenants.

**Capital Projects Funds**

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

**Capital Improvement Fund** – The Capital Improvement Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities. The primary dedicated revenue source is the real estate excise tax imposed on the sale of real estate. These funds are restricted by the State Legislature for capital purposes identified in a capital improvements plan and local capital improvements including those listed in RCW 35.43.040.



Capital Improvement projects are normally accounted for in separate project funds in the 300 series with funding from various State and Federal sources and transfers from the Capital Improvement Fund and/or other City funds as applicable. In recent years the Capital Improvement Fund has been used to help fund the Russell Avenue and the First Street Overlook projects.

**PROPRIETARY FUND TYPES**

**Enterprise Funds**

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges.

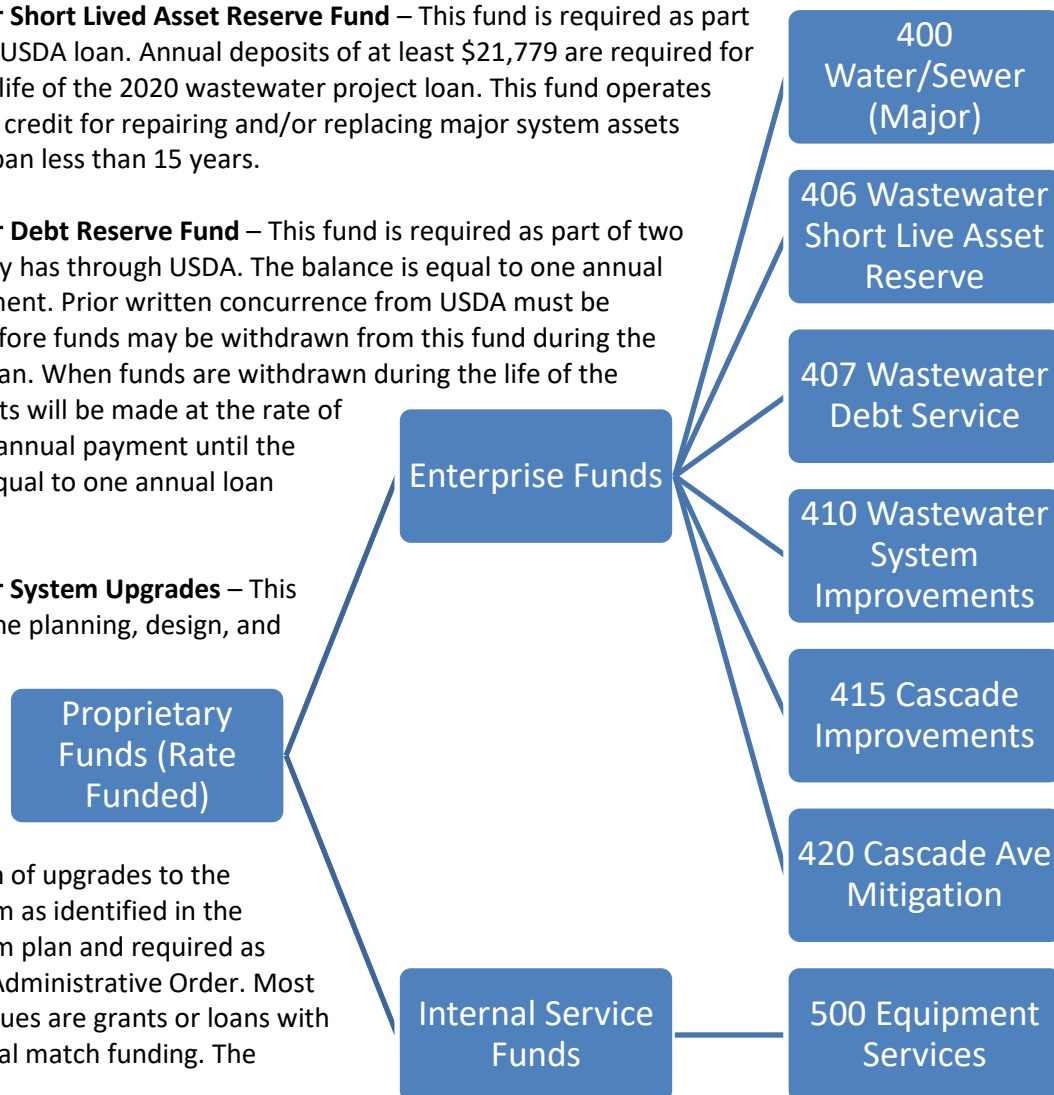
**Water & Sewer Fund** – The Water & Sewer Fund is operated as an enterprise fund to account for the operations of the City’s water and sewer systems on a self-supporting basis. In addition to generating enough revenue to meet current expenses, the fund must generate enough revenue to build a reserve for equipment repair and eventual capital replacements. A rate study was completed in 2024 and the City Council adopted a rate schedule through 2028 to ensure adequate funds for capital projects and debt repayment.

**Wastewater Short Lived Asset Reserve Fund** – This fund is required as part of the city’s USDA loan. Annual deposits of at least \$21,779 are required for the 40-year life of the 2020 wastewater project loan. This fund operates like a line of credit for repairing and/or replacing major system assets with a life span less than 15 years.

**Wastewater Debt Reserve Fund** – This fund is required as part of two loans the city has through USDA. The balance is equal to one annual loan installment. Prior written concurrence from USDA must be obtained before funds may be withdrawn from this fund during the life of the loan. When funds are withdrawn during the life of the loan, deposits will be made at the rate of 10% of one annual payment until the balance is equal to one annual loan payment.

**Wastewater System Upgrades** – This fund is for the planning, design, and

construction of upgrades to the water system as identified in the water system plan and required as part of the Administrative Order. Most of the revenues are grants or loans with some internal match funding. The



revenues and expenditures are updated when funding is received, project timelines determined, and contracts secured.

**Cascade Avenue Utility Upgrades** – This is for the design and construction of water and sewer utility upgrades as outlined in both the water and sewer system plans. This will be funded through a low-interest loan from the Public Works Board.

**Internal Service Funds**

These funds account for operations that provide goods or services to other departments or funds of the government on a cost reimbursement basis.

**Equipment Service Fund** – The Equipment Service Fund is used to account for labor charges and equipment usage by other funds, and to save funds for eventual equipment replacements. Revenues are derived from charges made against other funds for using the equipment. Charges are based on the number of hours worked and miles driven by field staff in each fund and are intended to cover operating costs, equipment maintenance, staff salaries, insurance, and replacement costs.

The Public Works Director maintains an equipment replacement schedule and attempts to replace at least one major piece of equipment every year, as funding allows. A copy of the equipment replacement schedule is included with the budget for this fund.

**FIDUCIARY FUND TYPES**

**Custodial Funds**

These funds are used to account for assets that the government holds on behalf of others in a custodial capacity.

**Stevenson Municipal Court Fund** – This fund is for Municipal Court activities which are passed through to the state or other agencies.



## BASIS OF BUDGETING

The City of Stevenson follows Washington State Law, RCW 43.09.200, using the accounting and reporting guidelines for local governments prescribed by the Washington State Auditor’s Office. The Auditor’s Office publishes the Budgetary, Accounting, and Reporting System (BARS) manual and financial reporting package for cash basis cities, like Stevenson. This is a departure from traditional reporting, GAAP (Generally Accepted Accounting Practices), which is used for full accrual accounting. The basis of budgeting is the same as the basis of accounting for the City. The City uses single-entry accounting cash basis budgeting and reporting procedures which do not conform to GAAP. This departure from GAAP accounting is an approved method of accounting. The difference between full accrual and cash basis is how revenues and expenditures are recognized. In cash basis reporting, expenditures and revenues are recognized as the cash is expended and received. In full accrual, expenditures and revenues are recognized as they are incurred and earned. Purchases of fixed assets are expensed during the year acquired rather than being capitalized and depreciated over future periods.

## BUDGET PROCESS

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

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

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

|                          |  |
|--------------------------|--|
| <b>March—<br/>August</b> | <p><b>Pre-Budget Items</b><br/>           Council retreat.<br/>           Update and/or adopt financial policies.<br/>           Public hearings for capital facility plan updates.<br/>           Public forums or community outreach (ex: community priorities).<br/>           Mayor/Manager communicates budget objectives to staff.</p>   |
| <b>September</b>         | <p><b>Sept 9</b> Budget request to all department heads.<br/> <b>Sept 9–22</b> Department heads prepare estimates of revenues and expenditures.<br/>                   Clerk prepares estimates for debt service and all other estimates.<br/> <b>Sept 23</b> Budget estimates from department heads filed with clerk..<br/> <b>Sept 25</b> Implicit price deflator calculated (only applies to cities of 10,000+ population)</p>  |
| <b>October</b>           | <p><b>Oct 1</b> Clerk provides estimates filed by department heads to Mayor/Manager showing complete financial program.<br/> <b>Oct 7</b> Mayor/Manager provides Council with estimates of revenues from all sources including estimates prepared by clerk for consideration of setting property tax levy.<br/> <b>Mid-October to Mid-November (suggested)</b><br/>           Required public hearing on revenue sources including possible increases in property tax.</p> |
| <b>November</b>          | <p><b>Nov 2</b> Mayor/Manager prepares preliminary budget and budget message. Files with clerk and council.<br/> <b>Nov 1–18</b> Publication notice of preliminary budget and final hearing.<br/> <b>Nov 1–25</b> Public hearing(s) on preliminary budget. Public hearing on revenue sources for levy setting.<br/> <b>Nov 21</b> Copies of budget available to public<br/> <b>Nov 30</b> Property tax levies set by ordinance and filed with the county</p>               |
| <b>December</b>          | <p><b>Dec 2</b> Final budget hearing.<br/> <b>Dec 31</b> Budget adoption deadline.</p>   |

The budget process begins early in the year. Budget priorities are determined by reviewing the goals set at a strategic planning retreat in the spring. Those priorities are confirmed and taken into consideration in the development of the preliminary budget. More specific budget priorities for 2025 are included in the proposed budget. There are a minimum of two public hearings and a special budget meeting to discuss and take public input on the budget. The council typically adopts the budget at their December meeting, ahead of the December 31<sup>st</sup> deadline.

Budget amendments are presented to the council for approval throughout the year when projected budgeted expenses change.

## **Insert Adopted Ordinance after Financial Policy**

# City of Stevenson

## Financial Policy

### Statement of Purpose

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity. Our City has evolved with a variety of financial policies that can be found in many different sources including: City Council Resolutions and Ordinances; Budget documents; and Capital Improvement Programs. The set of policies within this document implements Comprehensive Plan Objective 8.2 and serves as a central reference point for the policies most critical to the continued financial health of our local government.

Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency, and effectiveness.

### Financial Goals

The City of Stevenson's financial goals seek to:

- Ensure the financial integrity of the City
- Manage the financial assets in a sound and prudent manner
- Improve financial information for decision makers at all levels:
  - Policy makers as they contemplate decisions that affect the City on a long-term basis
  - Managers as they implement policy on a day-to-day basis
- Maintain and further develop programs to ensure the long-term ability to pay all costs necessary to provide the level and quality of service required by the citizens
- Maintain a spirit of openness and transparency while being fully accountable to the public for the City's fiscal activities

### Financial Policies

Stevenson's financial policies address the following major areas:

- **General Policies**
- **Revenue Policies**
- **Expenditure Policies**
- **Operating Budget Policy**
- **Capital Management Policy**
- **Small and Attractive Item Policy**
- **Accounting Policy**
- **Debt Policy**
- **Cash Mgmt/Investment Policy**
- **Reserve Policy**
- **Cost Allocation Policy**

## **I. General Policies**

1. The City Council may adopt resolutions or ordinances to set financial policies to assure the financial strength and accountability of the City.
2. The Mayor and/or City Administrator shall develop administrative directives and general procedures for implementing the City Council's financial policies.
3. All City Departments will share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected resources, and future service requirements.
4. To attract and retain employees necessary for providing high quality services, the City shall establish and maintain a competitive compensation and benefit package with the public and private sectors.
5. Efforts will be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis, and support favorable legislation at the state and federal level.
6. Initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy.
7. The City will strive to maintain fair and equitable relationships with its contractors and suppliers.

## **II. Revenue Policies**

*Design, maintain, and administer a revenue system that will assure a reliable, equitable, diversified, and sufficient revenue stream to support desired City services.*

### General Revenues

1. Current expenditures will be funded by current revenues. The City will try to maintain a diversified and stable revenue system to protect programs from short-term fluctuations in any single source.
2. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.
3. General Fund and other unrestricted revenues will not be earmarked for specific purposes, activities or services unless otherwise authorized by City Council or required by law, or generally accepted accounting practices (GAAP). All nonrestricted revenues will be deposited into the General Fund and appropriated by the budget process.
4. If revenues from "one-time" or limited duration sources are used to balance the City's annual operating budget, it is to be fully disclosed and explained at

the time the budget is presented. It is the City's goal to not rely on these types of revenues to balance the operating budget.

5. The City will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Thereafter, revenue forecasts will be revised and expenses will be reduced to conform to the revised long-term revenue forecast or revenue increases will be considered.
6. The City will follow an aggressive and professional policy of collecting revenues. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.

#### Fees and Charges

7. Enterprise and Internal Service operations will be self-supporting.
8. The City will maximize the use of service users' charges in lieu of ad valorem (property) taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.
  - a. Charges for providing utility services shall be sufficient to finance all operating, capital outlay, and debt service expenses of the City's enterprise funds, including operating contingency, planned capital improvements, and reserve requirements.
  - b. User charges shall fund 100% of the direct cost of development review and building activities. User charges include, but are not limited to, land use, engineering inspection, building permit and building inspection fees.
  - c. Park recreation programs shall be funded by a users' charge. User charges shall be comparable to other neighboring cities where practical.
  - d. Other reimbursable work performed by the City (labor, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual cost.
  - e. Charges for services shall accurately reflect the actual or estimated cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees and charges, showing when the fees were last reviewed and/or recalculated. Fees, charges, and utility rates will be reviewed every three years at a minimum.
  - f. The City will consider market rates and charges levied by other municipalities for like services in establishing rates, fees, and charges.
  - g. Certain fees, such as rental fees, will be based upon market conditions and are not subject to the limitations of cost recovery.



### Grants and Gifts

9. Grant funding for programs or items which address the City's current priorities and policy objectives should be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund on-going programs.
10. Before accepting any grant, the City shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.
11. All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor, and all gifts and donations shall be managed and expended in accordance with the City's Donation Policy and the wishes and instructions of the donor.

### **III. Expenditure Policies**

*Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.*

1. The City will strive to adopt an annual General Fund budget in which current expenditures do not exceed current projected revenues. Capital expenditures may be funded from one-time revenues.
2. Department Directors are responsible for managing their budgets within the total appropriation for their department.
3. The City will take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. The City Council may approve a short-term interfund loan or use of one-time revenue sources to address temporary gaps in cash flow, although this will be avoided if possible.
4. Long-term debt or bond financing shall not be used to finance current operating expenditures.
5. The City will assess funds for services provided internally by other funds. Interfund service fees charged to recover these costs will be recognized as revenue to the providing fund.
6. Emphasis will be placed on improving individual and work group productivity rather than adding to the work force. The City will invest in technology and other efficiency tools to maximize productivity. The City will hire additional staff only after the need for such positions has been demonstrated and documented.

7. All compensation planning will focus on the total cost of compensation which includes direct salary, health care benefits, pension contributions, and other benefits which are a cost to the City.
8. Periodic comparisons of service delivery will be made to ensure that quality services are provided to our citizens at the most competitive and economical cost. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery where appropriate. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.
9. Whenever feasible, government activities will be considered enterprises if doing so will increase efficiency of service delivery or recover the cost of providing the service from the benefiting entity by user fees.
10. The City will make every effort to maximize any discounts offered by creditors/vendors. Staff will also use competitive bidding per the Purchasing Policy to attain the best possible price on goods and services.

#### **IV. Operating Budget Policies**

1. The City Council will adopt and maintain a balanced annual operating budget.
2. The City will strive to adopt a budget where current annual operating revenues will be equal to or greater than current operating expenditures.
3. Balanced revenue and expenditure forecasts will be prepared to examine the City's ability to absorb operating costs due to changes in the economy, service demands, contractual obligations, and capital improvements. The forecast will encompass five years and will be updated annually.
4. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the planned use of reserves to balance the budget is permitted. In the event that a budget shortfall is expected to continue beyond one year, the planned use of reserves must be developed as part of a corresponding strategic financial plan to close the gap through revenue increases or expenditure decreases.
5. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital expenditures and/or "one-time" only General Fund expenditures.
6. The City will provide for adequate maintenance and the orderly replacement of capital assets and equipment. Fleet and equipment replacement will be accomplished through the use of a "rental" rate structure. The rates will be revised annually to ensure that charges to operating departments are sufficient for the replacement of the vehicles and equipment.
7. The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals

and objectives. The budget will provide the staff the resources necessary to accomplish City Council determined service levels.

8. As mandated by RCW 35A.33.135, the Mayor shall annually present a proposed operating budget to the City Council on or before the first Monday in October. The City Council must adopt by ordinance a final balanced budget no later than December 31 of each year.
9. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.
10. Budget control and accountability is maintained at the departmental level.
11. The Mayor has the authority to approve appropriation transfers between programs or departments within a fund. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment. Amendments to the budget are approved by the City Council.

## **V. Capital Management Policies**

*Review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.*

### Capital Facilities Plan

1. The City will develop a Capital Facilities Plan (CFP) as defined and required by RCW 36.70A.070 which is consistent with the City Comprehensive Plan by the end of 2024. The plan shall be for a period of six years.
2. The CFP will include all projects to maintain public capital facilities required to maintain service levels at standards established by the City Council. It may also include for consideration such other projects as requested by the Mayor or City Council.
3. The CFP will provide details on each capital project plan including estimated costs, sources of financing and a full description of the project.
4. The City will finance only those capital improvements that are consistent with the adopted CFP and City priorities. All capital improvement operating and maintenance costs will be included in operating budget forecasts.
5. A status review of the CFP will be conducted annually and a report will be presented by the Community Development Director or their designee, to the City Council.

### Capital Asset Management

6. The City will maintain its capital assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.

The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.

7. The capitalization threshold used in determining if a given asset qualifies for capitalization is \$5,000 per item with a useful life of over one year.
8. The City will conduct an annual physical count/inspection of all capital assets.
9. Adequate insurance will be maintained on all capital assets consistent with the results of the annual physical count/inspection.

## **VI. Small and Attractive Item Policies**

*It is the policy of the city to maintain accountability over all tangible items that may have the likelihood of disappearing without being noticed. The departments shall review and update records to be verified by a physical inventory at least once a year and provide such list to the Treasurer's office for monitoring differences between years.*

1. Small and attractive items are defined as easily moveable, desirable items with a unit cost of \$300.00 to \$4,999.99 and have a life expectancy of more than one year. Those items are either concealable or portable.
2. Concealable items are defined as small enough to fit into one's pocket, bag, briefcase or back pack (examples: electronic devices, radios, weapons; laptops, peripherals such as Personal Data Assistants (PDA) & software packages; etc.).
3. Portable items are defined as medium sized assets that can be easily carried. (examples: televisions, computers, printers, mobile hand or power equipment; rescue equipment; computer monitors, modems, cpu's, projectors, typewriters, lawn mowers, etc.).
4. Each department head or their designee will prepare a list at least annually of their small and attractive items. This list will be provided to the City Administrator by January 31st each year for monitoring.
5. Each department/fund will notify the City Administrator of any additions, deletions, interdepartmental transfers, modifications, or leases of property that is not reflected on the preliminary list. Deletions from the inventory should include items that were scrapped, cannibalized, disappeared mysteriously, or damaged beyond salvage. The City Administrator or their designee will ensure the appropriate changes are made to the departments/funds small and attractive list. After the adjustments are made, the final list will be given to the department head or the Mayor to sign that it is true and correct.
6. A physical inventory will be conducted annually by the department to verify the existence and condition of all items on the Small and Attractive list. Every two years the City Administrator or their designee will help with the physical inventory verification with each department during the summer or fall months.

## Exhibit A

7. The Small & Attractive list will contain the serial number, model number and other key-identifying characteristics. All inventoried property will be assigned a unique city identification number by the City Administrator's Office if it does not already have one of the identifiers listed above. If an item is assigned a city identification number, that assigned number will follow the asset throughout its life in the city's Small and Attractive system.
8. Whenever feasible, each piece of property will be engraved or marked with the city's name and/or identification number on the upper right-hand corner. Such markings will be removed or obliterated only when the item is sold, scrapped, cannibalized, or otherwise disposed of.
9. The city's property identification numbers are assigned by the City Administrator's Office for uniformity and must be unique to a single property item if there is not a serial number, model number or other key-identifying characteristic. Each department/fund should maintain a register of ID numbers that identify assets under their control if there is no serial or model number. The city will use a 10-character field that has the capability of using alpha or numeric characters for their ID number.
10. The city may acquire property via purchase, construction, donation, or lease. Regardless of how it is acquired, when the property is received, the department/fund purchasing the item will add it to their Small and Attractive data base listing and mark the item with the city's name. Quarterly the City Administrator's office will provide a list with documentation on all small and attractive items purchased. This list will include department, date, serial numbers, model numbers, order numbers, or any other means available for tracking purposes.
11. Items previously acquired will eventually be disposed of and need to be deleted from the departments list. Deletion may be required due to a sale of the asset, scrapping, mysterious disappearance (lost or stolen), or involuntary conversion (fire, flood, etc.).
12. The department head controlling the item is the only one in position to trigger removal from their list. An Asset Disposal Sheet must be submitted in the event of deletion for any reason. Items disappearing mysteriously may require additional reports to the police department, Mayor, and insurance company. Deletions brought about as a result of natural disasters would require reporting to the insurance provider for an eventual reimbursement claim.
13. Occasional transfers of property between departments, individuals within a department or funds will occur. The original controlling department/fund is accountable for all items and for initiating a notice of transfer.
14. Interdepartmental transfers involving a proprietary fund (i.e. Water/Sewer) need to have a transfer of money. The sale price will be fair market value, which may result in a gain or a loss on sale of fixed assets. Interdepartmental transfers or intergovernmental (i.e. city to County or State) do not require the city to declare the item surplus or to do a public notice.

## Exhibit A

15. Whenever an item has mysteriously disappeared and all efforts have failed to recover it, the controlling department/fund shall notify the City Administrator, who will give a copy to the Mayor and the Sheriff's Office. Ninety days after notification, if the item has not been found, the department head will send an Asset Missing Form to the City Administrator's office so they may remove the asset from the asset inventory. Copies of the report will be sent to the Mayor, City Council, and Department Head.

### **VII. Accounting Policies**

*Comply with prevailing federal, state, and local statutes and regulations. Conform to a comprehensive basis of accounting in compliance with Washington State statutes and with generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA) where applicable.*

1. The City uses the cash basis of accounting which is a departure from generally accepted accounting principles (GAAP).
2. The City will maintain expenditure categories according to state statute and administrative regulation. The City will use the "Budgeting, Accounting & Reporting System" (BARS) prescribed by the State Auditor for its revenue and expenditure classification.
3. Quarterly budget reports showing the current status of revenues and expenditures will be prepared and distributed to appropriate legislative, staff and management personnel in a timely manner and made available for public inspection.
4. Electronic financial systems will be maintained to monitor revenues, expenditures, and program performance on an ongoing basis.
5. The Annual Financial Report will be prepared and submitted to the State Auditor's Office no later than 150 days from the end of the preceding fiscal year.
6. The Annual Financial Report will be prepared on the basis of accounting that demonstrates compliance with Washington State statutes and the BARS manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than generally accepted accounting principles. The report will provide full disclosure of all financial activities and related matters.
7. An annual audit shall be performed by the Washington State Auditor's Office, which will issue an official opinion on the annual financial statements, along with a report on accountability for public resources and compliance with state laws and regulations and its own policies and procedures.
8. The City's budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all organizational units, and as a communications device for all significant budgetary issues, trends and resources. It is the goal of the City Administrator to submit the budget document to the Washington Finance Officers Association (WFOA) or Government Finance Officers Association (GFOA) Distinguished Budget Presentation program.

## **VIII. Debt Policies**

*Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.*

1. The City will not use debt to pay for current operations. The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.
2. The term of the debt shall never extend beyond the useful life of the improvements to be financed unless it is for a project funded by USDA Rural Development in which case the term of the loan may not exceed 40 years.
3. General obligation debt will not be used for self-supporting enterprise activity.
4. Every project proposed for financing through general obligation debt shall be accompanied by a full analysis of the future operating and maintenance costs associated with the project.
5. The general policy of the City is to establish debt repayment schedules that use level annual principal and interest payments.
6. Interest earnings on bond proceeds will be limited to 1) funding the improvements specified in the authorizing bond ordinance, or 2) payment of debt service on the bonds.
7. Proceeds from debt will be used in accordance with the purpose of the debt issue. Funds remaining after the project is completed will be used in accordance with the provisions stated in the bond ordinance that authorized the issuance of the debt.
8. The City will use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements. In no case will the City lease- purchase equipment whose useful life is less than the term of the lease.
9. The City may issue interfund loans as short-term debt, for a period of three years or less, rather than outside debt instruments to meet short-term cash flow needs, such as a delay in receipting tax revenues or issuing long-term debt. Interfund loans will be permitted only if an analysis of the affected funds indicates excess funds are available and the use of these funds will not impact the fund's current operations. All interfund short-term borrowing will be subject to Council approval by resolution as approved for interfund loans.
10. Lease purchase financing may be used when the cost of borrowing or other factors make it in the City's best interest.

## **IX. Cash Management and Investment Policies**

*Manage and invest the City's operating cash to ensure its legality, safety, provide for necessary liquidity, avoid imprudent risk, and optimize yield.*

1. Cash and Investment programs will be maintained in accordance with Federal and

## Exhibit A

State law and will ensure that proper controls and safeguards are maintained. City funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal, in that order.

- a. *Safety*. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. Specifically, the City will: (a) seek to avoid realizing any loss through the sale or disposal of an investment; and (b) seek to mitigate the risk of unrealized losses due to a decline in value of investments held in the portfolio.
  - b. *Liquidity*. The investment portfolio will remain sufficiently liquid to meet all cash requirements that may be reasonably anticipated. This will be accomplished by structuring the portfolio in the following manner: (a) the City will purchase investments scheduled to mature in accordance with its anticipated cash needs, in order to minimize the need to sell investments prior to maturity; (b) a portion of City funds will be maintained in cash equivalents, including money market fund, investment pools and overnight securities, which may be easily liquidated without a loss of principal should an unexpected need for cash arise; and (c) the portfolio will consist largely of investments with active secondary markets.
  - c. *Yield*. The City's investments will be designed with the objective of maximizing a fair rate of return consistent with the safety and liquidity noted above.
2. The City will maintain written guidelines on cash handling, accounting, segregation of duties, and other financial matters.
  3. Monthly reports will be prepared and distributed to all departments and the City Council showing cash position, and year-to-date budgeted and actual expenditures.
  4. The City will conduct annual reviews of its internal controls and cash handling procedures.

### **X. Reserve Policies**

*Maintain the reserves, contingencies, and ending fund balances of the various operating funds at levels sufficient to protect the City's credit as well as its financial position from emergencies.*

1. At each fiscal year end the remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the City.
2. The City will include all fund balances in the annual budget.

#### Strategic Reserve

3. The City's goal shall be to establish and maintain a General Operating Strategic Reserve of at least 10 percent of the General Fund and General-Fund supported operating budgets.
4. The reserve is defined as an emergency or cash flow reserve to fund one-time, emergency, or unanticipated expenditure requirements or offset unanticipated revenues fluctuations



## Exhibit A

occurring in the fiscal year or one-time revenue losses.

5. Annual contributions will be budgeted from the General Fund resources as available to establish and maintain the target reserve level.
6. All expenditures drawn from the reserve account shall require prior Council approval unless previously authorized by the City Council for expenditure in the annual budget.

### General Fund

7. The City's goal shall be to maintain a General Fund ending fund balance of at least 10 percent of the budgeted General Fund operating revenues.

### Unemployment Reserve

8. The City's goal shall be to maintain an unemployment reserve of at least the maximum weekly benefit allowed by state law times the maximum number of weeks allowed, excluding any extension of benefits during times of high unemployment.

### Enterprise Funds

9. The City's Enterprise Funds will maintain reserves equal to at least 10 percent of their adopted operating expenditures.

### Equipment Rental & Replacement Fund

10. Sufficient reserves will be maintained to provide for the scheduled replacement of City vehicles and capital equipment at the end of their useful lives.
11. Contributions will be made through assessments to the operating departments and maintained on a per asset basis.

### Additional Reserves

12. Additional reserve accounts may be created by the City Council to be set aside for specific purposes or special projects, for known significant future expenditures, or as general operational reserves.

## **XI. Cost Allocation Policies**

*Comply with all laws and recommendations in calculating and receiving full cost recovery for services rendered to other funds.*

1. Under Washington State law and the State Auditor's Office *Budgeting, Accounting, and Reporting System* (BARS) manual, government officials may charge a portion of the costs for central overhead services to restricted funds, such as utility funds or special revenue funds, only to the extent that each fund benefits from those services. Governments may not allocate general government service costs such as public safety, parks, law enforcement, and community and economic development.

## Exhibit A

2. BARS manual section 3.9.5 discusses Overhead Cost Allocations. Exhibit 1 of that section lists “Sound practices and requirements for allocating overhead costs”, including developing and maintaining a written plan, describing the allocation factors used, and explaining the rationale behind those decisions. Exhibit 2 of that section lists appropriate allocation factors for common types of overhead costs. The City must maintain appropriate documentation to support the overhead costs that were charged to each fund. (See the BARS manual for a complete discussion).

### City Administrator Salary and Benefits

From review of the normal job duties of the City Administrator – Day to day tasks include many functions that benefit the public at large including working with the Planning Director, the Building Inspector, Court, and the Fire and Police departments. These functions must be charged to the General Fund only.

Day to day tasks that benefit all funds include budget, audit, financial oversight, Human Resources, liability insurance, City Council assistance, grant management & compliance, economic development, and the supervision of Accounts Payable, Purchasing, Payroll, and Bookkeeping.

To allocate City Administrator costs to the benefiting funds, while ensuring that all functions benefiting the public at large are charged solely to the General Fund, the City Administrator shall track their time in relation to the departments and benefiting funds. Salary and benefits will be distributed monthly based on approved timesheet reports for actual time distribution.

### Deputy Clerk Treasurer Salary and Benefits

The normal job duties of the Deputy Clerk Treasurer I and II are routine in nature and may experience changes with implementation of new tools or changes to services provided, such as outsourcing court or building inspection services. The allocation of salary and benefit costs will be based on observations of day-to-day staff activities, interviews with staff, and their periodic tracking of time. When staff is working on project related tasks where an account code is created and their time may be reimbursable, they will track their time for that task and their salary and benefits will be distributed to that effort based on approved timesheet reports for actual time distribution.

### Equipment Services Fund

The City’s Equipment Services Fund was created in 1976 to account for and finance transportation and equipment expenses. Revenues are derived from charges made against the department using the equipment. Charges are allocated based on the number of hours worked and miles driven by field staff in each fund. The established rate is intended to cover general equipment maintenance, salaries, insurance, and replacement costs.

## Exhibit A

### Allocated Costs

The City's General Fund provides a variety of central services including, but not limited to; legal support, human resources, administrative functions, personnel services, processing accounts payable, budget and cash management, payroll and information technology services. The city allocates these indirect costs as follows:

1. Legislative, executive, and legal costs will be distributed based on agenda items.
2. Finance and central services costs will be distributed based on number of financial transactions.
3. At year end, the budget allocation will be reconciled to actual costs and percent allocation.

### Other allocated costs include:

1. Audit costs allocated based on areas of audit focus.
2. Insurance costs allocated based on property values insured.
3. Phone costs allocated based on phone lines and departments served.
4. Any other costs will be allocated based on the type of service/goods provided and a fair and equitable allocation to the benefiting departments.

# BUDGET OVERVIEW

- Executive Overview
- Strategic Plan Summary
- Short-term Factors
- Personnel Changes

# EXECUTIVE OVERVIEW

## Overall Revenue Summary

**OVERVIEW:**

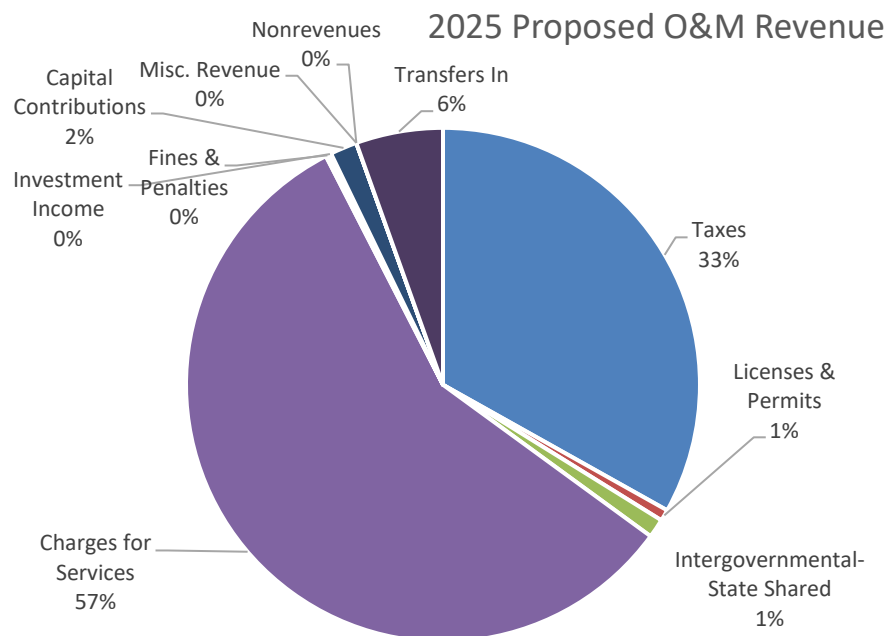
The 2025 proposed budget continues all existing programs and staff. Revenue projections have been conservative with the following assumptions:

- Population estimate of 1,590, a 2.6% increase over last year.
- 1% increase in the property tax levy, plus new construction.
- A sales tax estimate based on current and projected revenue received in 2024.
- Increase in water utility base rates of 7% and wastewater utility rates of 10% for 2025.
- Estimated amount of secured grants, loans, and other revenue sources to fund capital improvement projects.
- \$56K increase (22%) to the Sheriff’s contract for services based on negotiated rates.

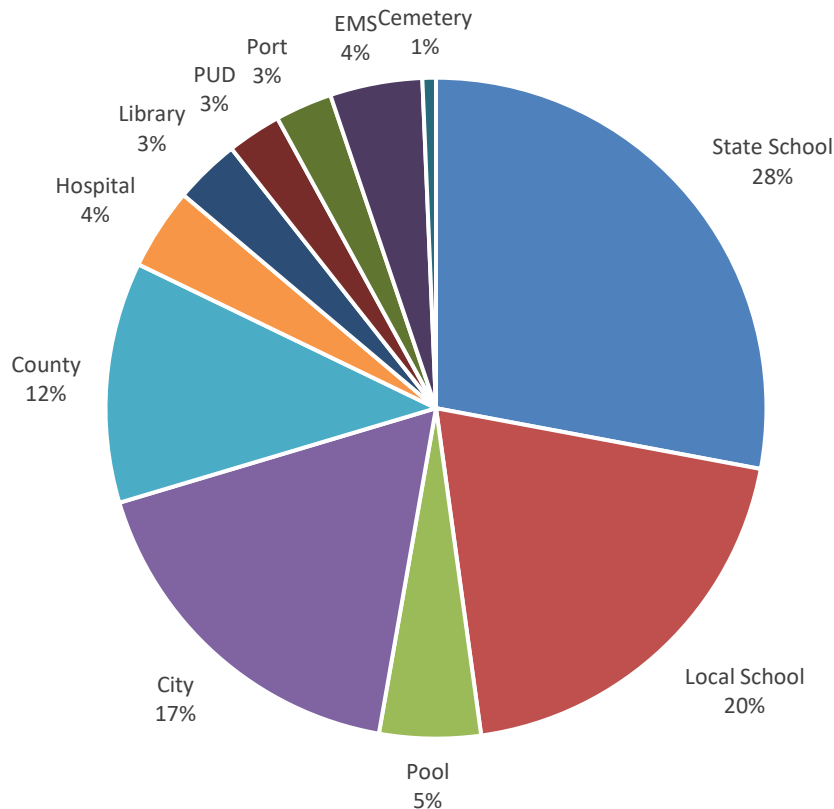
Revenue sources include:

- **Taxes** – property tax, sales tax, and taxes on utilities (natural gas, electricity, cable, garbage, telephone, etc).
- **Licenses and Permits** – business licenses, building permits, etc.
- **Intergovernmental-Grants** – Transportation Improvement Board (TIB), etc. for capital projects
- **Intergovernmental-State Shared** – liquor revenues, fuel tax, criminal justice funds, etc.
- **Charges for Services** – planning fees, building inspector reimbursements, utility rates, etc.
- **Fines and Penalties** – mostly traffic infractions and criminal fines and penalties
- **Investment Income** – interest income from city investments
- **Capital Contributions** – connection charges for water and sewer hook-ups
- **Miscellaneous Revenue** – sale of scrap, cash drawer overage/shortage, other revenues
- **Nonrevenues** – agency pass-through funds, unclaimed property
- **Other Financing Sources** – loan proceeds for capital projects
- **Transfers In** – internal transfer between funds

The chart to the right shows 2025 revenues associated with general operations and maintenance, excluding grants and financing for capital projects.



## 2024 Property Tax Distribution



The breakdown of 2024 property tax revenue as a portion of a resident's overall tax bill is in the chart to the left.

These resources will be used to maintain existing service levels and execute planned capital projects. A highlight of the 2025 expenses include:

### Capital Projects:

- Complete Lasher Corridor design and construction \$450k (funded through State grant)
- Complete Wastewater System Upgrades \$300k
- Construct Cascade Ave Utility Improvements \$2M

### Current Expense:

- Develop and Undergrounding Plan
- Update the Critical Areas Ordinance
- Added two Facilities Maintenance Workers, 20% to Parks \$35k

### Streets:

- Chipsealing \$100k

### Water/Sewer:

- Water Treatment Plant Painting \$150k.
- Corrosion control at Hegewald Well \$50k
- Water Treatment Plant Transfer switch - \$15.2k
- Filter media replacement - \$20k
- Fence repair - \$500
- Generator pad and carport at WTP - \$3,500
- Labong creek access gravel - \$12.5k

- Chlorine analyzer - \$10k
- New tapping machine - \$5k
- Influent flowmeters - \$12k

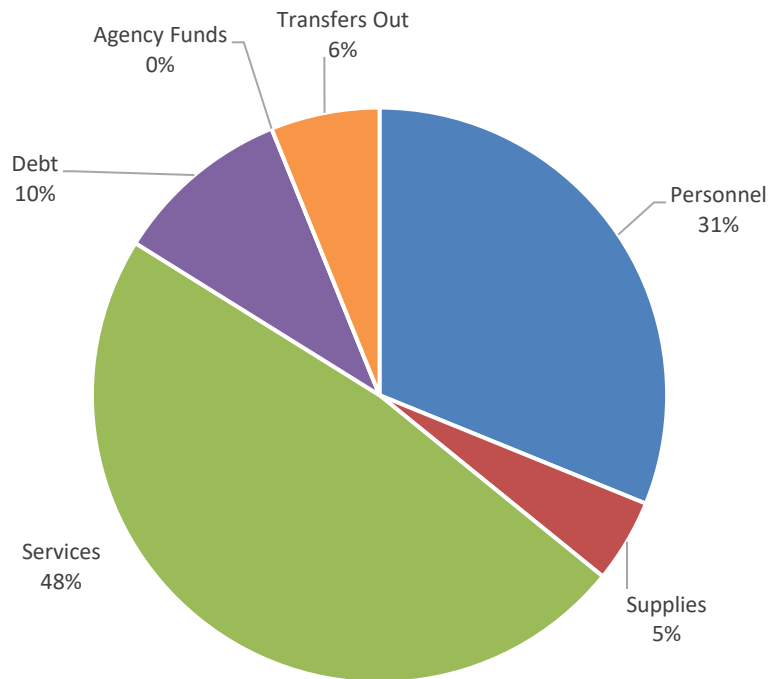
Personnel: \$1.9M

- Personnel costs account for approximately 32% of all operating expenditures.
- Staff salaries in the proposed budget were increased by a Cost-of-Living Adjustment (COLA) of 2.6% based on the June 2024 West B/C CPI-U, plus steps for all employees not already at top-step. The COLA equates to over \$57k increased expenses city-wide.
- The cost of the medical plan offered by the City of Stevenson is estimating an increase of 10% and the dental plan is estimating an increase of 4% in 2025. There will be no increase in the vision plan.

Services: \$2.9M

- Police Services account for 11% (\$308k)
- 16% of services are for Lodging Tax funds (\$467k)
- Wastewater services hauling and disposal of biosolids account for 3% (\$97k)

The chart to the right lists expenses associated with general operations and maintenance, excluding capital projects.



2025 Proposed O&M Expenses

# STRATEGIC PLAN

The Stevenson City Council met in March and June of 2024 to revise the Strategic Plan. The result was five focus areas with multiple strategies and tactics to achieve intended results.

1. Operate a Fiscally Responsible Government
  - a. Education
    - i. Workshop with council on knowing tools for revenue diversity
    - ii. Workshop with council on understanding revenue sources and uses
    - iii. Workshop to deep dive the Financial Policy
  - b. Communication
    - i. Research and contract for additional financial reporting tools to improve communication
    - ii. Research and contract for support to establish financial communication templates to then be maintained by staff
2. Build and Maintain the Municipal Infrastructure
  - a. Establish New Utilities to complete the urban services
    - i. Hire a consultant in 2025 to calculate the rate necessary to establish a Stormwater Utility
  - b. Establish planning criteria
    - i. Establish a set of scoring criteria for projects.
3. Protect Community Appearance, Character and Identity
  - a. Policy Development
    - i. Consider new downtown design standards
    - ii. Consider tree preservation and planting standards in land development
  - b. Policy Implementation
    - i. Establish a high enforcement area along the greater downtown area to ensure they are free from visual blight
    - ii. Ensure nuisances are enforced through voluntary and compulsory means
    - iii. Hire a Facilities Maintenance Worker in 2025 to focus on streetscape, parks and sidewalks
4. Enhance the Effectiveness of Government
  - a. Process changes
    - i. Don't seek unanimity over decisions
    - ii. Accept written dissenting opinions by the next council meeting
    - iii. Identify what it takes for a government to be trusted
5. Internal Processes
  - a. External Communications
    - i. Research and contract for support to improve the website structure and create new webpages for process documentation, policies, and procedures
    - ii. Plan and implement a communications strategy as part of every city project
  - b. Internal Training and Management
    - i. Create and revised processes and procedures as needed with priority focused on customer-facing activities such as permitting, code enforcement, and billing
    - ii. Send every employee to at least one professional development training per year
    - iii. Conduct in-house professional development on city equipment and SOPs
    - iv. Define regular inventory, maintenance and replacement schedule for city-owned tools and equipment
    - v. Develop and document contract (including grant) management protocol

Further information on the progress of the goals, and past plans, can be found on the city's website at <https://www.ci.stevenson.wa.us/citycouncil/page/council-strategic-goals> .



## SHORT-TERM FACTORS

### *Decreased Sales Tax Revenues*

The city’s major infrastructure projects are wrapping up, and building is slowing down. The combination of these factors decreases the projected sales tax received over the past couple of years. There continues to be rumblings of an economic downturn. There are reserves within the General Fund which may be used to ride out any revenue impact until adjustments to expenses are made.

### *Interest Rates*

High interest rates have slowed new construction and housing sales. This impacts the Real Estate Excise Tax (REET) and Sales Tax revenues. REET funds are used as matching funds for capital projects. These are starting to come down with the goal of heading off or reducing the impact of any economic downturn.

### *Infrastructure Needs*

There maintains a backlog of deferred maintenance and capital projects to maintain the city’s aging infrastructure. Most wastewater projects are projected to wrap up in 2024, with some residual close-out costs in 2025. This will reduce the staff workload and allow for more time to plan for future needs. The increased debt from the wastewater treatment plant will put a strain on the department as the city works to balance the need for additional infrastructure improvements and reasonable utility rates.

There is a critical need to upsize the sewer line along Cascade Avene as it's undersized for existing flows. While the road is opened, the city will also replace aging waterlines and install additional lighting on the north side of the street. By combining these projects together, the city saves over \$500k, or 20% of the project cost. This project is estimated at \$2.2M and will be financed through a Public Works Board low-interest loan and partial grant. It is currently being designed and is planned for construction in 2025.

### *Conclusion*

Taken altogether, the budget forecast shows a slight sales tax revenue decrease, increased expenses, and continued investments in infrastructure.

## PERSONNEL CHANGES

The 2025 budget does not increase staff. In 2023, the city created a new position of Planning and Public Works Assistant to help both departments manage permitting and other office processes. That position is split between the Community Development and Public Works Directors. After a review of 2025 budget projections, it was again decided not to fill the Facilities Maintenance Worker position. An additional Wastewater Treatment Operator was hired mid-year in 2023, in preparation for the completion of plant construction in 2024. These figures do not include the part-time minute taker and volunteer Fire Chief.

| <b>Total City FTEs</b>          | <b>2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025-Budget</b> |
|---------------------------------|-------------|-------------|-------------|-------------|-------------|--------------------|
| City Administrator              | 1           | 1           | 1           | 1           | 1           | 1                  |
| Administrative Services/Finance | 2           | 2           | 2           | 2           | 2           | 2                  |
| Community Development Director  | 1           | 1           | 1           | 1.5         | 1.5         | 1.5                |
| Public Works                    | 5           | 5           | 6           | 6           | 5.5         | 5.5                |
| Wastewater Treatment Plant      | 1           | 1           | 1           | 1.5         | 2           | 2                  |
| <b>Total City-wide FTEs</b>     | <b>10</b>   | <b>10</b>   | <b>11</b>   | <b>12</b>   | <b>12</b>   | <b>12</b>          |

# FUND SUMMARIES

- All Funds
  - General Fund
  - Other General Funds
  - Special Revenue Funds
  - Capital Project Funds
  - Proprietary Funds
- Equipment Replacement Fund

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 13:09:13 Date: 09/25/2024

Page: 1

| Account                                    | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Actual | 2024<br>Appropriated | 2025<br>Appropriated |
|--|----------------|----------------|----------------|----------------|----------------------|----------------------|
| 001 General Expense Fund                   | 1,429,202.85   | 1,598,366.57   | 1,664,443.90   | 945,702.86     | 1,633,779.35         | 1,496,099.98         |
| 010 General Reserve Fund                   | 5,609.00       | 2,944.13       | 8,783.90       | 7,506.20       |                      |                      |
| 020 Fire Reserve Fund                      | 43,148.77      | 42,820.69      | 251,932.99     | 68,108.83      | 25,000.00            | 25,000.00            |
| 030 ARPA                                   | 223,677.00     | 223,676.00     |                |                |                      |                      |
| 100 Street Fund                            | 476,528.52     | 589,654.02     | 756,863.84     | 349,270.08     | 832,551.35           | 638,243.80           |
| 103 Tourism Promo & Develop Fund           | 482,690.82     | 691,086.77     | 738,568.59     | 419,156.28     | 487,190.00           | 487,190.00           |
| 105 Affordable Housing Fund                | 5,160.55       | 6,058.95       | 5,020.51       | 1,865.98       | 5,000.00             | 5,000.00             |
| 107 HEALing SCARS Fund                     |                | 10,190.57      | 55.82          | 134.93         |                      |                      |
| 300 Capital Improvement Fund               | 55,120.96      | 58,386.21      | 54,840.50      | 39,854.67      | 20,000.00            | 20,000.00            |
| 309 Russell Ave                            | 67,114.77      | 24,820.09      |                |                |                      |                      |
| 311 First Street                           | 75,402.24      | 28,951.71      |                | 32,687.44      | 1,049,221.00         |                      |
| 312 Columbia Ave                           |                | 54,382.75      | 125,994.35     | 19,620.00      | 19,620.00            |                      |
| 313 Park Plaza Fund                        |                |                | 3,618.21       | 200,813.11     | 382,252.00           |                      |
| 314 Lasher Street Improv. Fund             |                |                |                | 1,393.90       | 355,000.00           | 450,000.00           |
| 400 Water/Sewer Fund                       | 2,260,964.09   | 3,119,863.58   | 2,532,161.43   | 1,899,888.30   | 2,601,176.59         | 2,995,225.54         |
| 406 Wastewater Short Lived Asset Res. Fund | 21,779.00      | 21,779.00      | 21,779.00      | 21,779.00      | 21,779.00            | 21,779.00            |
| 408 Wastewater Debt Reserve Fund           |                |                |                |                |                      |                      |
| 410 Wastewater System Upgrades             | 286,201.85     | 5,107,422.63   | 8,146,905.29   | 2,536,790.28   | 6,270,563.04         | 428,184.50           |
| 415 Cascade Avenue Utility Improvements    |                |                |                | 28,647.00      | 168,233.00           | 2,073,317.00         |
| 420 Cascade Avenue Mitigation Fund         |                |                | 19,550.00      |                |                      |                      |
| 500 Equipment Service Fund                 | 125,562.04     | 199,774.32     | 213,716.64     | 648,103.72     | 731,000.00           | 254,100.00           |
| 630 Stevenson Municipal Court              | 9,139.91       | 8,247.43       | 4,668.54       | 3,863.96       |                      |                      |
| <hr/>                                      |                |                |                |                |                      |                      |
|  | 5,567,302.37   | 11,788,425.42  | 14,548,903.51  | 7,225,186.54   | 14,602,365.33        | 8,894,139.82         |
| <hr/>                                      |                |                |                |                |                      |                      |
| 001 General Expense Fund                   | 1,152,202.32   | 1,190,184.40   | 1,622,523.39   | 915,452.06     | 1,649,593.00         | 1,768,924.16         |
| 030 ARPA                                   |                | 149,040.00     |                | 173,211.75     | 298,313.00           |                      |
| 100 Street Fund                            | 470,763.36     | 830,051.37     | 751,036.82     | 508,893.86     | 832,691.37           | 640,502.63           |
| 103 Tourism Promo & Develop Fund           | 316,510.51     | 384,260.46     | 459,075.37     | 485,310.12     | 819,805.02           | 477,717.56           |
| 300 Capital Improvement Fund               | 10,590.54      |                |                | 34,081.34      | 36,221.00            |                      |
| 309 Russell Ave                            | 66,995.41      | 24,820.09      |                |                |                      |                      |
| 311 First Street                           | 34,435.67      | 28,951.71      |                | 405,237.15     | 1,049,221.00         |                      |
| 312 Columbia Ave                           |                | 117,670.23     | 82,326.87      |                |                      |                      |
| 313 Park Plaza Fund                        |                |                | 86,230.28      | 118,551.04     | 382,252.00           |                      |
| 314 Lasher Street Improv. Fund             |                |                |                | 1,393.90       | 355,000.00           | 450,000.00           |
| 400 Water/Sewer Fund                       | 1,480,099.20   | 2,829,339.09   | 2,585,291.55   | 1,420,231.76   | 3,686,023.53         | 3,185,626.45         |
| 410 Wastewater System Upgrades             | 423,312.47     | 6,091,890.19   | 7,727,485.91   | 3,778,775.24   | 5,510,802.71         | 428,184.50           |
| 415 Cascade Avenue Utility Improvements    |                |                |                | 33,610.00      | 168,233.00           | 2,073,317.00         |
| 500 Equipment Service Fund                 | 112,742.72     | 245,974.67     | 286,856.69     | 593,425.19     | 790,128.85           | 257,041.24           |
| 630 Stevenson Municipal Court              | 9,139.91       | 8,247.43       | 4,668.54       | 3,863.96       |                      |                      |
| <hr/>                                      |                |                |                |                |                      |                      |
|  | 4,076,792.11   | 11,900,429.64  | 13,605,495.42  | 8,472,037.37   | 15,578,284.48        | 9,281,313.54         |
| <hr/>                                      |                |                |                |                |                      |                      |
| FUNDS GAIN/LOSS:                           | 1,490,510.26   | -112,004.22    | 943,408.09     | -1,246,850.83  | -975,919.15          | -387,173.72          |

Balances exclude Beginning and Ending balances. Showing straight revenues and expenses only.

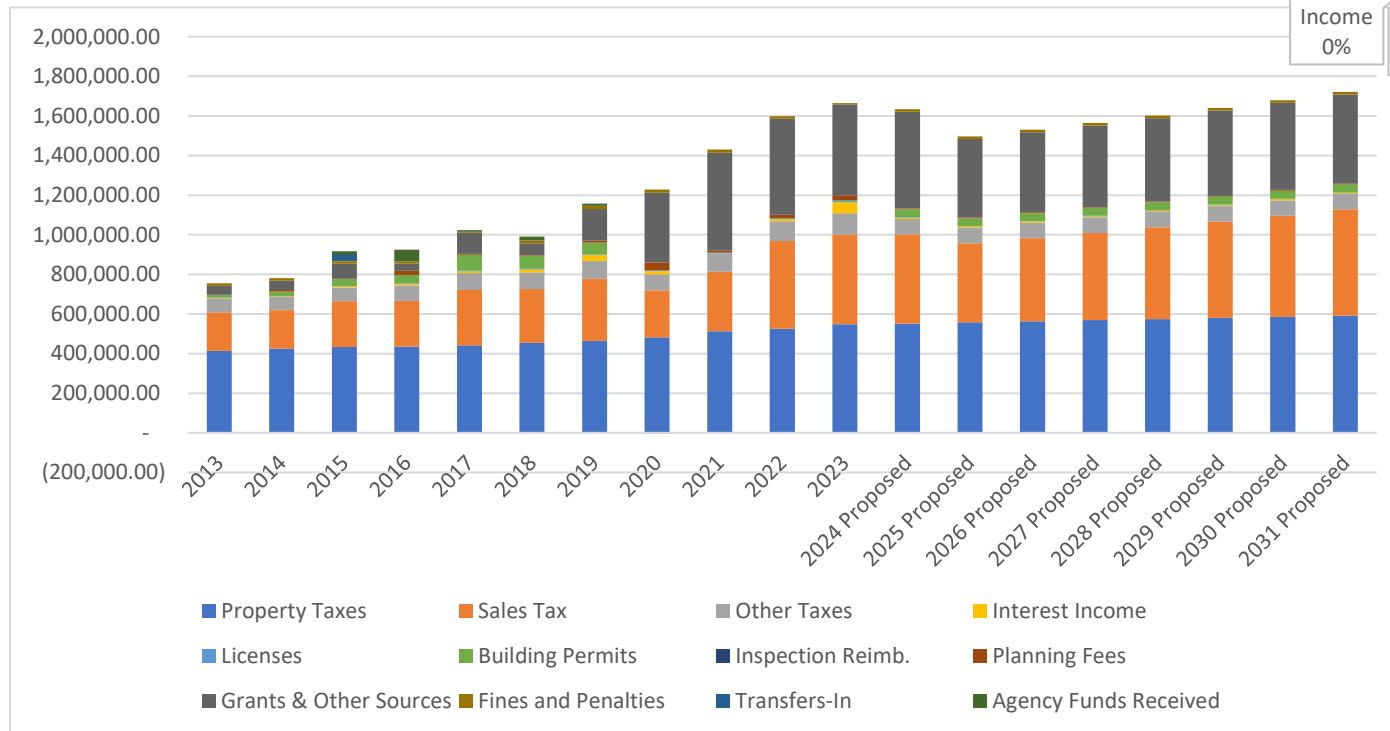
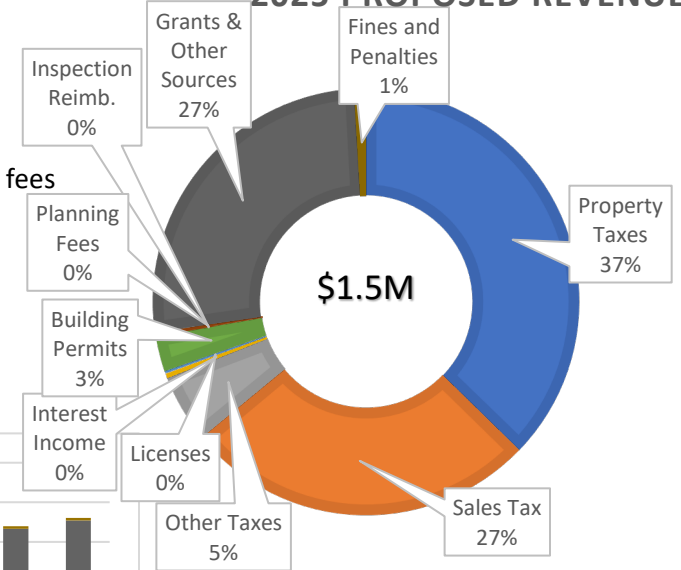
# General Fund

The General Fund is the primary operating fund for the City. The General Fund accounts for all revenues and expenditures not required to be accounted for in a separate fund.

Primary revenue sources for the General Fund are property and sales taxes. Property taxes are levied on 100% of assessed valuation as determined by the Skamania County Assessor's Office and are limited by Washington State law to a 1% annual increase plus the addition of any new construction and annexations. Other sources of revenue include:

- **Other taxes** – natural gas, electricity, cable, garbage, telephone, etc.
- **Interest Income** – interest income from city investments
- **Licenses** – business and vacation rental licenses
- **Planning fees** – fees for short plats, critical areas permits, shorelines permits, etc.
- **Grants and other sources** – grants, general administrative cost allocation, printing and probation fees
- **Fines and Penalties** – mostly traffic infractions and criminal fines and penalties

## 2025 PROPOSED REVENUES



## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 10:17:32 Date: 09/24/2024

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### 001 General Expense Fund

| Account                                      | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Actual | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|--|----------------|----------------|----------------|----------------|----------------------|----------------------|---------|
| 308 91 00 0001 Unreserved Cash & Investments | 770,783.69     | 1,047,784.22   | 1,455,966.39   | 1,499,109.80   | 1,499,109.80         | 1,483,296.15         |         |
| 100 Unreserved                               | 770,783.69     | 1,047,784.22   | 1,455,966.39   | 1,499,109.80   | 1,499,109.80         | 1,483,296.15         |         |
| 308 51 01 0001 Reserved Cash - Unemployment  | 33,413.82      | 33,413.82      | 33,413.82      | 33,414.00      | 33,414.00            | 33,414.00            |         |
| 102 Unemployment Reserve                     | 33,413.82      | 33,413.82      | 33,413.82      | 33,414.00      | 33,414.00            | 33,414.00            |         |
| 308 31 02 0001 Reserved Cash - Custodial     | 51,135.13      | 51,135.13      | 51,135.13      | 51,135.13      | 51,135.13            | 51,135.13            |         |
| 104 Custodial Reserve                        | 51,135.13      | 51,135.13      | 51,135.13      | 51,135.13      | 51,135.13            | 51,135.13            |         |
| 308 Beginning Balances                       | 855,332.64     | 1,132,333.17   | 1,540,515.34   | 1,583,658.93   | 1,583,658.93         | 1,567,845.28         |         |
| 311 10 00 0000 General Property Tax          | 512,528.01     | 526,086.33     | 548,658.57     | 348,630.29     | 551,865.92           | 557,384.58           |         |
| 311 Property Tax                             | 512,528.01     | 526,086.33     | 548,658.57     | 348,630.29     | 551,865.92           | 557,384.58           |         |
| 313 11 00 0000 Sales Tax                     | 300,416.23     | 441,745.12     | 451,338.46     | 260,525.47     | 450,000.00           | 400,000.00           |         |
| 313 71 00 0000 Local Criminal Justice Tax    | 25,200.35      | 31,563.04      | 33,061.60      | 19,984.57      | 30,000.00            | 30,000.00            |         |
| 313 Sales Tax                                | 325,616.58     | 473,308.16     | 484,400.06     | 280,510.04     | 480,000.00           | 430,000.00           |         |
| 316 43 00 0000 Natural Gas Utility Tax       | 13,814.19      | 15,667.65      | 20,784.89      | 25,130.40      | 13,500.00            | 13,500.00            |         |
| 316 45 00 0000 Garbage Utility Tax           | 10,092.43      | 10,952.75      | 12,137.98      | 8,550.74       | 7,500.00             | 7,500.00             |         |
| 316 46 00 0000 Cable TV Utility Tax          | 3,135.65       | 2,226.90       | 3,342.92       | 1,169.83       | 3,000.00             | 3,000.00             |         |
| 316 47 00 0000 Telephone Utility Tax         | 10,691.24      | 12,469.57      | 10,903.03      | 8,873.65       | 8,000.00             | 8,000.00             |         |
| 316 Utility Tax                              | 37,733.51      | 41,316.87      | 47,168.82      | 43,724.62      | 32,000.00            | 32,000.00            |         |
| 317 20 00 0000 Leasehold Tax                 | 25,339.04      | 26,953.95      | 26,531.68      | 23,575.82      | 16,000.00            | 16,000.00            |         |
| 317 21 00 0000 Rock Cove ALF In-Lieu Tax     | 3,504.01       | 263.21         | 2,193.86       | 0.00           | 0.00                 | 0.00                 |         |
| 317 Other Tax                                | 28,843.05      | 27,217.16      | 28,725.54      | 23,575.82      | 16,000.00            | 16,000.00            |         |
| 310 Taxes                                    | 904,721.15     | 1,067,928.52   | 1,108,952.99   | 696,440.77     | 1,079,865.92         | 1,035,384.58         |         |
| 321 99 01 0000 Business Licenses             | 1,614.98       | 2,190.00       | 2,622.49       | 2,340.82       | 1,400.00             | 1,400.00             |         |
| 321 99 03 0000 Vacation Rental Licenses      | 3,222.50       | 3,350.00       | 4,716.67       | 2,900.00       | 1,500.00             | 1,500.00             |         |
| 321 Licenses                                 | 4,837.48       | 5,540.00       | 7,339.16       | 5,240.82       | 2,900.00             | 2,900.00             |         |
| 322 10 00 0000 Building Permits              | 80.00          | 143.25         | 65.00          | 5.00           | 0.00                 | 0.00                 |         |

## 5 YEAR BUDGET COMPARISON

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### 001 General Expense Fund

| Account  | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Actual | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|--|----------------|----------------|----------------|----------------|----------------------|----------------------|---------|
| 322 Permits  | 80.00          | 143.25         | 65.00          | 5.00           |                      |                      |         |
| 320 Licenses & Permits                                   | 4,917.48       | 5,683.25       | 7,404.16       | 5,245.82       | 2,900.00             | 2,900.00             |         |
| 333 14 51 0001 CDBG Housing Rehab Grant                  | 183,280.22     | 92,758.20      | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 334 02 70 0000 RCO Parks Planning Grant                  | 0.00           | 0.00           | 0.00           | 97,338.13      | 100,000.00           | 0.00                 |         |
| 334 03 10 0002 DOE-Shoreline Access Grant                | 0.00           | 0.00           | 86,959.03      | 0.00           | 0.00                 | 0.00                 |         |
| 334 04 20 0001 Dept. of Commerce GMA Grant               | 25,000.00      | 0.00           | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 330 Grants   | 208,280.22     | 92,758.20      | 86,959.03      | 97,338.13      | 100,000.00           |                      |         |
| 335 00 91 0000 PUD Privilege Tax (in Lieu)               | 13,214.71      | 15,574.34      | 16,556.52      | 0.00           | 11,000.00            | 11,000.00            |         |
| 335 04 01 0000 LE & CJ Leg One-Time Cost                 | 6,714.00       | 0.00           | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 335 State Shared   | 19,928.71      | 15,574.34      | 16,556.52      | 0.00           | 11,000.00            | 11,000.00            |         |
| 336 06 21 0000 Criminal Justice - Low Population         | 1,000.00       | 1,000.00       | 1,000.00       | 750.00         | 1,000.00             | 1,000.00             |         |
| 336 06 25 0000 Criminal Justice - Contracted Services    | 3,229.62       | 3,130.14       | 3,299.64       | 2,611.96       | 2,500.00             | 2,500.00             |         |
| 336 06 26 0000 Criminal Justice - Special Programs       | 1,883.97       | 1,858.36       | 1,978.56       | 1,559.19       | 2,092.50             | 2,226.00             |         |
| 336 06 42 0000 Marijuana Excise Tax                      | 4,095.85       | 4,049.36       | 5,756.72       | 3,074.74       | 2,858.15             | 2,858.15             |         |
| 336 06 51 0000 DUI/Other Crim Justice Assist             | 263.28         | 174.64         | 107.25         | 118.75         | 0.00                 | 0.00                 |         |
| 336 06 94 0000 Liquor Excise Tax                         | 11,243.93      | 10,782.10      | 10,867.76      | 7,998.45       | 11,206.50            | 10,430.40            |         |
| 337 40 00 0000 Private Harvest Tax                       | 7.49           | 11.15          | 13.03          | 9.94           | 0.00                 | 0.00                 |         |
| 336 State Entitlements, Impact Payments &                | 21,724.14      | 21,005.75      | 23,022.96      | 16,123.03      | 19,657.15            | 19,014.55            |         |
| 337 40 00 0001 Pool District Loan<br>Repayment-Principal | 0.00           | 25,000.00      | 16,317.15      | 0.00           | 0.00                 | 0.00                 |         |
| 337 Interlocal Loan Repayments                           | 0.00           | 25,000.00      | 16,317.15      | 0.00           |                      |                      |         |
| 334 03 10 0000 DOE-Shoreline Master Plan Grant           | 1,980.73       | 0.00           | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 345  | 1,980.73       | 0.00           | 0.00           | 0.00           |                      |                      |         |
| 330 Intergovernmental Revenues                           | 251,913.80     | 154,338.29     | 142,855.66     | 113,461.16     | 130,657.15           | 30,014.55            |         |
| 341 43 00 0000 General Admin Services                    | 203,997.35     | 276,764.35     | 250,104.96     | 0.00           | 298,156.28           | 305,600.85           |         |
| 341 81 00 0000 Printing/Photocopy Services               | 10.18          | 22.20          | 9.50           | 2.00           | 0.00                 | 0.00                 |         |
| 342 33 05 0000 Active Probation Fee                      | 7,606.24       | 5,123.41       | 6,020.72       | 5,702.02       | 7,000.00             | 7,000.00             |         |
| 341 Admin, Printing & Probation Fees                     | 211,613.77     | 281,909.96     | 256,135.18     | 5,704.02       | 305,156.28           | 312,600.85           |         |

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 001 General Expense Fund

| Account   | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Actual | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|----------------|----------------|----------------|----------------|----------------------|----------------------|---------|
| 342 21 00 0000 Fire District II Fire Control            | 24,951.46      | 27,173.00      | 35,837.93      | 45,175.63      | 50,000.00            | 50,000.00            |         |
| 342 Fire District 2                                     | 24,951.46      | 27,173.00      | 35,837.93      | 45,175.63      | 50,000.00            | 50,000.00            |         |
| 345 83 00 0000 Planning Fees                            | 12,635.00      | 16,136.36      | 25,082.48      | 2,555.00       | 4,500.00             | 4,500.00             |         |
| 345 Planning  | 12,635.00      | 16,136.36      | 25,082.48      | 2,555.00       | 4,500.00             | 4,500.00             |         |
| 341 93 00 0000 Port of Cascade Locks-Facilities Maint   | 0.00           | 16,823.64      | 18,557.55      | 0.00           | 0.00                 | 0.00                 |         |
| 376 Parks   | 0.00           | 16,823.64      | 18,557.55      | 0.00           |                      |                      |         |
| 340 Charges For Goods & Services                        | 249,200.23     | 342,042.96     | 335,613.14     | 53,434.65      | 359,656.28           | 367,100.85           |         |
| 353 10 00 0000 Traffic Infractions/Parking              | 5,181.74       | 1,589.59       | 2,298.92       | 1,109.62       | 5,000.00             | 5,000.00             |         |
| 353 70 00 0000 Non-Traffic Infractions                  | 109.64         | 500.00         | 0.00           | 0.00           | 100.00               | 100.00               |         |
| 355 20 00 0000 DUI Fines                                | 587.87         | 367.70         | 132.88         | 226.96         | 1,000.00             | 1,000.00             |         |
| 355 80 00 0000 Criminal Traffic Fines                   | 4,590.53       | 2,827.30       | 2,594.26       | 1,585.98       | 1,000.00             | 1,000.00             |         |
| 356 90 00 0000 Criminal Non-Traffic Fines               | 1,082.65       | 4,182.35       | 622.10         | 841.29         | 600.00               | 600.00               |         |
| 357 37 00 0000 Court Cost Recoupments                   | 3,972.31       | 3,433.78       | 1,260.57       | 3,456.61       | 5,000.00             | 5,000.00             |         |
| 350 Fines & Penalties                                   | 15,524.74      | 12,900.72      | 6,908.73       | 7,220.46       | 12,700.00            | 12,700.00            |         |
| 367 10 00 0000 Fire Donations                           | 0.00           | 0.00           | 0.00           | 50.00          | 0.00                 | 0.00                 |         |
| 000   | 0.00           | 0.00           | 0.00           | 50.00          |                      |                      |         |
| 361 11 00 0000 Interest Income/General Fund             | -1,426.06      | 10,963.17      | 51,875.52      | 34,591.04      | 5,000.00             | 5,000.00             |         |
| 361 40 00 0000 Sales Tax Interest                       | 325.59         | 827.83         | 2,646.33       | 1,751.60       | 200.00               | 200.00               |         |
| 369 91 00 0000 Miscellaneous Income                     | 525.92         | 1,181.83       | 1,617.84       | 1,322.84       | 300.00               | 300.00               |         |
| 100 General Interest Income                             | -574.55        | 12,972.83      | 56,139.69      | 37,665.48      | 5,500.00             | 5,500.00             |         |
| 362 00 00 0000 Park Rentals                             | 3,500.00       | 2,500.00       | 2,500.00       | 1,860.00       | 2,500.00             | 2,500.00             |         |
| 376 Parks   | 3,500.00       | 2,500.00       | 2,500.00       | 1,860.00       | 2,500.00             | 2,500.00             |         |
| 360 Interest & Other Earnings                           | 2,925.45       | 15,472.83      | 58,639.69      | 39,575.48      | 8,000.00             | 8,000.00             |         |
| 322 10 00 0004 Building Permit Fees-County Pass Through | 0.00           | 0.00           | 4,069.53       | 25,122.01      | 40,000.00            | 40,000.00            |         |
| 380 Non Revenues  | 0.00           | 0.00           | 4,069.53       | 25,122.01      | 40,000.00            | 40,000.00            |         |
| 395 10 00 0001 Sales of Capital Assets (Timber)         | 0.00           | 0.00           | 0.00           | 5,074.25       | 0.00                 | 0.00                 |         |

## 5 YEAR BUDGET COMPARISON

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001 General Expense Fund

| Account                     | 2021<br>Actual      | 2022<br>Actual      | 2023<br>Actual      | 2024<br>Actual      | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|----------------------|----------------------|---------|
| 390 Other Financing Sources | 0.00                | 0.00                | 0.00                | 5,074.25            | 0.00                 | 0.00                 |         |
| <b>TOTAL REVENUES:</b>      | <b>2,284,535.49</b> | <b>2,730,699.74</b> | <b>3,204,959.24</b> | <b>2,529,233.53</b> | <b>3,217,438.28</b>  | <b>3,063,945.26</b>  |         |



# General Fund

General Fund expenditures include all general government functions such as legislative, legal, municipal court, law enforcement, fire protection, building inspector services, planning services, parks maintenance, finance and accounting, and general administrative services.

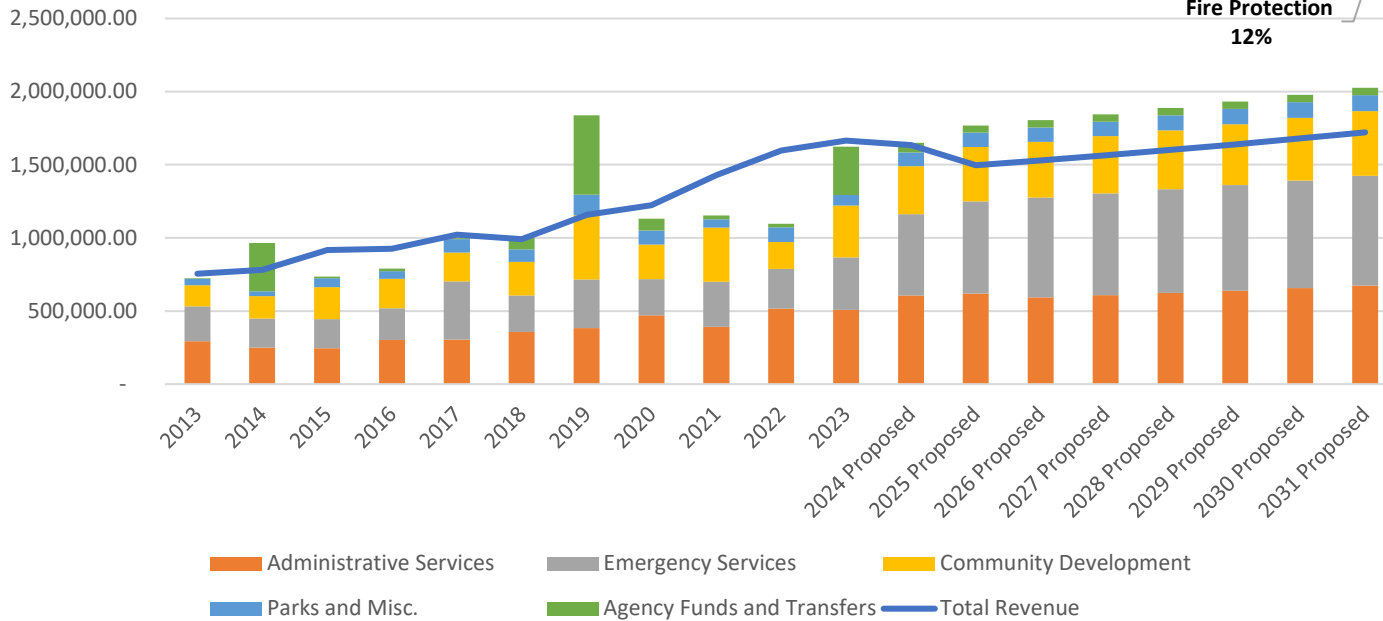
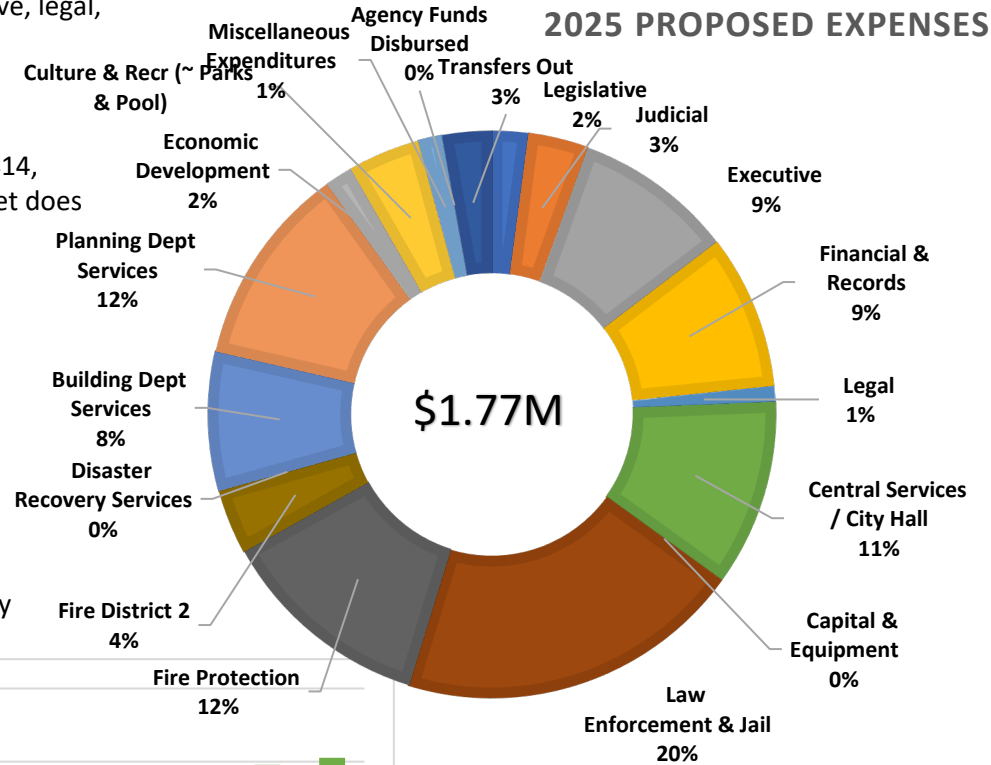
The City is self-insured for unemployment and has a current reserve balance of \$33,414, which is enough to cover estimated unemployment claims. The 2025 proposed budget does not include an increase to the unemployment reserve.

The Fire District 2 expenses are reimbursable and are listed under Other Sources for revenue. Funds for improvements to the Fire Hall are not included in the budget as estimates have not been received.

Transfer Out expenses include \$25k to the Fire Reserve and \$25k to the Street Fund.

2025 projects include developing an undergrounding plan and updating the Critical Areas Ordinance.

2019 transfers included transferring reserve balances from General Fund to the newly created Fire Reserve Fund.



**Administrative Services** include Legislative, Judicial, Executive, Financial, Records, Legal, Central Services/City Hall, and Capital & Equipment.

**Emergency Services** include Law Enforcement & Jail, Fire Protection, Fire District 2, and Disaster Recovery Services.

**Community Development** includes Public Housing, Building, Planning, and Economic Development.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 001 General Expense Fund

| Account   | 2021<br>Actual    | 2022<br>Actual    | 2023<br>Actual    | 2024<br>Actual   | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|-------------------|-------------------|-------------------|------------------|----------------------|----------------------|---------|
| 511 30 41 0000 Ordinance Codification               | 1,042.50          | 2,355.00          | 831.95            | 0.00             | 2,500.00             | 2,500.00             |         |
| 511 30 44 0000 Legislative Publishing               | 5,123.69          | 6,823.23          | 8,490.51          | 6,427.54         | 3,500.00             | 3,500.00             |         |
| 511 60 10 0000 Council Salary                       | 8,850.00          | 13,050.00         | 14,550.00         | 11,250.00        | 24,000.00            | 24,000.00            |         |
| 511 60 20 0000 Council Benefits                     | 661.93            | 998.44            | 1,113.24          | 889.27           | 1,500.00             | 1,500.00             |         |
| 511 60 43 0000 Travel/Lodging Council               | 0.00              | 658.60            | 0.00              | 0.00             | 500.00               | 500.00               |         |
| 511 60 49 0000 Tuition Council                      | 120.00            | 0.00              | 47.00             | 0.00             | 5,000.00             | 5,000.00             |         |
| <b>511 Legislative</b>                              | <b>15,798.12</b>  | <b>23,885.27</b>  | <b>25,032.70</b>  | <b>18,566.81</b> | <b>37,000.00</b>     | <b>37,000.00</b>     |         |
| 512 52 10 0001 Court Clerk Salary                   | 4,018.44          | 4,328.22          | 5,129.30          | 3,709.79         | 5,400.00             | 5,400.00             |         |
| 512 52 20 0001 Court Clerk Benefits                 | 776.79            | 801.85            | 928.43            | 105.07           | 2,160.00             | 2,160.00             |         |
| 512 52 41 0001 Jury Management/Courtroom Use        | 419.27            | 725.01            | 1,004.83          | 954.35           | 1,200.00             | 1,200.00             |         |
| 512 52 41 0002 Interpreter Fees                     | 0.00              | 0.00              | 0.00              | 0.00             | 500.00               | 500.00               |         |
| 512 52 41 0003 Municipal Court Contract             | 20,000.00         | 20,000.00         | 20,000.00         | 14,999.00        | 20,000.00            | 20,000.00            |         |
| 512 52 51 0000 Sheriff Warrant Service Charge       | 0.00              | 0.00              | 0.00              | 0.00             | 250.00               | 250.00               |         |
| 515 35 41 0000 Prosecuting Attorney County Contract | 16,000.00         | 16,000.00         | 18,000.00         | 13,500.00        | 16,000.00            | 16,000.00            |         |
| 515 93 41 0000 Indigent Defense                     | 15,513.75         | 15,805.25         | 30,156.11         | 33,579.99        | 15,000.00            | 15,000.00            |         |
| <b>512 Judicial</b>                                 | <b>56,728.25</b>  | <b>57,660.33</b>  | <b>75,218.67</b>  | <b>66,848.20</b> | <b>60,510.00</b>     | <b>60,510.00</b>     |         |
| 513 10 10 0000 Mayor Salary                         | 7,200.00          | 7,200.00          | 7,200.00          | 4,800.00         | 7,200.00             | 7,200.00             |         |
| 513 10 10 0001 City Administrator Salary            | 89,367.33         | 94,512.14         | 100,809.90        | 78,581.28        | 113,704.50           | 119,389.73           |         |
| 513 10 20 0000 Mayor Benefits                       | 540.31            | 550.80            | 550.80            | 367.20           | 625.00               | 625.00               |         |
| 513 10 20 0001 City Administrator Benefits          | 17,448.81         | 17,392.85         | 18,182.96         | 2,644.75         | 29,359.68            | 30,827.66            |         |
| 513 10 43 0000 Travel/Lodging Mayor/Administrator   | 20.00             | 1,059.69          | 1,828.21          | 676.23           | 2,000.00             | 2,000.00             |         |
| 513 10 49 0000 Tuition Mayor/Administrator          | 542.95            | 3,109.72          | 2,173.01          | 1,030.00         | 1,000.00             | 1,000.00             |         |
| <b>513 Executive</b>                                | <b>115,119.40</b> | <b>123,825.20</b> | <b>130,744.88</b> | <b>88,099.46</b> | <b>153,889.18</b>    | <b>161,042.39</b>    |         |
| 514 20 10 0001 Budgeting/Accounting Salary          | 68,601.14         | 70,012.49         | 96,487.05         | 61,279.61        | 81,579.96            | 85,658.96            |         |
| 514 20 20 0001 Budgeting/Accounting Benefits        | 17,096.08         | 16,918.90         | 19,516.84         | 4,995.91         | 25,957.26            | 27,255.12            |         |
| 514 20 41 0001 EBPP Fees General Fund               | 288.43            | 301.13            | 376.32            | 337.33           | 600.00               | 600.00               |         |
| 514 20 41 0002 Finance-Contractual Services         | 0.00              | 4,856.45          | 12,241.90         | 10,371.50        | 12,400.00            | 12,400.00            |         |
| 514 20 41 0022 Audit Fee                            | 5,704.74          | 5,015.52          | 5,274.72          | 6,885.45         | 7,000.00             | 7,000.00             |         |
| 514 20 43 0000 Travel Financial/Records             | 348.96            | 966.30            | 860.36            | 3,074.61         | 3,500.00             | 3,500.00             |         |
| 514 20 46 0000 Clerk Bond Premiums                  | 102.00            | 104.00            | 102.00            | 253.54           | 200.00               | 200.00               |         |
| 514 20 49 0000 Training/Tuition - Financial/Records | 1,510.00          | 1,234.17          | 992.39            | 2,070.25         | 3,000.00             | 3,000.00             |         |
| 514 20 49 0001 Dues & Membership - Financial        | 1,169.00          | 880.00            | 1,210.00          | 810.00           | 1,200.00             | 1,200.00             |         |
| 514 20 49 0002 Fiduciary Fees/VISA                  | 4,334.48          | 4,379.40          | 4,697.81          | 4,189.99         | 4,000.00             | 4,000.00             |         |
| 514 20 49 0003 Miscellaneous Charges                | 149.89            | 0.00              | 0.00              | 0.00             | 500.00               | 500.00               |         |
| 514 30 10 0000 Minutes - Recording Fee Sal          | 1,848.61          | 1,915.01          | 1,464.96          | 1,387.26         | 2,781.14             | 2,920.20             |         |
| 514 30 20 0000 Minutes - Recording Fee Ben          | 155.85            | 163.85            | 125.00            | 114.75           | 247.21               | 259.57               |         |
| 514 41 41 0000 Elections                            | 15,492.77         | 0.00              | 1,386.67          | 0.00             | 1,000.00             | 1,000.00             |         |
| 514 91 51 0000 Voter Registration Services          | 0.00              | 0.00              | 0.00              | 0.00             | 6,000.00             | 6,000.00             |         |

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 001 General Expense Fund

| Account   | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Actual | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|----------------|----------------|----------------|----------------|----------------------|----------------------|---------|
| 514 Financial, Recording & Elections              | 116,801.95     | 106,747.22     | 144,736.02     | 95,770.20      | 149,965.57           | 155,493.85           |         |
| 515 41 41 0000 Advisory Board Services            | 15,040.39      | 20,032.00      | 16,205.00      | 12,445.00      | 15,000.00            | 15,000.00            |         |
| 515 41 43 0000 Travel - Legal                     | 0.00           | 0.00           | 396.26         | 939.24         | 1,000.00             | 1,000.00             |         |
| 515 41 49 0000 Training & Tuition - Legal         | 0.00           | 0.00           | 0.00           | 0.00           | 750.00               | 750.00               |         |
| 515 Legal Services                                | 15,040.39      | 20,032.00      | 16,601.26      | 13,384.24      | 16,750.00            | 16,750.00            |         |
| 517 70 22 0000 Unemployment Claims                | -9,693.90      | 7,054.38       | 16,327.68      | 155.62         | 10,000.00            | 10,000.00            |         |
| 517 70 25 0000 Old Age Survivor Insurance         | 25.00          | 25.00          | 25.00          | 25.00          | 25.00                | 25.00                |         |
| 517 90 26 0000 Staff Wellness                     | 0.00           | 0.00           | 0.00           | 0.00           | 500.00               | 500.00               |         |
| 517 Employee Benefit Programs                     | -9,668.90      | 7,079.38       | 16,352.68      | 180.62         | 10,525.00            | 10,525.00            |         |
| 518 20 44 0000 DNR Fire Control Assessment        | 17.90          | 17.90          | 17.90          | 23.50          | 0.00                 | 0.00                 |         |
| 518 30 10 0000 Building Repair Salary             | 3,306.70       | 4,109.08       | 4,577.38       | 1,903.23       | 6,300.00             | 6,615.00             |         |
| 518 30 20 0000 Building Repair Benefits           | 1,484.37       | 1,657.42       | 1,804.49       | 1,053.36       | 3,150.00             | 3,307.50             |         |
| 518 30 31 0000 Household Supplies/Repairs         | 873.04         | 1,316.03       | 566.98         | 269.50         | 1,000.00             | 1,000.00             |         |
| 518 30 31 0001 Building Repair Supplies           | 1,832.75       | 3,192.32       | 884.85         | 0.00           | 3,000.00             | 3,000.00             |         |
| 518 30 41 0000 Custodial Services                 | 1,213.18       | 849.54         | 1,133.11       | 400.00         | 1,000.00             | 1,000.00             |         |
| 518 30 41 0001 Contractual Services               | 2,739.53       | 27,604.46      | 6,843.75       | 13,624.14      | 28,700.00            | 28,700.00            |         |
| 518 30 44 0000 HR-Advertisement                   | 2,091.24       | 1,275.60       | 505.54         | 0.00           | 1,000.00             | 1,000.00             |         |
| 518 30 45 0099 Eq Svc Internal-Bldg Repair        | 832.27         | 957.87         | 1,497.96       | 2,501.69       | 1,000.00             | 1,000.00             |         |
| 518 30 46 0000 Insurance - Liability              | 11,733.78      | 12,392.88      | 19,315.60      | 26,048.86      | 26,560.00            | 26,560.00            |         |
| 518 30 47 0000 Heat & Lights                      | 2,978.41       | 3,594.16       | 3,999.90       | 3,163.95       | 4,500.00             | 4,500.00             |         |
| 518 30 47 0001 City Hall Water/Sewer              | 1,446.48       | 1,589.81       | 2,338.41       | 1,642.95       | 3,000.00             | 3,000.00             |         |
| 518 30 48 0000 Building Repair Services           | 0.00           | 0.00           | 425.59         | 118.36         | 0.00                 | 0.00                 |         |
| 518 40 31 0000 Office Supplies                    | 6,622.71       | 22,447.47      | 11,398.69      | 5,688.72       | 10,000.00            | 10,000.00            |         |
| 518 40 41 0000 General Gov. Contractual Services  | 29,346.47      | 34,927.49      | 30,152.19      | 36,653.49      | 39,800.00            | 39,800.00            |         |
| 518 40 42 0000 Central Services Telephone         | 3,172.62       | 3,648.75       | 3,962.52       | 2,930.57       | 4,000.00             | 4,000.00             |         |
| 518 40 42 0001 Miscellaneous - Postage            | 63.29          | 549.92         | 1,107.75       | 0.00           | 500.00               | 500.00               |         |
| 518 63 40 0000 Pool District Loan                 | 0.00           | 40,000.00      | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 518 80 41 0023 Website - General Fund             | 240.00         | 20.00          | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 518 90 10 0000 COVID-19 - Salaries                | 2,505.64       | 1,192.80       | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 518 90 20 0000 COVID-19 - Benefits                | 944.71         | 394.42         | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 518 90 49 0001 Dues And Membership - General Govt | 1,361.00       | 1,749.00       | 2,169.00       | 2,144.00       | 3,000.00             | 3,000.00             |         |
| 594 18 62 0000 City Hall Improvements             | 736.43         | 1,860.79       | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 594 18 64 0000 Office Furniture/Equipment         | 7,215.44       | 0.00           | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 594 18 64 0001 Computer Equipment                 | 0.00           | 12,428.58      | 2,359.15       | 0.00           | 0.00                 | 0.00                 |         |
| 518 Centralized Services                          | 82,757.96      | 177,776.29     | 95,060.76      | 98,166.32      | 136,510.00           | 136,982.50           |         |
| 521 20 41 0000 Police Services                    | 184,140.13     | 186,403.00     | 202,581.50     | 188,669.25     | 251,560.00           | 308,100.00           |         |
| 521 20 41 0001 CR Jus #4 Basic Law Enforcemnt     | 3,229.62       | 3,130.14       | 2,450.14       | 2,611.96       | 2,700.00             | 2,700.00             |         |

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 10:17:32 Date: 09/24/2024

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### 001 General Expense Fund

| Account  | 2021<br>Actual    | 2022<br>Actual    | 2023<br>Actual    | 2024<br>Actual    | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|--|-------------------|-------------------|-------------------|-------------------|----------------------|----------------------|---------|
| 521 30 41 0000 CR Jus #1 Drug/Alcohol ED             | 1,438.84          | 1,858.36          | 1,978.56          | 1,559.19          | 1,600.00             | 1,600.00             |         |
| 523 30 41 0000 Probation And Parole Services         | 7,606.24          | 5,123.41          | 6,020.72          | 5,702.02          | 10,000.00            | 25,000.00            |         |
| 523 60 41 0000 Jail Services                         | 10,920.00         | 18,480.00         | 21,625.00         | 13,435.00         | 13,000.00            | 13,000.00            |         |
| <b>521 Law Enforcement</b>                           | <b>207,334.83</b> | <b>214,994.91</b> | <b>234,655.92</b> | <b>211,977.42</b> | <b>278,860.00</b>    | <b>350,400.00</b>    |         |
| 522 10 10 0000 Fire Chief - Salary                   | 1,536.96          | 1,200.00          | 1,200.00          | 8,000.00          | 12,000.00            | 13,200.00            |         |
| 522 10 10 0001 Administrative Support - Salaries     | 0.00              | 0.00              | 0.00              | 748.18            | 0.00                 | 0.00                 |         |
| 522 10 20 0000 Fire Chief - Benefits                 | 90.01             | 91.80             | 91.80             | 612.00            | 1,000.00             | 1,070.00             |         |
| 522 10 20 0001 Administrative Support - Benefits     | 0.00              | 0.00              | 0.00              | 113.61            | 0.00                 | 0.00                 |         |
| 522 20 10 0000 Fire Contract Volunteer Reimb         | 8,666.00          | 6,976.00          | 9,198.00          | 0.00              | 16,000.00            | 16,000.00            |         |
| 522 20 20 0000 Firefighter Benefits                  | 662.97            | 533.72            | 703.65            | 0.00              | 1,000.00             | 1,000.00             |         |
| 522 20 24 0000 Firefighter Pension/Disability        | 2,160.00          | 2,160.00          | 3,300.00          | 0.00              | 2,500.00             | 2,500.00             |         |
| 522 20 31 0000 Fire Supplies                         | 17,984.48         | 3,517.76          | 18,201.52         | 21,573.06         | 25,000.00            | 25,000.00            |         |
| 522 20 31 0119 Fire Supplies-COVID-19                | 51.63             | 0.00              | 0.00              | 0.00              | 0.00                 | 0.00                 |         |
| 522 20 32 0000 Fire Truck Fuel                       | 530.15            | 774.26            | 738.30            | 383.00            | 1,000.00             | 1,030.00             |         |
| 522 20 41 0000 Fire-Contractual Services             | 1,523.40          | 5,284.00          | 13,255.00         | 420.00            | 20,000.00            | 20,000.00            |         |
| 522 20 42 0000 Fire Telephone                        | 1,428.92          | 1,565.11          | 1,457.19          | 1,011.75          | 1,400.00             | 1,400.00             |         |
| 522 20 46 0000 Fire Truck Insurance                  | 1,860.98          | 1,269.28          | 1,641.53          | 2,393.37          | 2,545.00             | 2,545.00             |         |
| 522 20 48 0000 Fire Hydrant Repair/Supplies          | 0.00              | 0.00              | 0.00              | 25.68             | 1,000.00             | 1,000.00             |         |
| 522 20 49 0001 Dues & Memb./Sub. City Fire           | 202.50            | 457.50            | 54.00             | 0.00              | 350.00               | 350.00               |         |
| 522 30 10 0000 Fire Support Salary                   | 4,110.63          | 2,102.13          | 4,272.26          | 2,264.71          | 5,000.00             | 5,250.00             |         |
| 522 30 20 0000 Fire Support Benefits                 | 1,773.61          | 707.87            | 1,559.85          | 829.42            | 2,500.00             | 2,625.00             |         |
| 522 30 31 0001 Fire Prevention Supplies City         | 0.00              | 0.00              | 657.16            | 0.00              | 700.00               | 700.00               |         |
| 522 30 41 0000 Fire Investigations                   | 0.00              | 0.00              | 0.00              | 0.00              | 1,000.00             | 1,000.00             |         |
| 522 30 45 0099 Eq Svc Internal - Fire Support        | 1,191.42          | 795.14            | 1,617.50          | 857.59            | 2,500.00             | 2,500.00             |         |
| 522 45 43 0000 Travel - Fire Department              | 0.00              | 0.00              | 82.44             | 0.00              | 500.00               | 500.00               |         |
| 522 45 49 0000 Fire Department Training              | 123.19            | 0.00              | 949.00            | 1,678.66          | 4,200.00             | 4,200.00             |         |
| 522 50 47 0000 Fire Hall Heat And Lights             | 3,062.34          | 3,942.27          | 5,351.40          | 4,531.48          | 6,000.00             | 6,000.00             |         |
| 522 50 47 0001 Fire Hall Water-Sewer                 | 3,466.90          | 4,078.47          | 4,793.28          | 3,401.41          | 5,512.50             | 5,788.13             |         |
| 522 50 47 0099 Water on Demand For Hydrants-Internal | 8,000.00          | 4,000.00          | 4,000.00          | 4,000.00          | 4,000.00             | 4,000.00             |         |
| 522 50 48 0000 Fire Hall Repair                      | 1,091.53          | 0.00              | 9,998.56          | 10,327.10         | 84,000.00            | 84,000.00            |         |
| 522 60 48 0000 Fire Equipment Repair                 | 4,399.47          | 3,848.44          | 6,639.27          | 3,783.00          | 8,400.00             | 8,400.00             |         |
| <b>202 Fire Department</b>                           | <b>63,917.09</b>  | <b>43,303.75</b>  | <b>89,761.71</b>  | <b>66,954.02</b>  | <b>208,107.50</b>    | <b>210,058.13</b>    |         |
| 522 20 31 0002 Fire Supplies FD II                   | 29,187.75         | 1,948.86          | 14,547.01         | 12,437.05         | 20,000.00            | 20,000.00            |         |
| 522 20 31 0219 Fire Supplies FD II-COVID-19          | 51.63             | 0.00              | 0.00              | 0.00              | 0.00                 | 0.00                 |         |
| 522 20 32 0002 Fire Truck Fuel FDII                  | 913.96            | 1,970.10          | 3,138.64          | 1,446.17          | 3,000.00             | 3,090.00             |         |
| 522 20 49 0002 Dues & Membership/Subscriptions FD II | 202.50            | 457.50            | 54.00             | 0.00              | 150.00               | 150.00               |         |
| 522 30 31 0020 Fire Prevention Supplies FDII         | 0.00              | 0.00              | 524.23            | 0.00              | 300.00               | 300.00               |         |
| 522 45 43 0002 Travel-FD II                          | 0.00              | 0.00              | 82.45             | 0.00              | 0.00                 | 0.00                 |         |

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 001 General Expense Fund

| Account  | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Actual | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|--|----------------|----------------|----------------|----------------|----------------------|----------------------|---------|
| 522 45 49 0002 Fire Training FD II                                       | 123.19         | 0.00           | 949.00         | 719.42         | 1,800.00             | 1,800.00             |         |
| 522 50 48 0001 Fire Dist II-Fire Hall Repair                             | 0.00           | 4,523.40       | 9,702.39       | 9,657.04       | 36,000.00            | 36,000.00            |         |
| 522 60 48 0002 Fire Equipment Repair FDII                                | 430.32         | 0.00           | 1,697.67       | 0.00           | 3,600.00             | 3,600.00             |         |
| 203 Fire District 2  | 30,909.35      | 8,899.86       | 30,695.39      | 24,259.68      | 64,850.00            | 64,940.00            |         |
| 522 Fire Control   | 94,826.44      | 52,203.61      | 120,457.10     | 91,213.70      | 272,957.50           | 274,998.13           |         |
| 524 60 40 0000 Protective Inspections/Code Enforcement-Software Services | 0.00           | 0.00           | 0.00           | 2,000.00       | 2,000.00             | 2,000.00             |         |
| 524 60 41 0000 Code Enforcement - Contractual Services                   | 0.00           | 0.00           | 0.00           | 1,200.00       | 0.00                 | 0.00                 |         |
| 524 Protective Inspections   | 0.00           | 0.00           | 0.00           | 3,200.00       | 2,000.00             | 2,000.00             |         |
| 528 60 41 0000 Dispatch Fees - City                                      | 2,831.16       | 0.00           | 0.00           | 0.00           | 2,500.00             | 2,500.00             |         |
| 528 60 42 0000 Radio Contract  | 3,171.09       | 3,229.71       | 3,229.71       | 3,243.96       | 3,500.00             | 3,500.00             |         |
| 528 Dispatch Services  | 6,002.25       | 3,229.71       | 3,229.71       | 3,243.96       | 6,000.00             | 6,000.00             |         |
| 551 00 41 0000 CDBG Housing Rehab Cont. Svc.                             | 183,280.22     | 92,758.20      | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 551 Public Housing Services  | 183,280.22     | 92,758.20      | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 553 70 41 0000 Air Pollution Authority                                   | 458.60         | 443.70         | 438.75         | 449.00         | 500.00               | 521.00               |         |
| 553 70 41 0001 Water Runoff Testing                                      | 1,274.50       | 0.00           | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 553 Conservation   | 1,733.10       | 443.70         | 438.75         | 449.00         | 500.00               | 521.00               |         |
| 518 63 40 0004 Building Permit Fees-County Pass Through Exp              | 0.00           | 0.00           | 4,069.53       | 25,022.98      | 40,000.00            | 40,000.00            |         |
| 558 50 10 0000 Building Inspector Salary                                 | 293.24         | 0.00           | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 558 50 20 0000 Building Inspector Benefits                               | 155.34         | 0.00           | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 558 50 45 0099 Eq Rental - Building Dept                                 | 86.96          | 0.00           | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 558 50 49 0000 Training & Tuition-Building Department                    | 80.00          | 0.00           | 265.00         | 0.00           | 0.00                 | 0.00                 |         |
| 550 Building   | 615.54         | 0.00           | 4,334.53       | 25,022.98      | 40,000.00            | 40,000.00            |         |
| 558 50 10 0001 Current Planning Salary                                   | 0.00           | 35,311.00      | 36,057.19      | 25,921.09      | 78,750.00            | 82,687.50            |         |
| 558 50 20 0001 Current Planning Benefits                                 | 0.00           | 16,896.94      | 14,252.30      | 8,826.22       | 34,125.00            | 35,831.25            |         |
| 558 50 41 0000 Current Planning/ Building Consulting Services            | 1,926.00       | 12,610.02      | 1,392.00       | 19,185.00      | 15,000.00            | 20,000.00            |         |
| 558 50 41 0001 Current Planning/Building Software Services               | 0.00           | 0.00           | 6,517.65       | 4,740.80       | 2,000.00             | 2,000.00             |         |

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 001 General Expense Fund

| Account  | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Actual | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|--|----------------|----------------|----------------|----------------|----------------------|----------------------|---------|
| 558 60 10 0000 Planning Salary                   | 94,565.30      | 41,042.16      | 60,637.17      | 39,444.66      | 60,375.00            | 63,393.75            |         |
| 558 60 10 0001 Planning Recorder - Salaries      | 1,047.65       | 1,483.98       | 1,189.44       | 515.27         | 1,800.00             | 1,800.00             |         |
| 558 60 10 0002 Planning Commission Salaries      | 3,750.00       | 3,825.00       | 2,250.00       | 1,050.00       | 4,500.00             | 4,500.00             |         |
| 558 60 20 0000 Planning Benefits                 | 44,211.72      | 19,632.42      | 27,790.28      | 16,576.00      | 27,168.75            | 28,527.19            |         |
| 558 60 20 0001 Planning Recorder - Benefits      | 87.97          | 126.93         | 101.46         | 43.86          | 180.00               | 180.00               |         |
| 558 60 20 0002 Planning Commission Benefits      | 281.11         | 292.74         | 172.20         | 80.36          | 500.00               | 500.00               |         |
| 558 60 31 0000 Planning Supplies                 | 64.74          | 44.11          | 87.66          | 0.00           | 200.00               | 200.00               |         |
| 558 60 41 0000 Planning & Professional Assist    | 23,784.96      | 22,695.98      | 171,897.76     | 14,334.06      | 70,000.00            | 100,000.00           |         |
| 558 60 41 0001 Planning Publication              | 381.94         | 1,147.18       | 1,364.56       | 459.90         | 1,000.00             | 1,000.00             |         |
| 558 60 43 0000 Travel - Planning/Prof Assistance | 0.00           | 470.35         | 824.60         | 0.00           | 1,500.00             | 1,500.00             |         |
| 558 60 49 0000 Training & Tuition - Planning     | 27.00          | 1,321.45       | 1,118.00       | 0.00           | 1,500.00             | 1,500.00             |         |
| 558 60 49 0001 Dues & Membership - Planning      | 445.00         | 478.00         | 105.00         | 0.00           | 600.00               | 600.00               |         |
| 558 60 49 0002 Planning Filing Fees/Misc         | 75.90          | 314.36         | 100.00         | 611.50         | 200.00               | 200.00               |         |
| 560 Planning                                     | 170,649.29     | 157,692.62     | 325,857.27     | 131,788.72     | 299,398.75           | 344,419.69           |         |
| 558 70 49 0001 EDC Assessment                    | 12,890.00      | 25,617.50      | 26,485.00      | 13,690.00      | 26,485.00            | 26,485.00            |         |
| 558 70 49 0002 MCEDD Services                    | 1,103.00       | 1,208.00       | 1,400.00       | 1,465.00       | 1,200.00             | 1,600.00             |         |
| 570 Economic Development                         | 13,993.00      | 26,825.50      | 27,885.00      | 15,155.00      | 27,685.00            | 28,085.00            |         |
| 558 Planning & Community Devel                   | 185,257.83     | 184,518.12     | 358,076.80     | 171,966.70     | 367,083.75           | 412,504.69           |         |
| 562 10 41 0000 Farmers Market Support            | 0.00           | 10,000.00      | 10,000.00      | 0.00           | 10,000.00            | 10,000.00            |         |
| 562 Public Health                                | 0.00           | 10,000.00      | 10,000.00      | 0.00           | 10,000.00            | 10,000.00            |         |
| 565 10 49 0000 Food Bank Support                 | 10,000.00      | 10,000.00      | 10,000.00      | 6,667.00       | 10,000.00            | 10,000.00            |         |
| 565 Welfare                                      | 10,000.00      | 10,000.00      | 10,000.00      | 6,667.00       | 10,000.00            | 10,000.00            |         |
| 566 72 42 0000 Substance Abuse/Liquor Excise     | 224.87         | 215.64         | 217.36         | 159.97         | 150.00               | 150.00               |         |
| 566 Substance Abuse                              | 224.87         | 215.64         | 217.36         | 159.97         | 150.00               | 150.00               |         |
| 573 90 49 0000 Hosting of Meetings/Events        | 672.04         | 647.91         | 1,393.20       | 905.11         | 1,500.00             | 1,500.00             |         |
| 573 Cultural & Community Activities              | 672.04         | 647.91         | 1,393.20       | 905.11         | 1,500.00             | 1,500.00             |         |
| 576 20 41 0000 Community Pool Support            | 20,000.00      | 25,000.00      | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 576 80 10 0000 Park Maintenance Salary           | 11,254.33      | 21,388.52      | 21,679.67      | 11,725.14      | 28,350.00            | 29,767.50            |         |
| 576 80 20 0000 Park Maintenance Benefits         | 6,043.06       | 11,518.90      | 11,915.81      | 4,442.07       | 14,742.00            | 15,479.10            |         |
| 576 80 31 0000 Parks Supplies                    | 926.28         | 4,874.46       | 2,066.48       | 935.00         | 5,000.00             | 5,000.00             |         |
| 576 80 45 0099 Eq Svc Internal - Parks           | 4,347.32       | 12,745.18      | 11,710.62      | 4,457.62       | 20,000.00            | 20,000.00            |         |
| 576 80 47 0000 Parks Electricity                 | 729.15         | 804.09         | 900.93         | 698.32         | 500.00               | 500.00               |         |

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 10:17:32 Date: 09/24/2024

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### 001 General Expense Fund

| Account   | 2021<br>Actual      | 2022<br>Actual      | 2023<br>Actual      | 2024<br>Actual    | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|---------------------|---------------------|---------------------|-------------------|----------------------|----------------------|---------|
| 576 80 47 0001 Parks Water                        | 1,993.43            | 1,860.76            | 1,689.47            | 626.68            | 1,800.00             | 1,800.00             |         |
| 576 80 48 0000 Parks - Contracted                 | 0.00                | 975.00              | 84.70               | 385.00            | 0.00                 | 0.00                 |         |
| 576 Park Facilities                               | 45,293.57           | 79,166.91           | 50,047.68           | 23,269.83         | 70,392.00            | 72,546.60            |         |
| 589 99 00 0000 Payroll Clearing                   | 0.00                | 0.00                | 1,439.95            | -3,616.48         | 0.00                 | 0.00                 |         |
| 580 Non Expenditures                              | 0.00                | 0.00                | 1,439.95            | -3,616.48         | 0.00                 | 0.00                 |         |
| 597 00 01 0020 Transfers-Out - Fire Reserve       | 25,000.00           | 25,000.00           | 193,819.95          | 25,000.00         | 25,000.00            | 25,000.00            |         |
| 597 00 01 0100 Transfers-Out - To 100 Street Fund | 0.00                | 0.00                | 135,000.00          | 0.00              | 40,000.00            | 25,000.00            |         |
| 597 Interfund Transfers                           | 25,000.00           | 25,000.00           | 328,819.95          | 25,000.00         | 65,000.00            | 50,000.00            |         |
| 508 91 00 0001 CE-Unreserved Ending Cash          | 0.00                | 0.00                | 0.00                | 0.00              | 1,483,296.15         | 1,210,471.97         |         |
| 100 Unreserved                                    | 0.00                | 0.00                | 0.00                | 0.00              | 1,483,296.15         | 1,210,471.97         |         |
| 508 51 01 0001 CE-Unemployment Reserve            | 0.00                | 0.00                | 0.00                | 0.00              | 33,414.00            | 33,414.00            |         |
| 102 Unemployment Reserve                          | 0.00                | 0.00                | 0.00                | 0.00              | 33,414.00            | 33,414.00            |         |
| 508 31 02 0001 CE-Custodial                       | 0.00                | 0.00                | 0.00                | 0.00              | 51,135.13            | 51,135.13            |         |
| 104 Custodial Reserve                             | 0.00                | 0.00                | 0.00                | 0.00              | 51,135.13            | 51,135.13            |         |
| 999 Ending Balance                                | 0.00                | 0.00                | 0.00                | 0.00              | 1,567,845.28         | 1,295,021.10         |         |
| <b>TOTAL EXPENDITURES:</b>                        | <b>1,152,202.32</b> | <b>1,190,184.40</b> | <b>1,622,523.39</b> | <b>915,452.06</b> | <b>3,217,438.28</b>  | <b>3,063,945.26</b>  |         |
| FUND GAIN/LOSS:                                   | 1,132,333.17        | 1,540,515.34        | 1,582,435.85        | 1,613,781.47      | 0.00                 | 0.00                 |         |

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 14:19:06 Date: 09/18/2024

### 010 General Reserve Fund

| Account                                       | 2021<br>Actual    | 2022<br>Actual    | 2023<br>Actual    | 2024<br>Actual    | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|-------------------|-------------------|-------------------|-------------------|----------------------|----------------------|---------|
| 308 51 00 0010 General Reserve-Beginning Cash | 326,705.62        | 332,314.62        | 335,258.75        | 344,042.65        | 344,042.65           | 344,042.65           |         |
| 308 Beginning Balances                        | 326,705.62        | 332,314.62        | 335,258.75        | 344,042.65        | 344,042.65           | 344,042.65           |         |
| 361 11 00 0010 General Res-Interest           | 5,609.00          | 2,944.13          | 8,783.90          | 7,506.20          | 0.00                 | 0.00                 |         |
| 360 Interest & Other Earnings                 | 5,609.00          | 2,944.13          | 8,783.90          | 7,506.20          | 0.00                 | 0.00                 |         |
| <b>TOTAL REVENUES:</b>                        | <b>332,314.62</b> | <b>335,258.75</b> | <b>344,042.65</b> | <b>351,548.85</b> | <b>344,042.65</b>    | <b>344,042.65</b>    |         |
| 508 51 00 0010 General Res-Ending Cash        | 0.00              | 0.00              | 0.00              | 0.00              | 344,042.65           | 344,042.65           |         |
| 999 Ending Balance                            | 0.00              | 0.00              | 0.00              | 0.00              | 344,042.65           | 344,042.65           |         |
| <b>TOTAL EXPENDITURES:</b>                    | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>344,042.65</b>    | <b>344,042.65</b>    |         |
| FUND GAIN/LOSS:                               | 332,314.62        | 335,258.75        | 344,042.65        | 351,548.85        | 0.00                 | 0.00                 |         |

The General Reserve Fund is restricted by SMC 3.30.010 for urgent or emergency purposes as determined and approved by council. It may also be used as a source of short-term (less than three years) interfund loans.



## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 14:19:06 Date: 09/18/2024

### 020 Fire Reserve Fund

| Account   | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Actual | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|----------------|----------------|----------------|----------------|----------------------|----------------------|---------|
| 308 51 00 0020 Fire Res-Beginning Cash                | 1,564,616.67   | 1,607,765.44   | 1,650,586.13   | 1,902,519.12   | 1,902,519.12         | 1,927,519.12         |         |
| 308 Beginning Balances                                | 1,564,616.67   | 1,607,765.44   | 1,650,586.13   | 1,902,519.12   | 1,902,519.12         | 1,927,519.12         |         |
| 361 11 00 0020 Fire Res-Interest                      | 18,148.77      | 17,820.69      | 58,113.04      | 43,108.83      | 0.00                 | 0.00                 |         |
| 360 Interest & Other Earnings                         | 18,148.77      | 17,820.69      | 58,113.04      | 43,108.83      | 0.00                 | 0.00                 |         |
| 397 02 00 0001 Fire Res-Transfer In From General Fund | 25,000.00      | 25,000.00      | 193,819.95     | 25,000.00      | 25,000.00            | 25,000.00            |         |
| 397 Interfund Transfers                               | 25,000.00      | 25,000.00      | 193,819.95     | 25,000.00      | 25,000.00            | 25,000.00            |         |
| <b>TOTAL REVENUES:</b>                                | 1,607,765.44   | 1,650,586.13   | 1,902,519.12   | 1,970,627.95   | 1,927,519.12         | 1,952,519.12         |         |
| 508 51 00 0020 Fire Res-Ending Cash                   | 0.00           | 0.00           | 0.00           | 0.00           | 1,927,519.12         | 1,952,519.12         |         |
| 999 Ending Balance                                    | 0.00           | 0.00           | 0.00           | 0.00           | 1,927,519.12         | 1,952,519.12         |         |
| <b>TOTAL EXPENDITURES:</b>                            | 0.00           | 0.00           | 0.00           | 0.00           | 1,927,519.12         | 1,952,519.12         |         |
| <b>FUND GAIN/LOSS:</b>                                | 1,607,765.44   | 1,650,586.13   | 1,902,519.12   | 1,970,627.95   | 0.00                 | 0.00                 |         |

The Fire Reserve Fund is for buildings, equipment and other capital items associated and used in the fire department restricted by SMC 3.30.020.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 14:19:06 Date: 09/18/2024

### 030 ARPA

| Account   | 2021<br>Actual    | 2022<br>Actual    | 2023<br>Actual    | 2024<br>Actual    | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|-------------------|-------------------|-------------------|-------------------|----------------------|----------------------|---------|
| 308 31 00 0030 ARPA-Beginning Balance           | 0.00              | 223,677.00        | 298,313.00        | 298,313.00        | 298,313.00           | 0.00                 |         |
| 308 Beginning Balances                          | 0.00              | 223,677.00        | 298,313.00        | 298,313.00        | 298,313.00           | 0.00                 |         |
| 332 92 10 0000 DOC-ARPA Distribution            | 223,677.00        | 223,676.00        | 0.00              | 0.00              | 0.00                 | 0.00                 |         |
| 330 Grants                                      | 223,677.00        | 223,676.00        | 0.00              | 0.00              |                      |                      |         |
| 330 Intergovernmental Revenues                  | 223,677.00        | 223,676.00        | 0.00              | 0.00              | 0.00                 | 0.00                 |         |
| <b>TOTAL REVENUES:</b>                          | <b>223,677.00</b> | <b>447,353.00</b> | <b>298,313.00</b> | <b>298,313.00</b> | <b>298,313.00</b>    | <b>0.00</b>          |         |
| 594 35 64 0031 WW Equipment Purchase            | 0.00              | 149,040.00        | 0.00              | 0.00              | 0.00                 | 0.00                 |         |
| 594 Capital Expenditures                        | 0.00              | 149,040.00        | 0.00              | 0.00              | 0.00                 | 0.00                 |         |
| 597 35 00 0030 ARPA-Transfer to 410 WW Upgrades | 0.00              | 0.00              | 0.00              | 173,211.75        | 298,313.00           | 0.00                 |         |
| 597 Interfund Transfers                         | 0.00              | 0.00              | 0.00              | 173,211.75        | 298,313.00           | 0.00                 |         |
| <b>TOTAL EXPENDITURES:</b>                      | <b>0.00</b>       | <b>149,040.00</b> | <b>0.00</b>       | <b>173,211.75</b> | <b>298,313.00</b>    | <b>0.00</b>          |         |
| <b>FUND GAIN/LOSS:</b>                          | <b>223,677.00</b> | <b>298,313.00</b> | <b>298,313.00</b> | <b>125,101.25</b> | <b>0.00</b>          | <b>0.00</b>          |         |

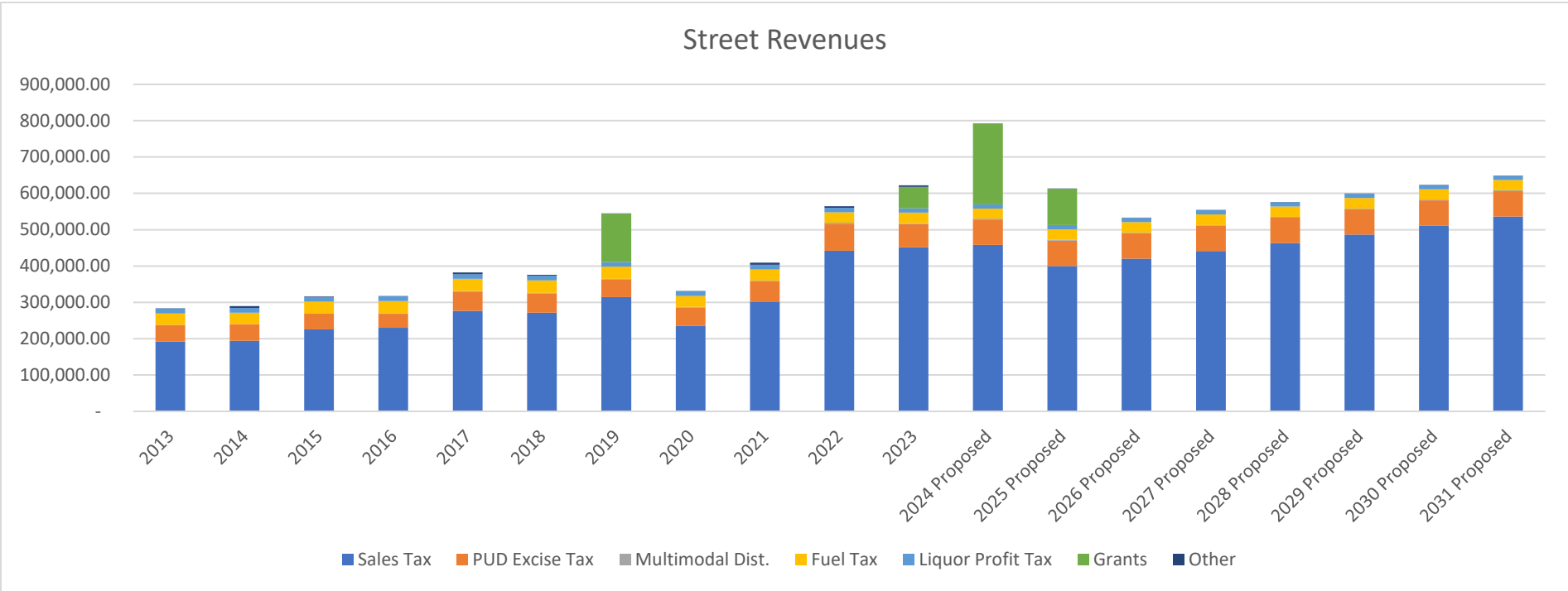
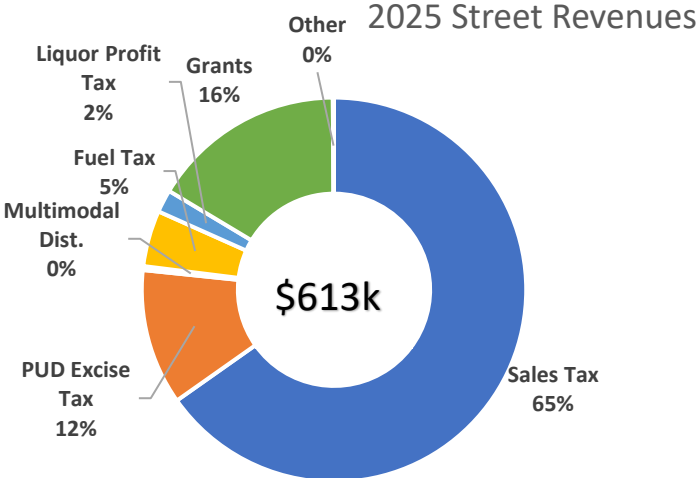
The ARPA Fund is for projects and programs as obligated by City Council and restricted for use in accordance with the American Rescue Plan Act and guidance set by the Department of Commerce. Council is in the process of determining how to use these funds, which will include community engagement. These funds have to be obligated by 2024 and spent by 2026. The remaining funds will be applied to the Wastewater Treatment Plant construction and are expected to be spent by the 2024 deadline for obligation.

# Street Fund

The Street Fund is used to account for proceeds of specific taxes and other revenue sources dedicated to fund city streets, storm drains, sidewalks and associated activities.

The primary state-dedicated revenue source is State gas tax. City Council has also dedicated the PUD Excise Tax, Liquor Profit Tax and a second half-percent sales tax (enacted by City Council in 2012) as additional revenue sources to the Street Fund.

Street Fund revenues have been supplemented in the past by the Federal Surface Transportation Program (STP) and the State Transportation Improvement Board (TIB) which can be used only for transportation purposes. Major street projects are accounted for in separate project funds in the 300 series with State and Federal revenues and transfers from the Street Fund and/or the General Fund when needed.



## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 100 Street Fund

| Account   | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Actual | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|----------------|----------------|----------------|----------------|----------------------|----------------------|---------|
| 308 51 00 0100 ST Unreserved Begin CA & Invest        | 300,691.94     | 306,457.10     | 66,059.75      | 71,567.58      | 71,567.58            | 71,427.56            |         |
| 308 51 01 0100 ST Unreserved Begin C&I Snow Reserve   | 10,000.00      | 10,000.00      | 10,000.00      | 10,000.00      | 10,000.00            | 10,000.00            |         |
| 308 Beginning Balances                                | 310,691.94     | 316,457.10     | 76,059.75      | 81,567.58      | 81,567.58            | 81,427.56            |         |
| 313 11 00 0100 Additional .5% Sales Tax               | 300,416.18     | 441,745.08     | 451,338.41     | 260,525.46     | 458,000.00           | 400,000.00           |         |
| 313 Sales Tax   | 300,416.18     | 441,745.08     | 451,338.41     | 260,525.46     | 458,000.00           | 400,000.00           |         |
| 316 42 00 0000 PUD Excise Tax                         | 57,471.11      | 74,696.14      | 64,662.87      | 53,041.04      | 70,000.00            | 70,000.00            |         |
| 316 Utility Tax                                       | 57,471.11      | 74,696.14      | 64,662.87      | 53,041.04      | 70,000.00            | 70,000.00            |         |
| 310 Taxes   | 357,887.29     | 516,441.22     | 516,001.28     | 313,566.50     | 528,000.00           | 470,000.00           |         |
| 322 10 00 0001 Streets-Public Works Permit Review     | 0.00           | 0.00           | 66.00          | 392.00         | 0.00                 | 0.00                 |         |
| 322 40 00 0000 Street ROW Applications & Permits      | 425.00         | 950.00         | 2,060.00       | 1,625.00       | 600.00               | 600.00               |         |
| 320 Licenses & Permits                                | 425.00         | 950.00         | 2,126.00       | 2,017.00       | 600.00               | 600.00               |         |
| 334 03 80 0002 TIB Chipseal Grant                     | 0.00           | 0.00           | 0.00           | 0.00           | 221,992.85           | 100,000.00           |         |
| 334 03 80 0003 TIB-McEvoy Overlay                     | 0.00           | 0.00           | 47,444.00      | 0.00           | 0.00                 | 0.00                 |         |
| 337 00 00 0000 WCIA Risk Mitigation Grant             | 0.00           | 0.00           | 12,065.91      | 0.00           | 0.00                 | 0.00                 |         |
| 330 Grants  | 0.00           | 0.00           | 59,509.91      | 0.00           | 221,992.85           | 100,000.00           |         |
| 336 00 71 0000 Multimodal Transportation - Cities     | 2,161.08       | 3,052.69       | 2,012.61       | 1,003.18       | 1,984.00             | 2,019.30             |         |
| 336 00 87 0000 Street Fuel Tax-MVFT                   | 30,601.55      | 28,639.22      | 28,700.14      | 17,855.94      | 28,272.00            | 28,906.20            |         |
| 336 06 95 0000 Liquor Profit Tax                      | 13,075.90      | 11,827.44      | 11,851.07      | 5,907.13       | 11,702.50            | 11,718.30            |         |
| 336 State Entitlements, Impact Payments &             | 45,838.53      | 43,519.35      | 42,563.82      | 24,766.25      | 41,958.50            | 42,643.80            |         |
| 330 Intergovernmental Revenues                        | 45,838.53      | 43,519.35      | 102,073.73     | 24,766.25      | 263,951.35           | 142,643.80           |         |
| 361 11 00 0100 Interest Income - Streets              | -10.14         | 3,380.27       | 1,662.83       | 1,099.39       | 0.00                 | 0.00                 |         |
| 369 10 00 0000 Sale of Scrap Streets                  | 0.00           | 0.00           | 0.00           | 292.50         | 0.00                 | 0.00                 |         |
| 360 Interest & Other Earnings                         | -10.14         | 3,380.27       | 1,662.83       | 1,391.89       | 0.00                 | 0.00                 |         |
| 395 20 00 0000 Insurance/Private Claims Reimbursement | 5,392.43       | 543.09         | 0.00           | 7,528.44       | 0.00                 | 0.00                 |         |
| 390 Other Financing Sources                           | 5,392.43       | 543.09         | 0.00           | 7,528.44       | 0.00                 | 0.00                 |         |

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 100 Street Fund

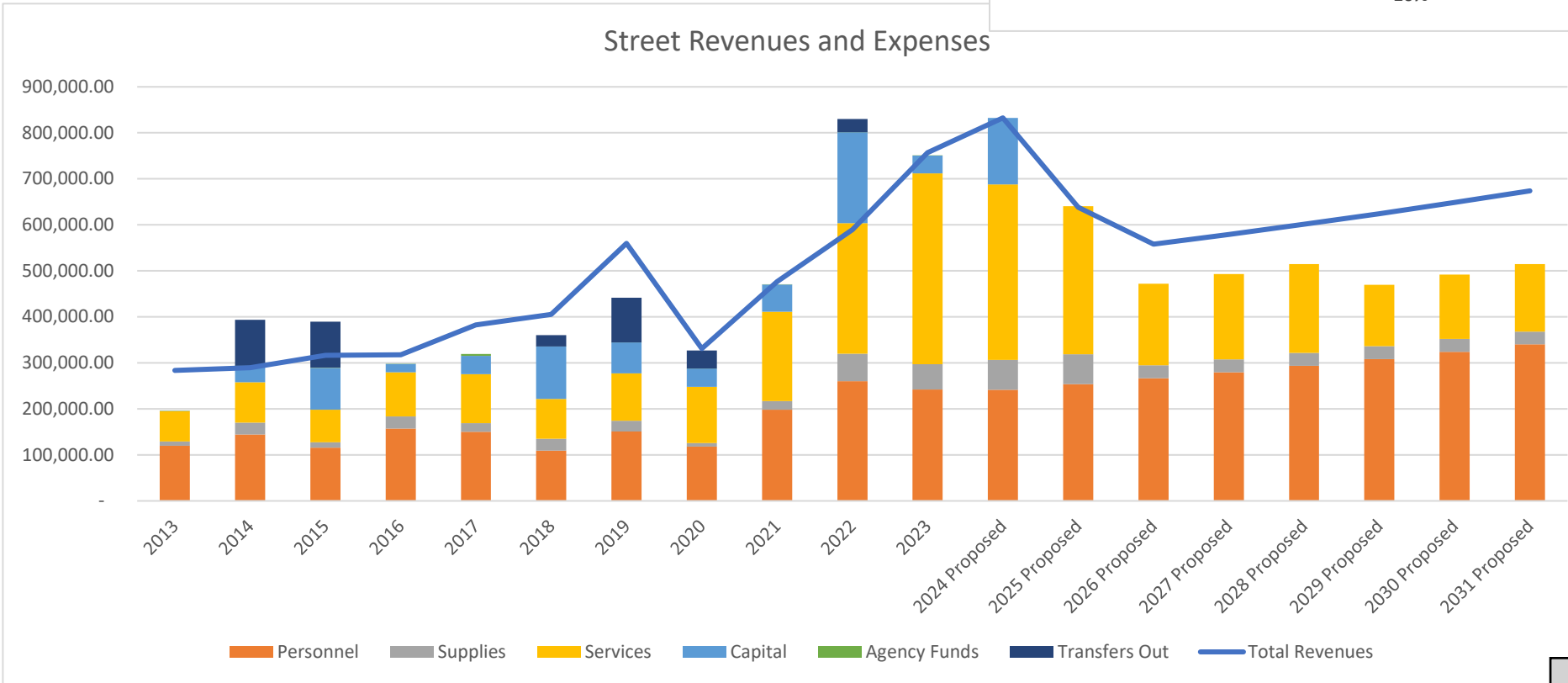
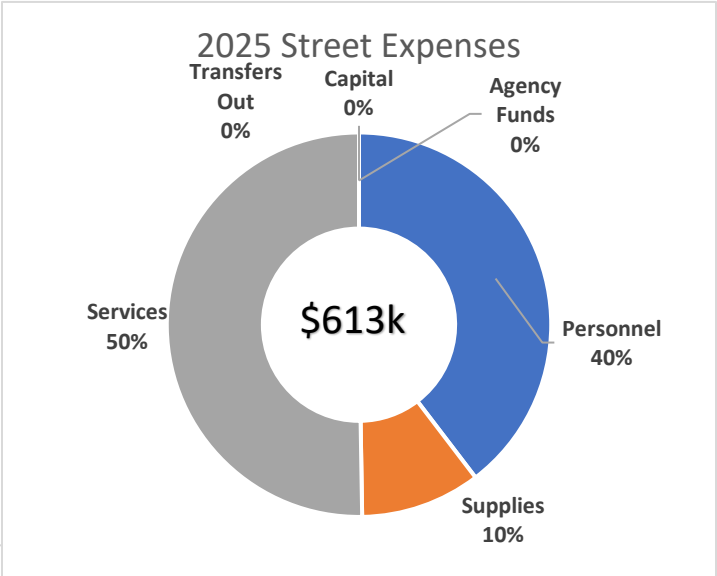
| Account   | 2021<br>Actual    | 2022<br>Actual    | 2023<br>Actual    | 2024<br>Actual    | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|-------------------|-------------------|-------------------|-------------------|----------------------|----------------------|---------|
| 397 00 00 0001 Transfer In From General Fund        | 0.00              | 0.00              | 135,000.00        | 0.00              | 40,000.00            | 25,000.00            |         |
| 397 18 00 0309 Transfer In from Russell Ave Project | 66,995.41         | 24,820.09         | 0.00              | 0.00              | 0.00                 | 0.00                 |         |
| 397 Interfund Transfers                             | 66,995.41         | 24,820.09         | 135,000.00        | 0.00              | 40,000.00            | 25,000.00            |         |
| <b>TOTAL REVENUES:</b>                              | <b>787,220.46</b> | <b>906,111.12</b> | <b>832,923.59</b> | <b>430,837.66</b> | <b>914,118.93</b>    | <b>719,671.36</b>    |         |

# Street Fund

Projects for 2025 coded as a service include \$100k for chipsealing, which is expected to be paid for through a state grant. All remaining projects and costs are stripped from the budget. This includes little to no additional support from Skamania County for ancillary work such as larger road repairs for potholes or alligating.

The budget does not include funds (\$70k) for increased staff to work on street, sidewalk and stormwater maintenance as outlined in the Strategic Plan. It also does not include the cost for a consultant to study the creation of a stormwater utility (\$50k) also identified in the strategic plan. A complete list of items not included in the Street Fund budget are on the next page.

Years where the revenue is less than expenses mean reserves are being used to balance the budget. There is a transfer of \$25k from the General Fund to balance 2025.



## Street Fund

The total amount of cuts from the 2025 proposed budget adds up to over \$366k. The impact of these cuts means the focus is on fixing only what is necessary, does not allow for future project planning to position the city for grants, and continues the lack of maintenance of sidewalks and streetscaping. This is not in alignment with the priorities outlined in the Strategic Plan.

|  |                   |
|--|-------------------|
| Design for School Street grind and inlay                           | 50,000.00         |
| Design for Leavens   | 50,000.00         |
| Radar signs (2)  | 15,000.00         |
| City Hall sign   | 8,000.00          |
| Sewer Plant sign   | 8,000.00          |
| Entrance Signs   | 20,000.00         |
| Ash Alley Resurfacing  | 50,000.00         |
| Two Facility Maintenance Workers (\$185k split 5 ways)             | 70,000.00         |
| Stormwater Utility Study   | 50,000.00         |
| Ash Alley Culvert  | 10,000.00         |
| Replace Slide Well   | 3,000.00          |
| Minimal future planning  | 20,000.00         |
| Reduce signage improvements  | 1,200.00          |
| Reduced snow removal supplies                                      | 500.00            |
| Reduced storm drain maintenance supplies                           | 1,500.00          |
| Reduced roadway supplies   | 9,000.00          |
| Reduced Contractual Services-no legal, no engineer for plan review | 46,500.00         |
| <b>Grand Total</b>   | <b>412,700.00</b> |

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 100 Street Fund

| Account  | 2021<br>Actual    | 2022<br>Actual    | 2023<br>Actual    | 2024<br>Actual    | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|--|-------------------|-------------------|-------------------|-------------------|----------------------|----------------------|---------|
| 542 39 10 0000 Road Maintenance - Salaries         | 99,175.34         | 109,553.47        | 90,904.36         | 66,117.81         | 80,113.05            | 84,118.70            |         |
| 542 39 20 0000 Road Maintenance - Benefits         | 50,606.70         | 54,710.59         | 42,974.29         | 32,945.23         | 27,824.75            | 29,215.99            |         |
| 542 39 31 0000 Supplies-Roadway                    | 6,849.21          | 46,153.55         | 13,733.51         | 22,306.13         | 15,000.00            | 15,000.00            |         |
| 542 39 31 0001 Chip Sealing and Overlay Supplies   | 0.00              | 0.00              | 20,039.84         | 29,603.49         | 35,000.00            | 36,750.00            |         |
| 542 39 41 0000 General Admin Fees-Internal         | 37,708.61         | 53,816.79         | 49,086.71         | 5,768.34          | 58,876.94            | 60,374.12            |         |
| 542 39 41 0001 Street Services-Roadway             | 0.00              | 6,343.56          | 21,031.37         | 15,187.99         | 16,200.00            | 17,010.00            |         |
| 542 39 42 0000 Telephone                           | 141.35            | 116.92            | 169.50            | 179.51            | 200.00               | 200.00               |         |
| 542 39 45 0099 Eq Svc Internal - Road Maintenance  | 30,867.73         | 46,188.30         | 38,754.58         | 34,239.63         | 51,700.00            | 54,285.00            |         |
| 542 39 48 0000 Contracted Labor-Roadway            | 8,792.51          | 69,876.14         | 128,124.94        | 4,900.35          | 20,000.00            | 0.00                 |         |
| 542 39 48 0001 Chip Sealing and Overlay Services   | 0.00              | 0.00              | 16,572.78         | 113,314.33        | 81,143.00            | 101,143.00           |         |
| 542 64 48 0000 Road Striping                       | 6,108.96          | 7,547.18          | 6,827.83          | 0.00              | 8,400.00             | 8,820.00             |         |
| 542 67 47 0000 Litter Clean-Up                     | 2,801.35          | 3,582.04          | 3,439.32          | 2,418.86          | 3,500.00             | 3,500.00             |         |
| <b>542 Roadway</b>                                 | <b>243,051.76</b> | <b>397,888.54</b> | <b>431,659.03</b> | <b>326,981.67</b> | <b>397,957.74</b>    | <b>410,416.81</b>    |         |
| 542 40 10 0000 Storm Drain Maint - Salaries        | 14,467.76         | 11,628.74         | 21,683.66         | 9,967.61          | 12,600.00            | 13,230.00            |         |
| 542 40 20 0000 Storm Drain Maint - Benefits        | 7,169.79          | 4,566.42          | 9,234.31          | 5,831.80          | 7,350.00             | 7,717.50             |         |
| 542 40 31 0000 Storm Drain Maint - Supplies        | 95.98             | 2,040.41          | 1,384.03          | 540.22            | 2,000.00             | 500.00               |         |
| 542 40 45 0099 Eq Svc Internal - Storm Drain Maint | 3,577.11          | 4,478.01          | 13,191.83         | 6,094.77          | 10,000.00            | 10,500.00            |         |
| 542 40 47 0000 Dewatering Electricity Chesser      | 1,513.25          | 1,544.04          | 1,346.01          | 120.84            | 1,680.00             | 1,764.00             |         |
| 542 40 48 0000 Storm Drain Maint - Contrlabor      | 181.60            | 0.00              | 0.00              | 4,554.04          | 700.00               | 700.00               |         |
| <b>543 Stormwater</b>                              | <b>27,005.49</b>  | <b>24,257.62</b>  | <b>46,839.84</b>  | <b>27,109.28</b>  | <b>34,330.00</b>     | <b>34,411.50</b>     |         |
| 542 63 47 0000 Electricity - Street Lights         | 15,836.34         | 18,409.79         | 20,928.38         | 17,654.29         | 21,000.00            | 22,050.00            |         |
| 542 63 47 0001 Street Landscaping Water            | 3,165.82          | 2,625.28          | 3,593.40          | 1,253.36          | 3,150.00             | 3,307.50             |         |
| 542 63 48 0000 Repair/maintenance - ST Lights      | 976.24            | 1,094.14          | 2,194.49          | 187.21            | 3,000.00             | 3,000.00             |         |
| 542 64 31 0000 Traffic Devices-Signs               | 11,456.01         | 12,185.21         | 19,000.60         | 7,864.41          | 12,000.00            | 12,000.00            |         |
| <b>545 Lights, Signs, Paths, Landscaping</b>       | <b>31,434.41</b>  | <b>34,314.42</b>  | <b>45,716.87</b>  | <b>26,959.27</b>  | <b>39,150.00</b>     | <b>40,357.50</b>     |         |
| 542 66 10 0000 Snow Removal - Salary               | 12,246.63         | 23,113.15         | 3,885.99          | 8,386.11          | 20,601.00            | 21,631.05            |         |
| 542 66 20 0000 Snow Removal - Benefits             | 5,527.99          | 8,533.07          | 1,368.76          | 4,603.86          | 9,156.00             | 9,613.80             |         |
| 542 66 31 0000 Snow Removal - Supplies             | 393.22            | 13.99             | 639.83            | 86.14             | 1,000.00             | 500.00               |         |
| 542 66 41 0000 Snow Removal-Services               | 0.00              | 1,310.04          | 0.00              | 0.00              | 0.00                 | 0.00                 |         |
| 542 66 45 0099 Eq Svc Internal - Snow Removal      | 3,848.21          | 11,461.68         | 1,663.44          | 8,502.73          | 4,200.00             | 4,410.00             |         |
| <b>546 Snow Removal</b>                            | <b>22,016.05</b>  | <b>44,431.93</b>  | <b>7,558.02</b>   | <b>21,578.84</b>  | <b>34,957.00</b>     | <b>36,154.85</b>     |         |
| <b>542 Streets - Maintenance</b>                   | <b>323,507.71</b> | <b>500,892.51</b> | <b>531,773.76</b> | <b>402,629.06</b> | <b>506,394.74</b>    | <b>521,340.66</b>    |         |
| 543 10 10 0000 General Administration Salaries     | 4,532.05          | 30,623.59         | 44,412.57         | 47,163.09         | 54,789.00            | 57,528.45            |         |
| 543 10 20 0000 General Administration Benefits     | 902.40            | 13,077.46         | 22,568.32         | 21,831.94         | 21,858.38            | 22,951.30            |         |
| 543 31 10 0000 General Services Salaries           | 3,078.09          | 3,287.40          | 4,390.18          | 2,756.55          | 5,722.50             | 6,008.63             |         |



## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 100 Street Fund

| Account  | 2021<br>Actual    | 2022<br>Actual    | 2023<br>Actual    | 2024<br>Actual    | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|--|-------------------|-------------------|-------------------|-------------------|----------------------|----------------------|---------|
| 543 31 20 0000 General Services Benefits               | 752.95            | 772.59            | 866.34            | 199.31            | 1,716.75             | 1,802.59             |         |
| 543 31 41 0000 Computer Services-Street General        | 337.22            | 920.39            | 2,901.76          | 1,722.08          | 2,220.00             | 2,331.00             |         |
| 543 31 41 0001 Contracted Services-Street General      | 31,465.25         | 40,260.66         | 37,774.78         | 10,466.11         | 50,000.00            | 3,500.00             |         |
| 543 31 41 0022 Audit Fee                               | 4,170.57          | 0.00              | 3,956.03          | 0.00              | 3,000.00             | 3,000.00             |         |
| 543 31 43 0000 Travel - Streets                        | 0.00              | 74.57             | 0.00              | 206.80            | 500.00               | 550.00               |         |
| 543 31 46 0000 Insurance                               | 6,421.00          | 6,665.20          | 10,852.20         | 14,395.00         | 14,990.00            | 14,990.00            |         |
| 543 31 49 0000 Training - Streets                      | 430.00            | 1,268.38          | 139.00            | 250.00            | 500.00               | 500.00               |         |
| 543 31 49 0001 Misc/Recording Fees/Dues-Street General | 832.25            | 1,550.47          | 1,239.96          | 1,130.50          | 1,000.00             | 1,000.00             |         |
| <b>543 Streets Admin &amp; Overhead</b>                | <b>52,921.78</b>  | <b>98,500.71</b>  | <b>129,101.14</b> | <b>100,121.38</b> | <b>156,296.63</b>    | <b>114,161.97</b>    |         |
| 544 20 41 0100 #14 ST Planning Professional Services   | 34,762.63         | 3,950.00          | 51,179.96         | 6,025.28          | 25,000.00            | 5,000.00             |         |
| <b>544 Road &amp; Street Operations</b>                | <b>34,762.63</b>  | <b>3,950.00</b>   | <b>51,179.96</b>  | <b>6,025.28</b>   | <b>25,000.00</b>     | <b>5,000.00</b>      |         |
| 566 72 42 0100 Substance Abuse/Liquor Profits          | 196.12            | 236.54            | 237.02            | 118.14            | 0.00                 | 0.00                 |         |
| <b>566 Substance Abuse</b>                             | <b>196.12</b>     | <b>236.54</b>     | <b>237.02</b>     | <b>118.14</b>     | <b>0.00</b>          | <b>0.00</b>          |         |
| 594 42 31 0000 Street Maint. Equipment                 | 0.00              | 6,320.90          | 0.00              | 0.00              | 0.00                 | 0.00                 |         |
| 595 30 41 0000 McEvoy Overlay                          | 0.00              | 0.00              | 30,252.19         | 0.00              | 0.00                 | 0.00                 |         |
| 595 30 41 0002 Lakeview Road Paving                    | 0.00              | 0.00              | 0.00              | 0.00              | 145,000.00           | 0.00                 |         |
| 595 33 10 0000 Russell Avenue (Restor/Rehab) - Sal     | 146.13            | 0.00              | 0.00              | 0.00              | 0.00                 | 0.00                 |         |
| 595 33 20 0000 Russell Avenue (Restor/Rehab) - Ben     | 58.37             | 0.00              | 0.00              | 0.00              | 0.00                 | 0.00                 |         |
| 595 33 45 0099 Eq Rental - Restor/Rehab (Russell Ave)  | 33.15             | 0.00              | 0.00              | 0.00              | 0.00                 | 0.00                 |         |
| 595 40 41 0000 Rock Creek Stormwater and Outfall       | 50,097.64         | 143,068.64        | 5,936.00          | 0.00              | 0.00                 | 0.00                 |         |
| 595 40 41 0001 Loop Rd Stormwater                      | 0.00              | 48,130.36         | 2,556.75          | 0.00              | 0.00                 | 0.00                 |         |
| 595 50 41 0000 Kanaka Bridge Rebuild                   | 9,039.83          | 0.00              | 0.00              | 0.00              | 0.00                 | 0.00                 |         |
| <b>594 Capital Expenditures</b>                        | <b>59,375.12</b>  | <b>197,519.90</b> | <b>38,744.94</b>  | <b>0.00</b>       | <b>145,000.00</b>    | <b>0.00</b>          |         |
| 597 19 00 0000 Transfer Out To 311 First St            | 0.00              | 28,951.71         | 0.00              | 0.00              | 0.00                 | 0.00                 |         |
| <b>597 Interfund Transfers</b>                         | <b>0.00</b>       | <b>28,951.71</b>  | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>          | <b>0.00</b>          |         |
| 508 51 00 0100 Streets-Unreserved Ending Cash          | 0.00              | 0.00              | 0.00              | 0.00              | 71,427.56            | 69,168.73            |         |
| 508 51 01 0100 Streets-Snow Reserve                    | 0.00              | 0.00              | 0.00              | 0.00              | 10,000.00            | 10,000.00            |         |
| <b>999 Ending Balance</b>                              | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>81,427.56</b>     | <b>79,168.73</b>     |         |
| <b>TOTAL EXPENDITURES:</b>                             | <b>470,763.36</b> | <b>830,051.37</b> | <b>751,036.82</b> | <b>508,893.86</b> | <b>914,118.93</b>    | <b>719,671.36</b>    |         |

# 5 YEAR BUDGET COMPARISON

City Of Stevenson

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## 100 Street Fund

| Account         | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Actual | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|-----------------|----------------|----------------|----------------|----------------|----------------------|----------------------|---------|
| FUND GAIN/LOSS: | 316,457.10     | 76,059.75      | 81,886.77      | -78,056.20     | 0.00                 | 0.00                 |         |

# Tourism Promotion Fund

The Tourism Fund (Hotel / Motel tax fund) was established by City Council to fund activities designed to increase tourism. Lodging taxes were authorized by the State Legislature for tourism marketing, special events and festivals designed to attract tourists, and the support of tourism-related facilities.

The primary revenue source is a Lodging Tax of 4% charged on lodging within the City of Stevenson. Most of the revenue goes to support ongoing tourism services and events listed below.

## Tourism Services:

- Chamber of Commerce
- Stevenson Downtown Association
- Columbia Gorge Tourism Alliance
- Columbia River Gorge Interpretive Center

## Events:

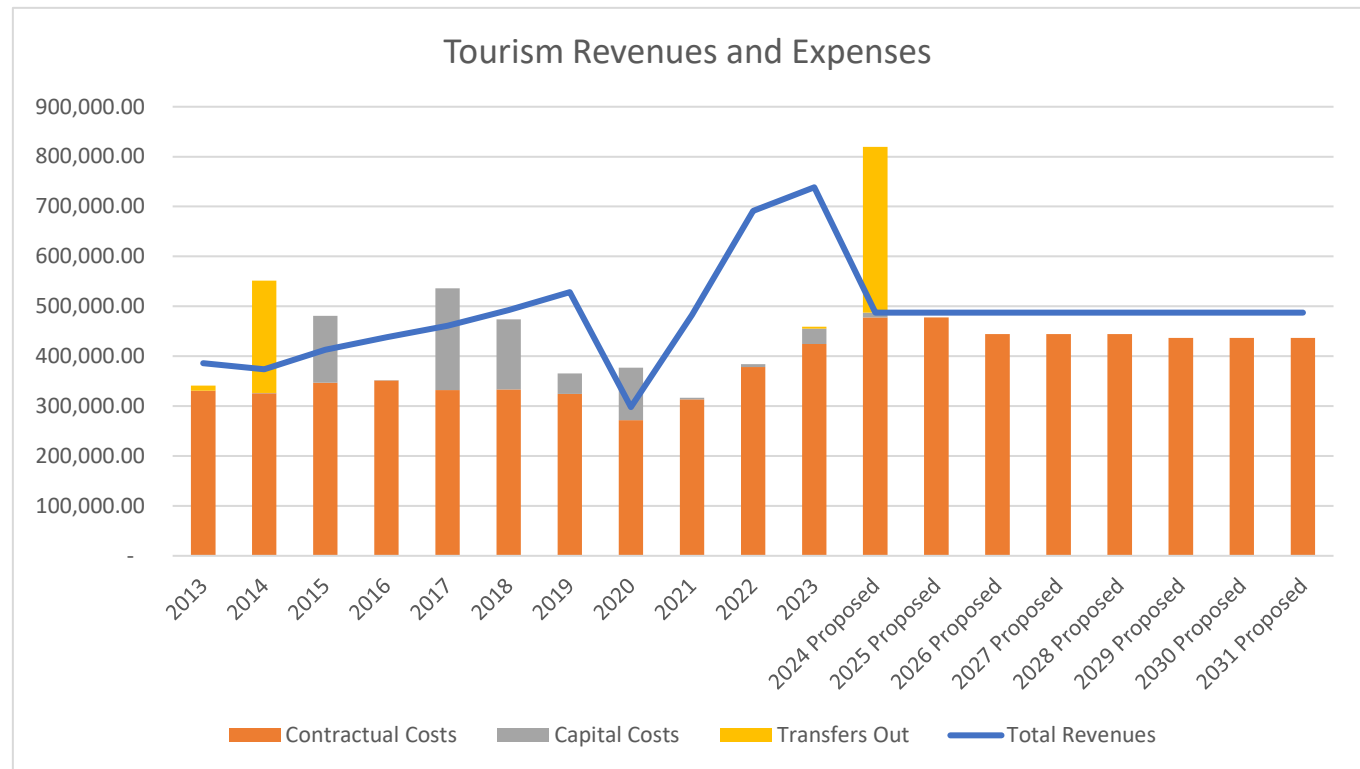
- Blues and Brews
- 4<sup>th</sup> of July Fireworks
- County Fair and Timber Carnival
- GorgeGrass
- Waterfront Festival
- FireFest
- Gorge Outrigger Races
- Bridge of the Gods Kitefest
- Gorge Olympic Windsurfing Cup
- Gorge Downwind Championships

## New events funded in 2025:

- TBD

## Tourism related Capital projects:

- TBD



# 5 YEAR BUDGET COMPARISON

City Of Stevenson

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## 103 Tourism Promo & Develop Fund

| Account  | 2021<br>Actual      | 2022<br>Actual      | 2023<br>Actual      | 2024<br>Actual      | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|--|---------------------|---------------------|---------------------|---------------------|----------------------|----------------------|---------|
| 308 31 00 0103 Tourism Reserved C&I - Capital        | 180,226.71          | 177,205.62          | 100,000.00          | 100,000.00          | 100,000.00           | 100,000.00           |         |
| 308 31 01 0103 Tourism Reserved C&I - Rev. Shortfall | 451,373.46          | 620,574.86          | 1,004,606.79        | 1,284,100.01        | 1,284,100.01         | 951,484.99           |         |
| 308 Beginning Balances                               | 631,600.17          | 797,780.48          | 1,104,606.79        | 1,384,100.01        | 1,384,100.01         | 1,051,484.99         |         |
| 313 31 00 0000 Stadium (Motel/Hotel) Tax             | 483,909.34          | 682,141.62          | 695,620.93          | 384,726.29          | 487,190.00           | 487,190.00           |         |
| 310 Taxes  | 483,909.34          | 682,141.62          | 695,620.93          | 384,726.29          | 487,190.00           | 487,190.00           |         |
| 361 11 00 0103 Interest Income/Tourism               | -1,218.52           | 8,945.15            | 0.00                | 0.00                | 0.00                 | 0.00                 |         |
| 361 11 00 0103 Interest Income/Tourism               | 0.00                | 0.00                | 42,947.66           | 34,429.99           | 0.00                 | 0.00                 |         |
| 103 Tourism  | 0.00                | 0.00                | 42,947.66           | 34,429.99           |                      |                      |         |
| 360 Interest & Other Earnings                        | -1,218.52           | 8,945.15            | 42,947.66           | 34,429.99           | 0.00                 | 0.00                 |         |
| <b>TOTAL REVENUES:</b>                               | <b>1,114,290.99</b> | <b>1,488,867.25</b> | <b>1,843,175.38</b> | <b>1,803,256.29</b> | <b>1,871,290.01</b>  | <b>1,538,674.99</b>  |         |

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 103 Tourism Promo & Develop Fund

| Account  | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Actual | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|--|----------------|----------------|----------------|----------------|----------------------|----------------------|---------|
| 571 00 41 0000 Community Garden/AgroTourism        | 2,417.48       | 0.00           | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 571 Education & Recreation                         | 2,417.48       | 0.00           | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 573 30 41 0000 Consultant Services, Chamber        | 90,000.00      | 109,992.00     | 109,992.00     | 77,666.62      | 116,000.00           | 116,000.00           |         |
| 573 30 41 0001 SBA Consultant Services             | 65,013.72      | 61,434.02      | 71,635.22      | 34,697.14      | 84,000.00            | 84,000.00            |         |
| 573 30 41 0002 Chamber Events                      | 0.00           | 12,895.33      | 18,000.00      | 14,000.00      | 18,000.00            | 18,000.00            |         |
| 573 30 41 0004 County - Fair & Timber Carnival     | 0.00           | 6,612.51       | 5,000.00       | 0.00           | 5,000.00             | 5,000.00             |         |
| 573 30 41 0005 County - Bluegrass Festival         | 0.00           | 6,501.04       | 10,000.00      | 4,000.00       | 10,000.00            | 10,000.00            |         |
| 573 30 41 0008 County-Fireworks                    | 7,330.00       | 5,860.00       | 7,500.00       | 0.00           | 12,800.00            | 12,800.00            |         |
| 573 30 41 0010 General Admin Fees                  | 5,818.56       | 6,504.05       | 5,650.48       | 0.00           | 7,093.02             | 7,257.56             |         |
| 573 90 10 0000 Promotion Salaries                  | 1,940.61       | 1,508.50       | 1,466.02       | 496.97         | 5,000.00             | 5,000.00             |         |
| 573 90 10 0003 Promotion Field Salaries            | 3,527.56       | 2,976.71       | 4,151.24       | 537.75         | 3,300.00             | 3,300.00             |         |
| 573 90 20 0000 Promotion Benefits                  | 368.95         | 277.23         | 263.24         | 35.42          | 1,000.00             | 1,000.00             |         |
| 573 90 20 0003 Promotion Field Benefits            | 1,681.07       | 1,144.55       | 1,905.91       | 272.77         | 1,700.00             | 1,700.00             |         |
| 573 90 31 0000 Promotion Supplies                  | 0.00           | 726.67         | 321.16         | 345.28         | 0.00                 | 0.00                 |         |
| 573 90 41 0001 Discover Your Northwest             | -1,257.22      | 0.00           | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 573 90 41 0002 CRGIC Consultant Services           | 49,139.47      | 60,000.00      | 60,000.00      | 33,149.99      | 75,000.00            | 75,000.00            |         |
| 573 90 41 0003 X-Fest Event                        | 0.00           | 1,000.00       | 1,000.00       | 0.00           | 1,000.00             | 1,000.00             |         |
| 573 90 41 0004 Dog Mountain Shuttle                | 1,999.48       | 0.00           | 10,000.00      | 10,000.00      | 10,000.00            | 10,000.00            |         |
| 573 90 41 0008 Gorge Outrigger Races               | 0.00           | 5,000.00       | 5,000.00       | 0.00           | 5,000.00             | 5,000.00             |         |
| 573 90 41 0009 BOTG Kiteboarding Festival          | 0.00           | 2,891.98       | 3,000.00       | 0.00           | 3,000.00             | 3,000.00             |         |
| 573 90 41 0011 Stevenson Farmers Market            | 3,000.00       | 0.00           | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 573 90 41 0013 Main St Program Coordinator (SDA)   | 65,000.00      | 65,000.00      | 75,000.00      | 37,500.00      | 75,000.00            | 75,000.00            |         |
| 573 90 41 0014 Stevenson Waterfront Music Festival | 3,000.00       | 4,194.21       | 4,734.00       | 0.00           | 6,000.00             | 6,000.00             |         |
| 573 90 41 0018 SC Fair Board-GorgeGrass            | 4,000.00       | 4,000.00       | 4,000.00       | 0.00           | 4,000.00             | 4,000.00             |         |
| 573 90 41 0019 CGTA Services                       | 5,000.00       | 5,000.00       | 5,000.00       | 0.00           | 5,000.00             | 5,000.00             |         |
| 573 90 41 0021 Computer Services                   | 280.94         | 766.97         | 1,992.69       | 1,209.01       | 0.00                 | 0.00                 |         |
| 573 90 41 0022 Audit Fee                           | 4,170.57       | 0.00           | 2,637.31       | 0.00           | 2,000.00             | 2,000.00             |         |
| 573 90 41 0024 Gorge Olympic Windsurfing Cup       | 0.00           | 3,000.00       | 3,000.00       | 0.00           | 3,000.00             | 3,000.00             |         |
| 573 90 41 0025 Gorge Downwind Champs               | 0.00           | 10,000.00      | 10,000.00      | 0.00           | 10,000.00            | 10,000.00            |         |
| 573 90 41 0026 OPA-Waterfront Festival             | 0.00           | 0.00           | 700.00         | 0.00           | 700.00               | 700.00               |         |
| 573 90 41 0027 Stevenson Area Live Music           | 0.00           | 0.00           | 0.00           | 4,520.00       | 8,460.00             | 8,460.00             |         |
| 573 90 41 0028 Mushroom Festival                   | 0.00           | 0.00           | 0.00           | 0.00           | 5,500.00             | 5,500.00             |         |
| 573 90 41 0100 TAC - Professional Services         | 54.00          | 0.00           | 242.00         | 0.00           | 0.00                 | 0.00                 |         |
| 573 90 44 0000 TAC-Publishing                      | 118.80         | 0.00           | 39.90          | 0.00           | 0.00                 | 0.00                 |         |
| 573 90 45 0099 Eq Svc Internal - Promotion Field   | 885.43         | 1,139.76       | 2,167.41       | 313.17         | 0.00                 | 0.00                 |         |

# 5 YEAR BUDGET COMPARISON

City Of Stevenson

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## 103 Tourism Promo & Develop Fund

| Account  | 2021<br>Actual    | 2022<br>Actual    | 2023<br>Actual    | 2024<br>Actual    | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|--|-------------------|-------------------|-------------------|-------------------|----------------------|----------------------|---------|
| 573 Cultural & Community Activities              | 311,071.94        | 378,425.53        | 424,398.58        | 218,744.12        | 477,553.02           | 477,717.56           |         |
| 594 75 63 0011 Chamber Office Display Remodel    | 0.00              | 0.00              | 0.00              | 0.00              | 10,000.00            | 0.00                 |         |
| 594 76 63 0001 Courthouse Park Plaza (SDA-City)  | 3,021.09          | 5,834.93          | 118.58            | 306.95            | 0.00                 | 0.00                 |         |
| 595 64 63 0000 Wayfinding Signs-Tourism          | 0.00              | 0.00              | 30,940.00         | 23,295.00         | 0.00                 | 0.00                 |         |
| 594 Capital Expenditures                         | 3,021.09          | 5,834.93          | 31,058.58         | 23,601.95         | 10,000.00            | 0.00                 |         |
| 597 76 00 0313 Transfers-Out - to 313 Park Plaza | 0.00              | 0.00              | 3,618.21          | 200,813.11        | 332,252.00           | 0.00                 |         |
| 597 Interfund Transfers                          | 0.00              | 0.00              | 3,618.21          | 200,813.11        | 332,252.00           | 0.00                 |         |
| 508 31 00 0103 Tourism-Cap. Facility Reserve     | 0.00              | 0.00              | 0.00              | 0.00              | 100,000.00           | 100,000.00           |         |
| 508 31 01 0103 Tourism-Ending Cash               | 0.00              | 0.00              | 0.00              | 0.00              | 951,484.99           | 960,957.43           |         |
| 999 Ending Balance                               | 0.00              | 0.00              | 0.00              | 0.00              | 1,051,484.99         | 1,060,957.43         |         |
| <b>TOTAL EXPENDITURES:</b>                       | <b>316,510.51</b> | <b>384,260.46</b> | <b>459,075.37</b> | <b>443,159.18</b> | <b>1,871,290.01</b>  | <b>1,538,674.99</b>  |         |
| FUND GAIN/LOSS:                                  | 797,780.48        | 1,104,606.79      | 1,384,100.01      | 1,360,097.11      | 0.00                 | 0.00                 |         |

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 105 Affordable Housing Fund

| Account   | 2021<br>Actual  | 2022<br>Actual   | 2023<br>Actual   | 2024<br>Actual   | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|-----------------|------------------|------------------|------------------|----------------------|----------------------|---------|
| 308 31 00 0105 Affordable Housing-Beg Balance                         | 1,215.61        | 6,376.16         | 12,435.11        | 17,455.62        | 17,455.62            | 22,455.62            |         |
| 308 Beginning Balances  | 1,215.61        | 6,376.16         | 12,435.11        | 17,455.62        | 17,455.62            | 22,455.62            |         |
| 313 27 00 0000 Affordable And Supportive Housing<br>Sales And Use Tax | 5,160.55        | 6,058.95         | 4,941.60         | 1,657.62         | 5,000.00             | 5,000.00             |         |
| 310 Taxes   | 5,160.55        | 6,058.95         | 4,941.60         | 1,657.62         | 5,000.00             | 5,000.00             |         |
| 361 11 00 0105 Affordable Housing Interest                            | 0.00            | 0.00             | 78.91            | 208.36           | 0.00                 | 0.00                 |         |
| 360 Interest & Other Earnings   | 0.00            | 0.00             | 78.91            | 208.36           | 0.00                 | 0.00                 |         |
| <b>TOTAL REVENUES:</b>  | <b>6,376.16</b> | <b>12,435.11</b> | <b>17,455.62</b> | <b>19,321.60</b> | <b>22,455.62</b>     | <b>27,455.62</b>     |         |
| 508 31 00 0105 Affordable Housing-Ending Balance                      | 0.00            | 0.00             | 0.00             | 0.00             | 22,455.62            | 27,455.62            |         |
| 999 Ending Balance  | 0.00            | 0.00             | 0.00             | 0.00             | 22,455.62            | 27,455.62            |         |
| <b>TOTAL EXPENDITURES:</b>  | <b>0.00</b>     | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>22,455.62</b>     | <b>27,455.62</b>     |         |
| <b>FUND GAIN/LOSS:</b>  | <b>6,376.16</b> | <b>12,435.11</b> | <b>17,455.62</b> | <b>19,321.60</b> | <b>0.00</b>          | <b>0.00</b>          |         |

The Affordable Housing Fund, established in late 2020, is for the collection and use of the sales tax credit for affordable housing authorized by SMC 3.10 and RCW 82.14. The rate inside city limits is .73% and can be used for acquiring, rehabilitating or constructing affordable housing, providing the operations and maintenance costs of new units of affordable or supportive housing, and providing rental assistance to tenants.

## 5 YEAR BUDGET COMPARISON

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### 107 HEALing SCARS Fund

| Account                                       | 2021<br>Actual | 2022<br>Actual   | 2023<br>Actual   | 2024<br>Actual   | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|----------------|------------------|------------------|------------------|----------------------|----------------------|---------|
| 308 41 00 0107 HEALing SCARS-Beg. Balance     | 0.00           | 0.00             | 10,190.57        | 10,246.39        | 10,246.39            | 10,246.39            |         |
| 308 Beginning Balances                        | 0.00           | 0.00             | 10,190.57        | 10,246.39        | 10,246.39            | 10,246.39            |         |
| 361 11 00 0107 HEALing SCARS Interest         | 0.00           | 0.00             | 55.82            | 134.93           | 0.00                 | 0.00                 |         |
| 367 27 00 0000 HS-Contributions and Donations | 0.00           | 10,190.57        | 0.00             | 0.00             | 0.00                 | 0.00                 |         |
| 360 Interest & Other Earnings                 | 0.00           | 10,190.57        | 55.82            | 134.93           | 0.00                 | 0.00                 |         |
| <b>TOTAL REVENUES:</b>                        | <b>0.00</b>    | <b>10,190.57</b> | <b>10,246.39</b> | <b>10,381.32</b> | <b>10,246.39</b>     | <b>10,246.39</b>     |         |
| 508 41 00 0107 HEALing SCARS-Ending Balance   | 0.00           | 0.00             | 0.00             | 0.00             | 10,246.39            | 10,246.39            |         |
| 999 Ending Balance                            | 0.00           | 0.00             | 0.00             | 0.00             | 10,246.39            | 10,246.39            |         |
| <b>TOTAL EXPENDITURES:</b>                    | <b>0.00</b>    | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>10,246.39</b>     | <b>10,246.39</b>     |         |
| FUND GAIN/LOSS:                               | 0.00           | 10,190.57        | 10,246.39        | 10,381.32        | 0.00                 | 0.00                 |         |

The HEALing SCARS Fund (Helping Encourage Adjacent Landowners Sewer Connection and Re-plumbing Stipend) was established by resolution 2023-402, adopted on January 19th, 2023. The primary sources of revenue for this fund are environmental mitigation donations. The fund is to help with the transition from septic to sewer by providing low-interest loans or grants to qualifying property owners as outlined in the policy. No funds have been distributed to date.



## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 300 Capital Improvement Fund

| Account   | 2021<br>Actual    | 2022<br>Actual    | 2023<br>Actual    | 2024<br>Actual    | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|-------------------|-------------------|-------------------|-------------------|----------------------|----------------------|---------|
| 308 31 00 0300 Cap Imp Reserved Begin C&I           | 96,016.92         | 140,547.34        | 198,933.55        | 253,774.05        | 253,774.05           | 237,553.05           |         |
| 308 31 01 0300 Cap Imp Res Begin C&I Waterfront Imp | 11,256.65         | 11,256.65         | 11,256.65         | 11,256.65         | 11,256.65            | 11,256.65            |         |
| 308 Beginning Balances                              | 107,273.57        | 151,803.99        | 210,190.20        | 265,030.70        | 265,030.70           | 248,809.70           |         |
| 318 34 00 0000 Real Estate Excise Tax               | 55,185.30         | 56,054.79         | 45,589.16         | 32,354.42         | 20,000.00            | 20,000.00            |         |
| 310 Taxes   | 55,185.30         | 56,054.79         | 45,589.16         | 32,354.42         | 20,000.00            | 20,000.00            |         |
| 361 11 00 0300 Interest on Investments-Cap Imp      | -64.34            | 2,331.42          | 9,251.34          | 7,500.25          | 0.00                 | 0.00                 |         |
| 360 Interest & Other Earnings                       | -64.34            | 2,331.42          | 9,251.34          | 7,500.25          | 0.00                 | 0.00                 |         |
| <b>TOTAL REVENUES:</b>                              | <b>162,394.53</b> | <b>210,190.20</b> | <b>265,030.70</b> | <b>304,885.37</b> | <b>285,030.70</b>    | <b>268,809.70</b>    |         |
| 597 18 00 0311 Transfers-Out - To 311 First Street  | 10,590.54         | 0.00              | 0.00              | 32,687.44         | 31,221.00            | 0.00                 |         |
| 597 18 00 0314 Transfer Out to 314 Lasher           | 0.00              | 0.00              | 0.00              | 1,393.90          | 5,000.00             | 0.00                 |         |
| 597 Interfund Transfers                             | 10,590.54         | 0.00              | 0.00              | 34,081.34         | 36,221.00            | 0.00                 |         |
| 508 31 00 0300 Cap. Imp.-Ending Cash                | 0.00              | 0.00              | 0.00              | 0.00              | 237,553.05           | 257,553.05           |         |
| 508 31 01 0300 Cap. Imp.-Waterfront Imp Res         | 0.00              | 0.00              | 0.00              | 0.00              | 11,256.65            | 11,256.65            |         |
| 999 Ending Balance                                  | 0.00              | 0.00              | 0.00              | 0.00              | 248,809.70           | 268,809.70           |         |
| <b>TOTAL EXPENDITURES:</b>                          | <b>10,590.54</b>  | <b>0.00</b>       | <b>0.00</b>       | <b>34,081.34</b>  | <b>285,030.70</b>    | <b>268,809.70</b>    |         |
| <b>FUND GAIN/LOSS:</b>                              | <b>151,803.99</b> | <b>210,190.20</b> | <b>265,030.70</b> | <b>270,804.03</b> | <b>0.00</b>          | <b>0.00</b>          |         |

The Capital Improvement Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities. The primary dedicated revenue source is the real estate excise tax imposed on the sale of real estate. These funds are restricted by the State Legislature for capital purposes identified in a capital improvements plan and local capital improvements including those listed in RCW 35.43.040.

Capital Improvement projects are normally accounted for in separate project funds in the 300 series with funding from various State and Federal sources and transfers from the Capital Improvement Fund and/or other City funds as applicable.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 309 Russell Ave

| Account   | 2021<br>Actual   | 2022<br>Actual   | 2023<br>Actual | 2024<br>Actual | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|------------------|------------------|----------------|----------------|----------------------|----------------------|---------|
| 308 91 00 0309 Russell Ave Res Beg CA & Invest    | -119.36          | 0.00             | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 308 Beginning Balances                            | -119.36          | 0.00             | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 333 20 20 0001 Russell STP Grant                  | 67,114.77        | 0.00             | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 334 03 80 0309 Russel Ave-TIB Grant               | 0.00             | 24,820.09        | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 330 Intergovernmental Revenues                    | 67,114.77        | 24,820.09        | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| <b>TOTAL REVENUES:</b>                            | <b>66,995.41</b> | <b>24,820.09</b> | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>          | <b>0.00</b>          |         |
| 597 18 00 0309 Russel Ave Transfers-Out - Streets | 66,995.41        | 24,820.09        | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| 597 Interfund Transfers                           | 66,995.41        | 24,820.09        | 0.00           | 0.00           | 0.00                 | 0.00                 |         |
| <b>TOTAL EXPENDITURES:</b>                        | <b>66,995.41</b> | <b>24,820.09</b> | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>          | <b>0.00</b>          |         |
| FUND GAIN/LOSS:                                   | 0.00             | 0.00             | 0.00           | 0.00           | 0.00                 | 0.00                 |         |

The Russell Avenue Project is for tracking the revenues and expenses related to the Russell Avenue project. The project was closed out in 2021 and is no longer active in 2025.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 311 First Street

| Account  | 2021<br>Actual   | 2022<br>Actual   | 2023<br>Actual | 2024<br>Actual     | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|--|------------------|------------------|----------------|--------------------|----------------------|----------------------|---------|
| 308 91 00 0311 First St-Res Beg Cash             | -40,966.57       | 0.00             | 0.00           | 0.00               | 0.00                 | 0.00                 |         |
| 308 Beginning Balances                           | -40,966.57       | 0.00             | 0.00           | 0.00               | 0.00                 | 0.00                 |         |
| 333 20 20 0002 First St.-TA Grant                | 64,811.70        | 0.00             | 0.00           | 0.00               | 776,000.00           | 0.00                 |         |
| 334 03 80 0311 Fist St-TIB Grant                 | 0.00             | 0.00             | 0.00           | 0.00               | 242,000.00           | 0.00                 |         |
| 330 Intergovernmental Revenues                   | 64,811.70        | 0.00             | 0.00           | 0.00               | 1,018,000.00         | 0.00                 |         |
| 397 00 00 0311 First St-Transfer In From Streets | 0.00             | 28,951.71        | 0.00           | 0.00               | 0.00                 | 0.00                 |         |
| 397 00 00 1311 First St-Transfer In From CIP     | 10,590.54        | 0.00             | 0.00           | 32,687.44          | 31,221.00            | 0.00                 |         |
| 397 Interfund Transfers                          | 10,590.54        | 28,951.71        | 0.00           | 32,687.44          | 31,221.00            | 0.00                 |         |
| <b>TOTAL REVENUES:</b>                           | <b>34,435.67</b> | <b>28,951.71</b> | <b>0.00</b>    | <b>32,687.44</b>   | <b>1,049,221.00</b>  | <b>0.00</b>          |         |
| 595 10 41 0001 First St-Construction             | 0.00             | 0.00             | 0.00           | 106,020.31         | 854,853.00           | 0.00                 |         |
| 595 10 41 0311 First St-Engineering Svc          | 34,435.67        | 28,951.71        | 0.00           | 57,848.52          | 194,368.00           | 0.00                 |         |
| 594 Capital Expenditures                         | 34,435.67        | 28,951.71        | 0.00           | 163,868.83         | 1,049,221.00         | 0.00                 |         |
| <b>TOTAL EXPENDITURES:</b>                       | <b>34,435.67</b> | <b>28,951.71</b> | <b>0.00</b>    | <b>163,868.83</b>  | <b>1,049,221.00</b>  | <b>0.00</b>          |         |
| <b>FUND GAIN/LOSS:</b>                           | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>    | <b>-131,181.39</b> | <b>0.00</b>          | <b>0.00</b>          |         |

The First Street Fund is for tracking the revenues and expenses related to the First Street Overlook Project.

Design began in 2020 and construction was delayed due to right of way issues identified at 90% design. The issue was resolved and the project is currently under construction. It is expected to be complete and closed out in 2024.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 312 Columbia Ave

| Account   | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Actual | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|----------------|----------------|----------------|----------------|----------------------|----------------------|---------|
| 308 91 00 0312 Columbia Ave Beginning Balance   | 0.00           | 0.00           | -63,287.48     | -19,620.00     | -19,620.00           | 0.00                 |         |
| 308 Beginning Balances                          | 0.00           | 0.00           | -63,287.48     | -19,620.00     | -19,620.00           | 0.00                 |         |
| 334 03 10 0312 Columbia Ave-DOE IPG             | 0.00           | 54,382.75      | 125,994.35     | 19,620.00      | 19,620.00            | 0.00                 |         |
| 330 Intergovernmental Revenues                  | 0.00           | 54,382.75      | 125,994.35     | 19,620.00      | 19,620.00            | 0.00                 |         |
| <b>TOTAL REVENUES:</b>                          | 0.00           | 54,382.75      | 62,706.87      | 0.00           | 0.00                 | 0.00                 |         |
| 594 54 41 0312 Columbia Ave-Consultant Services | 0.00           | 117,670.23     | 82,326.87      | 0.00           | 0.00                 | 0.00                 |         |
| 594 Capital Expenditures                        | 0.00           | 117,670.23     | 82,326.87      | 0.00           | 0.00                 | 0.00                 |         |
| <b>TOTAL EXPENDITURES:</b>                      | 0.00           | 117,670.23     | 82,326.87      | 0.00           | 0.00                 | 0.00                 |         |
| <b>FUND GAIN/LOSS:</b>                          | 0.00           | -63,287.48     | -19,620.00     | 0.00           | 0.00                 | 0.00                 |         |

The Columbia Avenue Fund is for tracking the revenues and expenses related to the Columbia Avenue Realignment Project. The city received a 100% grant for \$200k in 2022 to analyze the feasibility and determine costs for the project. The project is on hold pending additional funding.

The estimated cost to complete design not included in the 2024 budget is \$400k.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 313 Park Plaza Fund

| Account   | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Actual | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|----------------|----------------|----------------|----------------|----------------------|----------------------|---------|
| 308 91 00 0313 Park Plaza-Estimated Beginning Balance | 0.00           | 0.00           | 0.00           | -82,612.07     | 0.00                 | 0.00                 |         |
| 308 Beginning Balances                                | 0.00           | 0.00           | 0.00           | -82,612.07     | 0.00                 | 0.00                 |         |
| 334 04 20 0313 Park Plaza - DOC Grant                 | 0.00           | 0.00           | 0.00           | 0.00           | 50,000.00            | 0.00                 |         |
| 330 Intergovernmental Revenues                        | 0.00           | 0.00           | 0.00           | 0.00           | 50,000.00            | 0.00                 |         |
| 397 76 00 0313 Park Plaza-Transfers In from TAC       | 0.00           | 0.00           | 3,618.21       | 200,813.11     | 332,252.00           | 0.00                 |         |
| 397 Interfund Transfers                               | 0.00           | 0.00           | 3,618.21       | 200,813.11     | 332,252.00           | 0.00                 |         |
| <b>TOTAL REVENUES:</b>                                | 0.00           | 0.00           | 3,618.21       | 118,201.04     | 382,252.00           | 0.00                 |         |
| 576 80 31 0313 Mailing & Postage                      | 0.00           | 0.00           | 3,593.21       | 3,859.05       | 0.00                 | 0.00                 |         |
| 576 Park Facilities                                   | 0.00           | 0.00           | 3,593.21       | 3,859.05       | 0.00                 | 0.00                 |         |
| 594 54 41 0313 Park Plaza-Design Consultant           | 0.00           | 0.00           | 82,612.07      | 114,341.99     | 382,252.00           | 0.00                 |         |
| 594 54 49 0000 Park Plaza-Permitting                  | 0.00           | 0.00           | 25.00          | 0.00           | 0.00                 | 0.00                 |         |
| 594 Capital Expenditures                              | 0.00           | 0.00           | 82,637.07      | 114,341.99     | 382,252.00           | 0.00                 |         |
| <b>TOTAL EXPENDITURES:</b>                            | 0.00           | 0.00           | 86,230.28      | 118,201.04     | 382,252.00           | 0.00                 |         |
| <b>FUND GAIN/LOSS:</b>                                | 0.00           | 0.00           | -82,612.07     | 0.00           | 0.00                 | 0.00                 |         |

The Park Plaza Fund is for tracking the revenues and expenses associated with the Park Plaza project. There is a \$147k grant for completion of construction ready designs which expires in June 2025. The project is currently on hold.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 314 Lasher Street Improv. Fund

| Account                                    | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Actual | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|--|----------------|----------------|----------------|----------------|----------------------|----------------------|---------|
| 334 03 60 0314 Lasher-WSDOT Grant          | 0.00           | 0.00           | 0.00           | 0.00           | 350,000.00           | 450,000.00           |         |
| 330 Intergovernmental Revenues             | 0.00           | 0.00           | 0.00           | 0.00           | 350,000.00           | 450,000.00           |         |
| 397 03 00 0314 Lasher-Transfer in from CIP | 0.00           | 0.00           | 0.00           | 1,393.90       | 5,000.00             | 0.00                 |         |
| 397 Interfund Transfers                    | 0.00           | 0.00           | 0.00           | 1,393.90       | 5,000.00             | 0.00                 |         |
| <b>TOTAL REVENUES:</b>                     | 0.00           | 0.00           | 0.00           | 1,393.90       | 355,000.00           | 450,000.00           |         |
| 594 54 41 0314 Lasher-Consultant Engineer  | 0.00           | 0.00           | 0.00           | 1,393.90       | 355,000.00           | 50,000.00            |         |
| 594 54 41 1314 Lasher-Construction         | 0.00           | 0.00           | 0.00           | 0.00           | 0.00                 | 400,000.00           |         |
| 594 Capital Expenditures                   | 0.00           | 0.00           | 0.00           | 1,393.90       | 355,000.00           | 450,000.00           |         |
| <b>TOTAL EXPENDITURES:</b>                 | 0.00           | 0.00           | 0.00           | 1,393.90       | 355,000.00           | 450,000.00           |         |
| <b>FUND GAIN/LOSS:</b>                     | 0.00           | 0.00           | 0.00           | 0.00           | 0.00                 | 0.00                 |         |

The Lasher Street Improvement Fund is for revenues and expenses related to the Lasher corridor project. The city received a grant from the state to complete a portion of the project (phase 1). Phase 1 is focused on adding a sidewalk to the north-east side of upper Lasher and other infrastructure improvements as funds allow. The costs for 2025 are an estimate based on available funds and are not from the engineers estimate. The design and cost estimates are currently in process and the 2025 budget appropriation will change based on the actual project estimate and timeline.

The second phase of the project will be to widen the lower section of Lasher and add sidewalks to both sides of the street. Staff is in the process of applying for additional funds for phase 2 of the project. The projected cost not included in the 2025 budget is an additional \$1.7M.

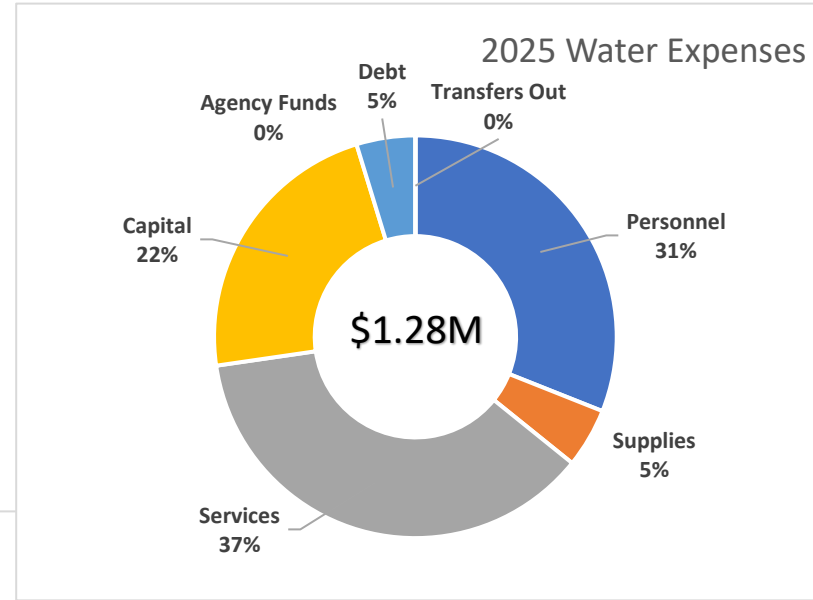
# Water/Sewer Fund

The Water & Sewer Fund is operated as an enterprise fund to account for the operations of the City's water and sewer systems on a self-supporting basis. In addition to generating enough revenue to meet current expenses, the fund must generate enough revenue to build a reserve for equipment repair and eventual capital replacements.

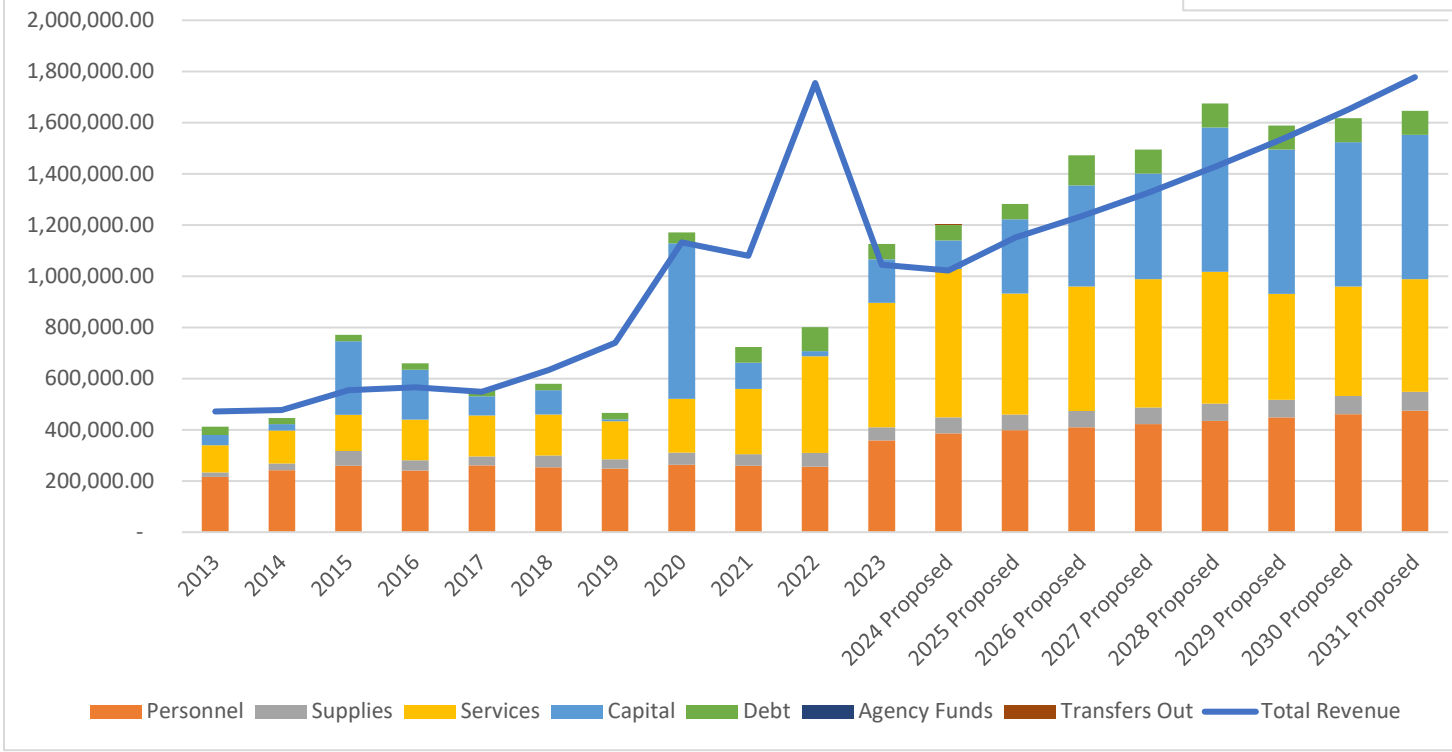
## Water Department

An annual water rate increase of 7% beginning in 2024 was adopted by council to ensure adequate funds for capital projects and debt repayment. The rate may drop to a 5.5% annual rate increase if a Transportation Benefit District sales tax measure is approved by voters.

Water debt is for repayment on a loan for the Base Reservoir, which ends in 2026, and the repayment of the loan for the water meters, which ends in 2030. Future debt is for the Cascade Avenue waterline replacement.



Water Revenue and Expenses



### Water capital costs include:

- Water Treatment Plant:
  - Painting \$150k
  - Generator pad & carport \$3,500
  - Fence repair \$500
  - Filter media \$20k
  - Transfer switch \$15.2k
- Corrosion control at Well \$50k
- Labong Creek access gravel \$12.5k
- Influent flow meters \$12k
- Chlorine analyzer \$10k
- New tapping machine \$5k

## 5 YEAR BUDGET COMPARISON

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### 400 Water/Sewer Fund

| Account  | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Actual | 2024<br>Appropriated | 2025<br>Appropriated | Comment                  |
|--|----------------|----------------|----------------|----------------|----------------------|----------------------|--------------------------|
| 308 51 00 0400 WS Unreserved Begin CA & Invest   | 215,714.63     | 647,754.95     | 1,151,883.96   | 1,050,601.86   | 1,050,601.86         | 272,548.92           |                          |
| 400 Water/Sewer                                  | 215,714.63     | 647,754.95     | 1,151,883.96   | 1,050,601.86   | 1,050,601.86         | 272,548.92           |                          |
| 308 51 01 0400 WS Res Begin C&I System Dev Water | 368,088.95     | 539,594.95     | 631,301.09     | 607,546.75     | 607,546.75           | 394,220.75           |                          |
| 401 Water  | 368,088.95     | 539,594.95     | 631,301.09     | 607,546.75     | 607,546.75           | 394,220.75           |                          |
| 308 51 02 0400 WS Res Begin C&I System Dev Sewer | 303,770.27     | 481,088.84     | 175,778.18     | 247,035.18     | 247,035.18           | 153,567.18           |                          |
| 402 Sewer  | 303,770.27     | 481,088.84     | 175,778.18     | 247,035.18     | 247,035.18           | 153,567.18           |                          |
| 308 Beginning Balances                           | 887,573.85     | 1,668,438.74   | 1,958,963.23   | 1,905,183.79   | 1,905,183.79         | 820,336.85           |                          |
| 322 10 00 0002 WA-Public Works Permit Review     | 0.00           | 0.00           | 998.00         | 654.00         | 0.00                 | 0.00                 |                          |
| 343 Water  | 0.00           | 0.00           | 998.00         | 654.00         |                      |                      |                          |
| 322 10 00 0003 WW-Public Works Permit Review     | 0.00           | 0.00           | 67.00          | 354.00         | 0.00                 | 0.00                 |                          |
| 344 Sewer  | 0.00           | 0.00           | 67.00          | 354.00         |                      |                      |                          |
| 320 Licenses & Permits                           | 0.00           | 0.00           | 1,065.00       | 1,008.00       | 0.00                 | 0.00                 |                          |
| 334 04 20 0400 Dept. Of Commerce-Energy Grant    | 94,923.00      | 196,823.15     | 0.00           | 0.00           | 0.00                 | 0.00                 |                          |
| 343 Water  | 94,923.00      | 196,823.15     | 0.00           | 0.00           |                      |                      |                          |
| 334 03 10 0000 DOE Forgivable Principal          | 0.00           | 562,947.38     | 0.00           | 0.00           | 0.00                 | 0.00                 |                          |
| 345  | 0.00           | 562,947.38     | 0.00           | 0.00           |                      |                      |                          |
| 330 Intergovernmental Revenues                   | 94,923.00      | 759,770.53     | 0.00           | 0.00           | 0.00                 | 0.00                 |                          |
| 343 40 00 0000 Water Sales                       | 765,917.94     | 855,468.69     | 858,847.61     | 654,505.78     | 956,261.25           | 1,085,337.54         | Estimate from rate study |
| 343 40 18 0000 Turn on Fees                      | 366.39         | 408.40         | 477.20         | 298.00         | 1,500.00             | 1,500.00             |                          |
| 343 40 19 0000 Disconnect/Nonpayment Fee         | 204.14         | 1,414.33       | 148.96         | 400.00         | 1,000.00             | 1,000.00             |                          |
| 343 40 20 0000 Water Construction Hookup         | 335.30         | 0.00           | 0.00           | 0.00           | 0.00                 | 0.00                 |                          |
| 343 40 21 0000 Hydrant Rental - External         | 482.73         | 2,581.05       | 753.64         | 800.00         | 600.00               | 600.00               |                          |
| 343 40 99 0000 Hydrant Rental-Internal (fire)    | 8,000.00       | 4,000.00       | 4,000.00       | 4,000.00       | 4,000.00             | 4,000.00             |                          |
| 343 41 00 0000 Installation Water                | 17,968.98      | 13,193.44      | 5,704.28       | 15,654.34      | 10,000.00            | 10,000.00            |                          |
| 343 Water  | 793,275.48     | 877,065.91     | 869,931.69     | 675,658.12     | 973,361.25           | 1,102,437.54         |                          |



## 5 YEAR BUDGET COMPARISON

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### 400 Water/Sewer Fund

| Account   | 2021<br>Actual      | 2022<br>Actual      | 2023<br>Actual      | 2024<br>Actual      | 2024<br>Appropriated | 2025<br>Appropriated | Comment                  |
|---|---------------------|---------------------|---------------------|---------------------|----------------------|----------------------|--------------------------|
| 343 50 00 0000 Sewer Service Income                 | 1,004,473.97        | 1,198,406.06        | 1,351,569.51        | 1,101,309.71        | 1,520,309.34         | 1,785,282.00         | Estimate from rate study |
| 343 50 01 0000 BOD Surcharge                        | 43,260.27           | 33,517.22           | 35,980.65           | 33,368.38           | 0.00                 | 0.00                 |                          |
| 343 50 02 0000 Downspout-Sump Pump Discharge        | 5,860.33            | 5,570.00            | 5,330.00            | 2,840.00            | 0.00                 | 0.00                 |                          |
| 343 51 00 0000 Installation Sewer                   | 75.00               | 0.00                | 0.00                | 0.00                | 300.00               | 300.00               |                          |
| 343 51 00 0001 Sewer Service-Other                  | 0.00                | 0.00                | 0.00                | 606.98              | 0.00                 | 0.00                 |                          |
| 344 Sewer   | 1,053,669.57        | 1,237,493.28        | 1,392,880.16        | 1,138,125.07        | 1,520,609.34         | 1,785,582.00         |                          |
| 340 Charges For Goods & Services                    | 1,846,945.05        | 2,114,559.19        | 2,262,811.85        | 1,813,783.19        | 2,493,970.59         | 2,888,019.54         |                          |
| 359 50 00 0000 FOG Violation Fees                   | 0.00                | 0.00                | 0.00                | 450.00              | 0.00                 | 0.00                 |                          |
| 350 Fines & Penalties                               | 0.00                | 0.00                | 0.00                | 450.00              | 0.00                 | 0.00                 |                          |
| 367 40 00 0000 Water Capital Contributions          | 192,278.00          | 106,744.78          | 143,773.00          | 31,902.29           | 46,674.00            | 46,674.00            |                          |
| 369 10 01 0000 Water-Sale of Scrap/Junk             | 0.00                | 0.00                | 6,058.25            | 0.00                | 0.00                 | 0.00                 |                          |
| 343 Water   | 192,278.00          | 106,744.78          | 149,831.25          | 31,902.29           | 46,674.00            | 46,674.00            |                          |
| 367 50 00 0000 Sewer Capital Contributions          | 127,327.20          | 116,497.32          | 71,257.00           | 46,243.00           | 56,532.00            | 56,532.00            |                          |
| 369 10 02 0000 Sewer Miscellaneous Income           | 0.00                | 75.00               | 1,563.00            | 113.00              | 0.00                 | 0.00                 |                          |
| 344 Sewer   | 127,327.20          | 116,572.32          | 72,820.00           | 46,356.00           | 56,532.00            | 56,532.00            |                          |
| 361 11 00 0400 Interest on Investments - W/S        | -790.77             | 22,216.76           | 41,313.33           | 3,651.40            | 4,000.00             | 4,000.00             |                          |
| 369 91 00 0400 Other Miscellaneous/NSF Fee Recovery | 281.61              | 0.00                | 4,320.00            | 960.00              | 0.00                 | 0.00                 |                          |
| 400 Water/Sewer                                     | -509.16             | 22,216.76           | 45,633.33           | 4,611.40            | 4,000.00             | 4,000.00             |                          |
| 360 Interest & Other Earnings                       | 319,096.04          | 245,533.86          | 268,284.58          | 82,869.69           | 107,206.00           | 107,206.00           |                          |
| <b>TOTAL REVENUES:</b>                              | <b>3,148,537.94</b> | <b>4,788,302.32</b> | <b>4,491,124.66</b> | <b>3,803,294.67</b> | <b>4,506,360.38</b>  | <b>3,815,562.39</b>  |                          |

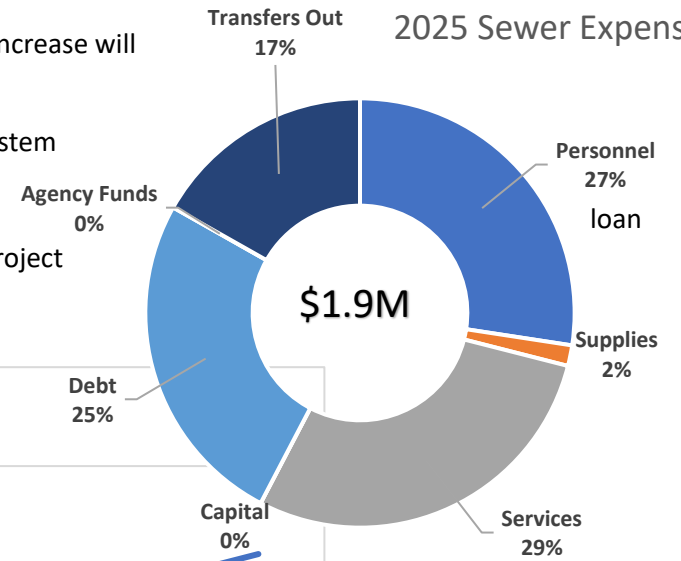
# Water/Sewer Fund

## Sewer Department

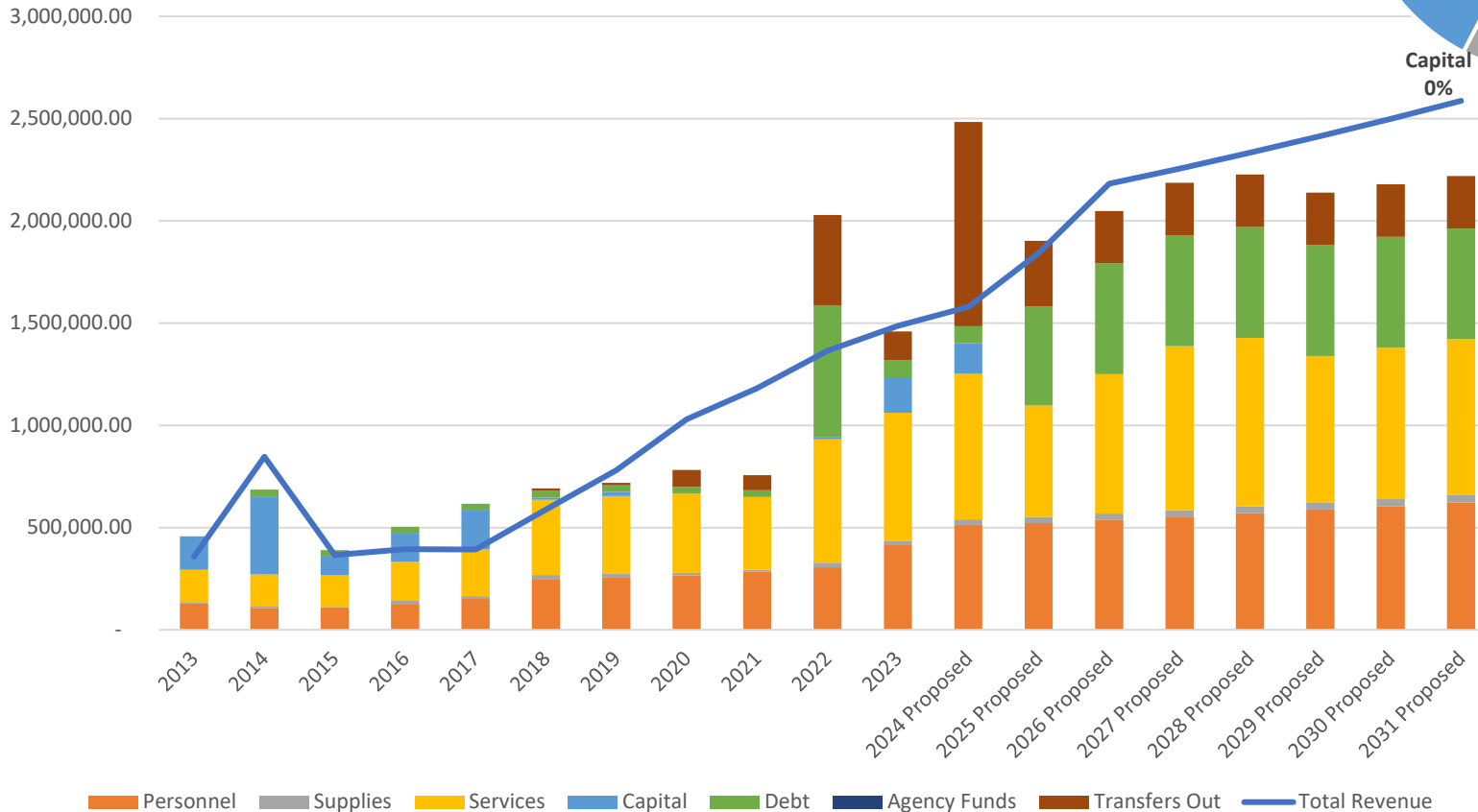
The sewer rates are proposed to increase 10% for 2025 as adopted by council in May of 2024. This rate increase will allow the city to meet the needs of the department and debt repayment for 2025.

Sewer debt is currently for: Outfall (ends 2033); Wastewater Upgrades Design (ends 2041); Collection System Upgrades Construction (ends 2064); and Wastewater Treatment Plant Upgrades Construction (ends 2054). The debt for 2024 and beyond is estimated and includes repayment on the Public Works Board for the Cascade Avenue Utility Upgrades, which will be split between Water and Wastewater once the project design and cost estimates are completed.

2025 Sewer Expenses



Sewer Revenue and Expense



Sewer Capital Costs are tracked in the Wastewater System Upgrades Fund (410). City paid expenses are done through an interfund transfer from the Water/Sewer Fund and include:

\$274k for WWTP Upgrade Construction Completion

\$143k for Collection System Upgrade Closeout

\$11.5k for Digester stairs at the WWTP

## Water/Sewer Fund

The total amount of costs from the 2025 proposed budget for the combined Water/Sewer Fund adds up to over \$2M. The impact of these cuts brings us back to deferred maintenance and staff not having the tools necessary to adequately perform their job. The lack of planning for future projects delays funding applications and construction. This is not in alignment with the priorities outlined in the Strategic Plan.

| <b>Water:</b>  |                  | <b>Wastewater:</b>   |                |
|--|------------------|--|----------------|
| Grayling LTWS  | 62,000           | Digester stairs  | 11,500         |
| Frank Johns PRV/S waterline/N waterline Scoping/Estimate Develop | 20,000           | Lighting repairs   | 6,500          |
| NE Major scoping/Estimate  | 5,000            | Clarifier squeegees  | 30,000         |
| School St Waterline Design                                       | 120,000          | Clarifier launders   | 100,000        |
| Church Reservoir Transmission Line                               | 129,000          | Electric winches   | 4,500          |
| Rock Creek Intake Rehab  | 1,000,000        | Paint digester   | 15,000         |
| Two Facility Maintenance Workers (split 5 ways) Water portion    | 35,000           | Clarifier drive shaft rebuild                              | 70,000         |
| Rock Creek Intake Pump   | 8,500            | Wastewater line extension                                  | 150,000        |
| Rail to Rock Creek Intake  | 3,500            | Twister fairgrounds  | 13,000         |
| Base Reservoir Fence Repair                                      | 500              | Twister rock creek   | 45,000         |
| Leak Survey  | 5,000            | Two Facility Maintenance Workers (split 5 ways) WW portion | 35,000         |
| Shoring (split between Water & WW)                               | 5,000            | 1017-WW Cascade interceptor phase 2 scoping/estimate       | 10,000         |
| Valve Exerciser  | 3,800            | 1022-WW Main D Ph2 Frank Johns scoping/estimate            | 5,000          |
| RTU for Rock Creek Intake  | 6,600            | 1033-WW Ryan Allen sewer extension scoping/estimate        | 5,000          |
| Reduced Water Planning Costs                                     | 20,000           | Downtown Instapipe Inspection and Repairs                  | 100,000        |
| Removed Gate (Water)   | 800              | Reduced Solids Hauling Projected Costs                     | 30,000         |
| <b>Grand Total</b>   | <b>1,424,700</b> | Removed Industrial Sampling Costs                          | 7,426          |
|  |                  | Shoring (split between Water & WW)                         | 5,000          |
|  |                  | <b>Grand Total</b>   | <b>642,926</b> |

## 5 YEAR BUDGET COMPARISON

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### 400 Water/Sewer Fund

| Account        | 2021<br>Actual                       | 2022<br>Actual    | 2023<br>Actual    | 2024<br>Actual    | 2024<br>Appropriated | 2025<br>Appropriated | Comment  |
|----------------|--------------------------------------|-------------------|-------------------|-------------------|----------------------|----------------------|--|
| 534 10 10 0000 | WA-Administrative Salary             | 1,628.61          | 18,563.45         | 52,043.36         | 41,632.52            | 54,531.29            | 56,167.23  |
| 534 10 20 0000 | WA-Administrative Benefits           | 329.73            | 8,503.96          | 28,052.04         | 20,038.93            | 21,812.52            | 22,466.89  |
| 534 10 41 0001 | General Admin Fee                    | 69,835.54         | 88,609.21         | 85,108.14         | 0.00                 | 102,429.05           | 104,964.64   |
| 534 10 41 0022 | WA-Audit Fee                         | 5,560.75          | 0.00              | 5,274.72          | 0.00                 | 6,365.40             | 6,556.36   |
| 534 10 42 0000 | WA-Op. Permit(DOH)/Other Fees        | 8,405.28          | 7,259.40          | 6,878.55          | 6,099.40             | 5,463.64             | 5,627.54   |
| 534 10 49 0001 | WA-Dues & Membership/Filing Fees     | 143.39            | 1,223.87          | 957.57            | 433.72               | 2,121.80             | 2,185.45   |
| 534 20 41 0000 | WA-Admin Planning Water - Consulting | 633.80            | 78,164.45         | 96,828.96         | 40,640.08            | 139,310.00           | 10,000.00  |
| 534 40 43 0000 | WA-Travel                            | 0.00              | 1,524.81          | 2,279.64          | 2,491.39             | 3,151.80             | 3,246.35   |
| 534 40 49 0001 | WA-Training                          | 1,925.09          | 4,962.44          | 10,695.90         | 2,126.00             | 10,000.00            | 10,300.00  |
| 534 50 35 0000 | WA-Small Tools/Minor Equipment       | 0.00              | 2,264.12          | 8,369.12          | 3,062.46             | 10,000.00            | 7,300.00 Sample taps - \$3k  |
| 534 50 48 0000 | WA-Repair-Contracted Labor           | 7,254.86          | 20,811.67         | 34,817.11         | 17,954.73            | 31,518.00            | 39,768.00 Reservoir cleaning - \$8kNorth bay level control - \$1000Effluent pump rebuild - \$800Meter inspections - \$900PRV Inspections-\$13k |
| 534 70 10 0000 | WA-Customer Services Salary          | 41,592.03         | 44,668.22         | 61,527.64         | 39,347.17            | 55,641.01            | 57,310.24  |
| 534 70 20 0000 | WA-Customer Services Benefits        | 11,134.01         | 11,431.93         | 12,815.46         | 2,966.51             | 17,884.61            | 18,421.15  |
| 534 70 31 0000 | WA-Office Supplies And Postage       | 1,486.33          | 1,679.11          | 1,870.73          | 2,170.11             | 4,296.65             | 4,425.54   |
| 534 70 41 0000 | WA-Computer Services/Repair          | 7,778.05          | 8,378.64          | 32,525.95         | 18,767.53            | 30,394.00            | 31,305.82  |
| 534 70 41 0001 | WA-EBPP Fees                         | 3,310.94          | 3,204.25          | 4,087.65          | 3,579.52             | 3,182.70             | 4,278.18   |
| 534 80 31 0000 | WA-Operating Supplies                | 32,172.85         | 35,242.45         | 30,301.21         | 32,037.33            | 37,131.50            | 38,245.45  |
| 534 80 41 0000 | WA-Testing                           | 5,647.00          | 6,196.50          | 4,587.50          | 4,227.50             | 5,304.50             | 5,463.64   |
| 534 80 41 0001 | WA-Services                          | 0.00              | 5,236.76          | 23,586.80         | 16,811.83            | 17,824.00            | 18,358.72  |
| 534 80 42 0000 | WA-Telephone                         | 1,553.88          | 1,688.45          | 3,032.03          | 2,866.70             | 3,121.80             | 4,415.45   |
| 534 80 45 0001 | WA-Telemetry/Meter Services          | 3,851.20          | 4,851.08          | 5,566.21          | 5,651.41             | 6,000.00             | 6,180.00   |
| 534 80 45 0099 | WA-Eq Svc Internal - Water           | 39,420.42         | 45,775.85         | 63,464.35         | 53,786.88            | 68,227.70            | 70,274.53  |
| 534 80 46 0000 | WA-Insurance                         | 14,075.79         | 23,641.30         | 34,298.63         | 47,058.05            | 47,668.90            | 49,098.97  |
| 534 80 47 0000 | WA-Electricity                       | 26,275.69         | 27,698.04         | 26,762.06         | 19,877.54            | 28,000.00            | 28,840.00  |
| 534 81 41 0000 | WA-Prof Services - General           | 17,177.09         | 3,889.25          | 101.00            | 25,723.31            | 20,000.00            | 20,600.00  |
| 534 84 10 0000 | WA-Operations Plant Salary           | 68,990.63         | 60,469.70         | 69,293.90         | 46,100.37            | 84,876.12            | 87,422.40  |
| 534 84 20 0000 | WA-Operations Plant Benefits         | 31,956.06         | 22,727.12         | 27,864.70         | 23,364.29            | 42,438.06            | 43,711.20  |
| 534 84 31 0000 | WA-Chemicals Plant                   | 11,089.30         | 13,682.21         | 11,654.29         | 7,916.64             | 10,927.27            | 11,255.09  |
| 534 85 10 0000 | WA-Operations T & D Salary           | 70,390.13         | 65,233.03         | 75,895.53         | 48,786.78            | 72,750.96            | 74,933.49  |
| 534 85 20 0000 | WA-Operations T & D Benefits         | 33,595.41         | 24,386.12         | 30,436.75         | 22,804.92            | 36,375.48            | 37,466.74  |
| 534 90 44 0000 | WA-Taxes                             | 42,149.85         | 45,223.57         | 45,700.70         | 29,936.57            | 50,452.44            | 51,966.02  |
| <b>534</b>     | <b>Water Utilities</b>               | <b>559,363.71</b> | <b>687,190.96</b> | <b>896,678.20</b> | <b>588,260.19</b>    | <b>1,029,201.20</b>  | <b>932,555.09</b>  |
| 535 10 10 0000 | WW-Administrative Salary             | 17,143.31         | 47,642.27         | 86,682.33         | 56,966.94            | 80,600.38            | 83,018.40  |
| 535 10 20 0000 | WW-Administrative Benefits           | 3,409.27          | 17,942.60         | 37,763.18         | 23,183.15            | 33,937.68            | 34,955.81  |
| 535 10 41 0001 | WW-General Admin Fee                 | 80,802.33         | 113,328.29        | 97,605.34         | 0.00                 | 115,171.42           | 118,096.27   |
| 535 10 41 0022 | WW-Audit Fee                         | 5,560.75          | 0.00              | 16,163.22         | 7,511.40             | 8,487.20             | 8,741.82   |
| 535 10 42 0000 | WW-Permit Fees/DOE                   | 3,370.52          | 3,481.14          | 4,933.81          | 4,874.35             | 2,652.25             | 2,731.82   |
| 535 10 44 0000 | WW-Advertising                       | 918.34            | 0.00              | 0.00              | 0.00                 | 0.00                 | 0.00   |

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 400 Water/Sewer Fund

| Account   | 2021<br>Actual    | 2022<br>Actual    | 2023<br>Actual      | 2024<br>Actual    | 2024<br>Appropriated | 2025<br>Appropriated | Comment          |
|---|-------------------|-------------------|---------------------|-------------------|----------------------|----------------------|------------------|
| 535 10 49 0001 WW-Dues & Membership/filing Fees     | 972.57            | 885.10            | 1,728.72            | 364.66            | 1,060.90             | 1,092.73             |                  |
| 535 20 41 0000 WW-Admin Planning Sewer - Consulting | 3,354.40          | 13,936.94         | 92,178.86           | 18,268.83         | 80,000.00            | 10,000.00            |                  |
| 535 40 43 0000 WW-Travel                            | 0.00              | 74.57             | 0.00                | 1,754.93          | 2,000.00             | 2,060.00             |                  |
| 535 40 49 0001 WW-Training                          | 976.63            | 1,810.37          | 6,504.27            | 2,322.00          | 8,000.00             | 8,240.00             |                  |
| 535 51 31 0000 WW-Maintenance Supplies              | 5,698.95          | 2,751.85          | 6,331.81            | 2,079.59          | 10,609.00            | 4,027.27             |                  |
| 535 51 48 0000 WW-Repair (Contract Serv) T&D        | 12,828.96         | 142,737.30        | 43,131.63           | 19,200.94         | 80,000.00            | 0.00                 |                  |
| 535 51 48 0001 WW-Solids Hauling & Disposal         | 98,393.11         | 113,334.68        | 87,406.19           | 66,541.48         | 127,308.00           | 97,308.00            |                  |
| 535 64 41 0000 WW-Plant Services                    | 0.00              | 3,593.13          | 0.00                | 0.00              | 0.00                 | 0.00                 |                  |
| 535 70 10 0000 WW-Customer Service Salary           | 41,592.03         | 44,668.22         | 61,527.64           | 39,347.17         | 55,641.01            | 57,310.24            |                  |
| 535 70 20 0000 WW-Customer Service Benefits         | 11,137.83         | 11,431.93         | 12,815.46           | 2,966.51          | 17,884.61            | 18,421.15            |                  |
| 535 70 31 0000 WW-Office Supplies & Postage         | 1,567.48          | 2,074.17          | 2,219.92            | 2,570.77          | 4,300.00             | 4,429.00             |                  |
| 535 70 41 0000 WW-Computer Services/Repair          | 6,822.69          | 5,770.93          | 23,788.63           | 14,924.46         | 20,454.50            | 22,268.14            |                  |
| 535 70 41 0001 WW-EBPP Fees Sewer                   | 3,310.88          | 3,204.20          | 4,085.62            | 3,579.63          | 3,182.70             | 4,278.18             |                  |
| 535 80 31 0000 WW-Operating Supplies                | 2,289.15          | 17,835.80         | 9,661.59            | 7,845.56          | 10,609.00            | 21,109.00            | New lab supplies |
| 535 80 41 0000 Sewer Operations Testing             | 15,102.50         | 17,468.00         | 18,152.00           | 11,760.00         | 22,278.90            | 22,947.27            |                  |
| 535 80 41 0001 Sewer Operations-Services            | 0.00              | 5,236.76          | 20,298.53           | 22,627.64         | 11,724.00            | 11,724.00            |                  |
| 535 80 42 0000 Sewer Telephone                      | 4,519.45          | 4,623.48          | 5,194.98            | 3,670.39          | 4,880.14             | 5,026.54             |                  |
| 535 80 45 0099 WW-Eq Svc Internal - Sewer           | 39,864.51         | 58,970.35         | 70,473.72           | 62,885.33         | 77,740.50            | 80,072.72            |                  |
| 535 80 46 0000 Sewer Insurance                      | 7,542.33          | 20,605.75         | 28,102.42           | 39,389.62         | 39,621.51            | 40,810.16            |                  |
| 535 81 10 0000 WW-Operations Coll. Salary           | 28,466.14         | 33,471.21         | 39,739.04           | 33,298.50         | 43,593.72            | 44,901.53            |                  |
| 535 81 20 0000 WW-Operations Coll. Benefits         | 13,470.87         | 12,278.46         | 16,911.82           | 15,490.31         | 16,131.86            | 16,615.82            |                  |
| 535 81 47 0000 WW-Coll Electricity                  | 3,128.73          | 14,753.52         | 4,050.87            | 3,317.95          | 5,304.50             | 5,463.64             |                  |
| 535 81 47 0001 WW-Coll. Water                       | 403.20            | 423.36            | 370.40              | 229.64            | 477.41               | 491.73               |                  |
| 535 84 10 0000 WW-Operations Plant Salary           | 107,063.09        | 99,833.26         | 112,490.57          | 97,082.19         | 169,126.00           | 174,199.78           |                  |
| 535 84 20 0000 WW-Operations Plant Benefits         | 61,194.15         | 37,741.47         | 46,237.72           | 42,402.18         | 89,614.12            | 92,302.54            |                  |
| 535 84 32 0000 WW-Plant Gas & Oil                   | 0.00              | 536.75            | 0.00                | 0.00              | 0.00                 | 0.00                 |                  |
| 535 84 47 0000 WW-Electricity                       | 19,300.74         | 23,098.75         | 35,974.35           | 14,491.33         | 27,583.40            | 28,410.90            |                  |
| 535 84 47 0001 WW-Plant Water                       | 19,140.97         | 23,800.80         | 34,523.86           | 23,526.07         | 32,278.90            | 32,278.90            |                  |
| 535 85 10 0000 WW Sampling Salary                   | 659.77            | 113.84            | 126.61              | 0.00              | 4,120.00             | 0.00                 |                  |
| 535 85 20 0000 WW Sampling Benefits                 | 338.06            | 37.63             | 49.53               | 0.00              | 2,575.00             | 0.00                 |                  |
| 535 85 31 0000 WW Sampling Supplies                 | 0.00              | 0.00              | 0.00                | 0.00              | 515.00               | 0.00                 |                  |
| 535 85 41 0000 WW Sampling Professional Services    | 1,869.00          | 0.00              | 0.00                | 0.00              | 0.00                 | 0.00                 |                  |
| 535 85 45 0000 WW Sampling Equipment Rental         | 215.68            | 394.69            | 51.54               | 0.00              | 0.00                 | 0.00                 |                  |
| 535 90 44 0000 Sewer Taxes                          | 27,115.11         | 31,364.19         | 34,411.32           | 26,044.60         | 42,701.23            | 43,982.26            |                  |
| <b>535 Sewer</b>                                    | <b>649,543.50</b> | <b>931,255.76</b> | <b>1,061,687.50</b> | <b>670,518.12</b> | <b>1,252,164.84</b>  | <b>1,097,315.62</b>  |                  |
| 591 34 70 0000 WA-SMART Meter Lease-Principial      | 28,419.46         | 62,825.97         | 30,275.15           | 31,138.00         | 31,138.00            | 32,025.44            |                  |
| 591 34 78 0000 Base Res PWTF Loan Principal         | 23,273.40         | 23,273.95         | 23,273.40           | 23,273.39         | 23,273.39            | 23,273.39            |                  |
| 592 34 80 0000 WA-SMART Meter Lease-Interest        | 8,696.22          | 7,243.03          | 5,918.13            | 5,020.68          | 5,977.68             | 5,090.24             |                  |
| 592 34 83 0000 Base Reservoir PWTF Loan Interest    | 698.20            | 581.27            | 465.47              | 349.10            | 349.10               | 232.73               |                  |

## 5 YEAR BUDGET COMPARISON

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### 400 Water/Sewer Fund

| Account  | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Actual | 2024<br>Appropriated | 2025<br>Appropriated | Comment   |
|--|----------------|----------------|----------------|----------------|----------------------|----------------------|---|
| 534 Water  | 61,087.28      | 93,924.22      | 59,932.15      | 59,781.17      | 60,738.17            | 60,621.80            |   |
| 591 35 72 0000 Sewer Outfall - USDA RDA Principal    | 24,028.96      | 24,694.30      | 25,378.07      | 12,765.75      | 26,080.01            | 26,802.15            |   |
| 591 35 72 0001 WWTP Design-DOE Principal             | 0.00           | 572,535.92     | 34,086.31      | 17,300.30      | 30,678.05            | 30,678.05            |   |
| 591 35 72 0002 WW Coll. Sys.-USDA RD Principal       | 0.00           | 0.00           | 0.00           | 0.00           | 0.00                 | 20,000.00            |   |
| 591 35 72 0003 WWTP Const-DOE Principal              | 0.00           | 0.00           | 0.00           | 0.00           | 0.00                 | 300,000.00           |   |
| 592 35 83 0000 Sewer Outfall - USDA RDA Interest     | 8,641.04       | 7,975.70       | 7,291.93       | 3,569.25       | 6,589.99             | 5,867.85             |   |
| 592 35 83 0001 WWTP Design-DOE Interest              | 0.00           | 39,990.66      | 15,492.89      | 7,489.30       | 18,901.13            | 18,901.15            |   |
| 592 35 83 0002 WW Coll. Sys.-USDA RD Interest        | 0.00           | 0.00           | 0.00           | 0.00           | 0.00                 | 8,521.00             |   |
| 592 35 83 0003 WWTP Const-DOE Interest               | 0.00           | 0.00           | 0.00           | 0.00           | 0.00                 | 74,921.50            |   |
| 535 Sewer  | 32,670.00      | 645,196.58     | 82,249.20      | 41,124.60      | 82,249.18            | 485,691.70           |   |
| 591 Debt Service                                     | 93,757.28      | 739,120.80     | 142,181.35     | 100,905.77     | 142,987.35           | 546,313.50           |   |
| 594 34 10 4006 Water Connections - Salary            | 1,319.80       | 2,449.52       | 987.76         | 6,654.68       | 5,562.00             | 5,728.86             |   |
| 594 34 20 4006 Water Connections - Benefits          | 590.17         | 1,089.25       | 372.95         | 3,547.78       | 2,781.00             | 2,864.43             |   |
| 594 34 45 0400 Eq Rental - Water Connections         | 432.10         | 785.95         | 490.45         | 3,931.33       | 2,121.80             | 2,185.45             |   |
| 594 34 48 0000 Loop Rd Waterline-Cont. Labor         | 0.00           | 0.00           | 155,585.75     | 0.00           | 0.00                 | 0.00                 |   |
| 594 34 62 4009 Water Plant Improvements-Contracted   | 736.43         | 60.79          | 11,941.59      | 0.00           | 100,000.00           | 251,700.00           | WTP painting - \$150k<br>Transfer switch at WTP - \$15.2k<br>Filter media replacement - \$20k<br>fence repair - \$500<br>Generator pad and carport at WTP - \$3500<br>corrosion control at well - \$50k<br>Labong creek access gravel - \$12.5k |
| 594 34 64 0000 WA-Fixed Assets To Capitalize         | 100,202.46     | 15,038.64      | 0.00           | 0.00           | 0.00                 | 27,000.00            | Chlorine analyzer - \$10k<br>New tapping machine - \$5k<br>Influent flowmeters - \$12k  |
| 534 Water  | 103,280.96     | 19,424.15      | 169,378.50     | 14,133.79      | 110,464.80           | 289,478.74           |   |
| 594 35 41 0100 WW-Line Extensions Contracted         | 0.00           | 0.00           | 173,913.35     | 0.00           | 150,000.00           | 0.00                 |   |
| 594 35 61 0000 WW-Easement Purchase                  | 0.00           | 3,761.96       | 0.00           | 0.00           | 0.00                 | 0.00                 |   |
| 594 35 64 0032 WW-Equipment Purchase                 | 0.00           | 4,998.48       | 0.00           | 0.00           | 0.00                 | 0.00                 |   |
| 535 Sewer  | 0.00           | 8,760.44       | 173,913.35     | 0.00           | 150,000.00           |                      |   |
| 594 Capital Expenditures                             | 103,280.96     | 28,184.59      | 343,291.85     | 14,133.79      | 260,464.80           | 289,478.74           |   |
| 597 10 00 1415 Water Transfer Out to 415 Cascade Ave | 0.00           | 0.00           | 0.00           | 1,067.00       | 1,775.00             | 0.00                 |   |

## 5 YEAR BUDGET COMPARISON

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### 400 Water/Sewer Fund

| Account   | 2021<br>Actual      | 2022<br>Actual      | 2023<br>Actual      | 2024<br>Actual      | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|---------------------|---------------------|---------------------|---------------------|----------------------|----------------------|---------|
| 534 Water   | 0.00                | 0.00                | 0.00                | 1,067.00            | 1,775.00             |                      |         |
| 597 10 00 0000 Transfer Out to 410 WW Sys. Upgrades       | 52,374.75           | 421,807.98          | 100,123.65          | 22,500.89           | 975,876.34           | 298,184.50           |         |
| 597 10 00 0406 Transfer Out To 406 WW Short Lived Assets  | 21,779.00           | 21,779.00           | 21,779.00           | 21,779.00           | 21,779.00            | 21,779.00            |         |
| 597 10 00 0415 WWater Transfer Out to 415 Cascade Ave     | 0.00                | 0.00                | 0.00                | 1,067.00            | 1,775.00             | 0.00                 |         |
| 597 10 00 0420 Transfer out to 420-Cascade Ave Mitigation | 0.00                | 0.00                | 19,550.00           | 0.00                | 0.00                 | 0.00                 |         |
| 535 Sewer   | 74,153.75           | 443,586.98          | 141,452.65          | 45,346.89           | 999,430.34           | 319,963.50           |         |
| 597 Interfund Transfers                                   | 74,153.75           | 443,586.98          | 141,452.65          | 46,413.89           | 1,001,205.34         | 319,963.50           |         |
| 508 51 00 0400 WS-Ending Cash                             | 0.00                | 0.00                | 0.00                | 0.00                | 272,548.92           | 257,642.01           |         |
| 400 Water/Sewer   | 0.00                | 0.00                | 0.00                | 0.00                | 272,548.92           | 257,642.01           |         |
| 508 51 01 0400 WS-Water Reserve                           | 0.00                | 0.00                | 0.00                | 0.00                | 394,220.75           | 162,194.75           |         |
| 401 Water   | 0.00                | 0.00                | 0.00                | 0.00                | 394,220.75           | 162,194.75           |         |
| 508 51 02 0400 WS-WW Reserve                              | 0.00                | 0.00                | 0.00                | 0.00                | 153,567.18           | 210,099.18           |         |
| 402 Sewer   | 0.00                | 0.00                | 0.00                | 0.00                | 153,567.18           | 210,099.18           |         |
| 999 Ending Balance  | 0.00                | 0.00                | 0.00                | 0.00                | 820,336.85           | 629,935.94           |         |
| <b>TOTAL EXPENDITURES:</b>                                | <b>1,480,099.20</b> | <b>2,829,339.09</b> | <b>2,585,291.55</b> | <b>1,420,231.76</b> | <b>4,506,360.38</b>  | <b>3,815,562.39</b>  |         |
| FUND GAIN/LOSS:   | 1,668,438.74        | 1,958,963.23        | 1,905,833.11        | 2,383,062.91        | 0.00                 | 0.00                 |         |

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 406 Wastewater Short Lived Asset Reserve Fund

| Account                              | 2021<br>Actual   | 2022<br>Actual   | 2023<br>Actual   | 2024<br>Actual    | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|--------------------------------------|------------------|------------------|------------------|-------------------|----------------------|----------------------|---------|
| 308 31 00 0406 WWSLAR Beginning Cash | 21,779.00        | 43,558.00        | 65,337.00        | 87,116.00         | 87,116.00            | 108,895.00           |         |
| 308 Beginning Balances               | 21,779.00        | 43,558.00        | 65,337.00        | 87,116.00         | 87,116.00            | 108,895.00           |         |
| 397 10 00 0406 WWSLA-Transfers In    | 21,779.00        | 21,779.00        | 21,779.00        | 21,779.00         | 21,779.00            | 21,779.00            |         |
| 397 Interfund Transfers              | 21,779.00        | 21,779.00        | 21,779.00        | 21,779.00         | 21,779.00            | 21,779.00            |         |
| <b>TOTAL REVENUES:</b>               | <b>43,558.00</b> | <b>65,337.00</b> | <b>87,116.00</b> | <b>108,895.00</b> | <b>108,895.00</b>    | <b>130,674.00</b>    |         |
| 508 31 00 0406 WWSLAR-Ending Cash    | 0.00             | 0.00             | 0.00             | 0.00              | 108,895.00           | 130,674.00           |         |
| 999 Ending Balance                   | 0.00             | 0.00             | 0.00             | 0.00              | 108,895.00           | 130,674.00           |         |
| <b>TOTAL EXPENDITURES:</b>           | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>       | <b>108,895.00</b>    | <b>130,674.00</b>    |         |
| <b>FUND GAIN/LOSS:</b>               | <b>43,558.00</b> | <b>65,337.00</b> | <b>87,116.00</b> | <b>108,895.00</b> | <b>0.00</b>          | <b>0.00</b>          |         |

The Wastewater Short Lived Asset Reserve Fund is required as part of the city's USDA loan. Annual deposits of at least \$21,779 are required for the 40-year life of the 2020 wastewater project loan. This fund operates like a line of credit for repairing and/or replacing major system assets with a life span less than 15 years.



## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 408 Wastewater Debt Reserve Fund

| Account                                       | 2021<br>Actual   | 2022<br>Actual   | 2023<br>Actual   | 2024<br>Actual   | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|------------------|------------------|------------------|------------------|----------------------|----------------------|---------|
| 308 31 00 0408 WW Debt Reserve Beg. Balance   | 61,191.00        | 61,191.00        | 61,191.00        | 61,191.00        | 61,191.00            | 61,191.00            |         |
| 308 Beginning Balances                        | 61,191.00        | 61,191.00        | 61,191.00        | 61,191.00        | 61,191.00            | 61,191.00            |         |
| <b>TOTAL REVENUES:</b>                        | <b>61,191.00</b> | <b>61,191.00</b> | <b>61,191.00</b> | <b>61,191.00</b> | <b>61,191.00</b>     | <b>61,191.00</b>     |         |
| 508 31 00 0408 WW Debt Reserve-Ending Balance | 0.00             | 0.00             | 0.00             | 0.00             | 61,191.00            | 61,191.00            |         |
| 999 Ending Balance                            | 0.00             | 0.00             | 0.00             | 0.00             | 61,191.00            | 61,191.00            |         |
| <b>TOTAL EXPENDITURES:</b>                    | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>61,191.00</b>     | <b>61,191.00</b>     |         |
| FUND GAIN/LOSS:                               | 61,191.00        | 61,191.00        | 61,191.00        | 61,191.00        | 0.00                 | 0.00                 |         |

The Wastewater Debt Reserve Fund is required as part of two loans the city has through USDA. The balance is equal to one annual loan installment. Prior written concurrence from USDA must be obtained before funds may be withdrawn from this fund during the life of the loan. When funds are withdrawn during the life of the loan, deposits will be made at the rate of 10% of one annual payment until the balance is equal to one annual loan payment.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 410 Wastewater System Upgrades

| Account   | 2021<br>Actual    | 2022<br>Actual      | 2023<br>Actual      | 2024<br>Actual      | 2024<br>Appropriated | 2025<br>Appropriated | Comment                  |
|---|-------------------|---------------------|---------------------|---------------------|----------------------|----------------------|--------------------------|
| 308 51 00 0410 WW Sys Upgrades Beg Cash & Invest.               | -57,601.53        | -194,712.15         | -1,179,179.71       | -759,760.33         | -759,760.33          | 0.00                 |                          |
| 308 Beginning Balances  | -57,601.53        | -194,712.15         | -1,179,179.71       | -759,760.33         | -759,760.33          | 0.00                 |                          |
| 331 11 00 0000 EDA Grant-WW Coll. Sys. Upgrades                 | 0.00              | 1,783,025.47        | 294,199.50          | 0.00                | 1,977,175.02         | 130,000.00           | Project complete in 2025 |
| 331 66 00 0000 EPA Grant-WWTP Construction                      | 0.00              | 0.00                | 1,949,729.91        | 550,270.09          | 550,270.09           | 0.00                 |                          |
| 334 04 20 0410 CERB Feasibility Study-Alt. Analysis             | 5,400.00          | 0.00                | 0.00                | 0.00                | 0.00                 | 0.00                 |                          |
| 330 Intergovernmental Revenues                                  | 5,400.00          | 1,783,025.47        | 2,243,929.41        | 550,270.09          | 2,527,445.11         | 130,000.00           |                          |
| 391 20 00 0000 USDA RDA Bond Proceeds-WW Coll.<br>Sys. Upgrades | 0.00              | 160,741.55          | 92,938.38           | 443,870.94          | 619,320.07           | 0.00                 |                          |
| 391 90 00 0410 DOE Construction Loan                            | 228,427.10        | 2,741,847.63        | 5,709,913.85        | 1,346,936.61        | 1,849,608.52         | 0.00                 |                          |
| 390 Other Financing Sources                                     | 228,427.10        | 2,902,589.18        | 5,802,852.23        | 1,790,807.55        | 2,468,928.59         | 0.00                 |                          |
| 397 05 00 0030 Transfer In from ARPA Fund                       | 0.00              | 0.00                | 0.00                | 173,211.75          | 298,313.00           | 0.00                 |                          |
| 397 05 00 0410 Transfer In from Water/Sewer Fund                | 52,374.75         | 421,807.98          | 100,123.65          | 22,500.89           | 975,876.34           | 298,184.50           |                          |
| 397 Interfund Transfers   | 52,374.75         | 421,807.98          | 100,123.65          | 195,712.64          | 1,274,189.34         | 298,184.50           |                          |
| <b>TOTAL REVENUES:</b>  | <b>228,600.32</b> | <b>4,912,710.48</b> | <b>6,967,725.58</b> | <b>1,777,029.95</b> | <b>5,510,802.71</b>  | <b>428,184.50</b>    |                          |

The Wastewater System Upgrades Fund is for the planning, design and construction of upgrades to the water system as identified in the water system plan and required as part of the recently lifted Administrative Order. Most of the revenues are grants or loans with some internal match funding. The revenues and expenditures are updated when funding is received, project timelines determined and contracts secured. The 2025 budget is a rough estimate of costs anticipated to complete the project in 2025 and may change based on the progress of work in 2024.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 410 Wastewater System Upgrades

| Account   | 2021<br>Actual    | 2022<br>Actual      | 2023<br>Actual      | 2024<br>Actual      | 2024<br>Appropriated | 2025<br>Appropriated | Comment                  |
|---|-------------------|---------------------|---------------------|---------------------|----------------------|----------------------|--------------------------|
| 592 35 83 0410 USDA-Interim Interest & Issuance Costs | 0.00              | 905.02              | 2,864.80            | 23,814.84           | 12,000.00            | 0.00                 |                          |
| 591 Debt Service                                      | 0.00              | 905.02              | 2,864.80            | 23,814.84           | 12,000.00            | 0.00                 |                          |
| 594 35 31 4113 WWTP-Equipment                         | 0.00              | 244,302.53          | 615,559.67          | 0.00                | 0.00                 | 144,184.50           | Project complete in 2025 |
| 594 35 31 4114 WWTP-Lab Equipment                     | 0.00              | 45,867.21           | 3,494.28            | 16,924.84           | 7,000.00             | 0.00                 |                          |
| 594 35 41 4103 DOE Design-Consultant Svs              | 176,225.57        | 0.00                | 0.00                | 0.00                | 0.00                 | 0.00                 |                          |
| 594 35 41 4104 Coll. Sys. Upgrades Consultant Svs     | 107,622.15        | 287,271.77          | 123,388.74          | 155,312.23          | 249,600.85           | 0.00                 |                          |
| 594 35 41 4105 Coll. Sys. Upgrades Construction Svs   | 53,358.00         | 2,058,241.04        | 104,485.68          | 2,063,311.45        | 2,709,786.97         | 142,500.00           | Retainage                |
| 594 35 41 4106 Collection Sys. Upgrades-PUD           | 8,903.67          | 326.37              | 37,748.75           | -5,672.32           | 40,000.00            | 0.00                 |                          |
| 594 35 41 4110 WWTP-Consultant Services               | 36,115.38         | 455,588.72          | 593,250.70          | 208,819.74          | 586,764.17           | 30,000.00            | Project pushed to 2025   |
| 594 35 41 4111 WWTP-Construction Services             | 0.00              | 2,549,633.08        | 6,173,295.18        | 1,303,708.94        | 1,712,918.74         | 100,000.00           | Project pushed to 2025   |
| 594 35 41 4112 WWTP Upgrades-PUD                      | 39,637.70         | 3,663.58            | 0.00                | 0.00                | 0.00                 | 0.00                 |                          |
| 594 35 41 4114 WWTP-Deferred Maintenance              | 0.00              | 54,932.65           | 44,144.90           | 11,411.57           | 192,731.98           | 11,500.00            | Digester Stairs          |
| 594 35 41 4115 Main D Extension-Construction Services | 0.00              | 381,217.22          | 18,533.20           | 0.00                | 0.00                 | 0.00                 |                          |
| 594 35 49 0000 WW Upgrades-Permitting                 | 1,450.00          | 9,941.00            | 10,720.01           | 1,143.95            | 0.00                 | 0.00                 |                          |
| 594 Capital Expenditures                              | 423,312.47        | 6,090,985.17        | 7,724,621.11        | 3,754,960.40        | 5,498,802.71         | 428,184.50           |                          |
| <b>TOTAL EXPENDITURES:</b>                            | <b>423,312.47</b> | <b>6,091,890.19</b> | <b>7,727,485.91</b> | <b>3,778,775.24</b> | <b>5,510,802.71</b>  | <b>428,184.50</b>    |                          |
| FUND GAIN/LOSS:                                       | -194,712.15       | -1,179,179.71       | -759,760.33         | -2,001,745.29       | 0.00                 | 0.00                 |                          |

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 415 Cascade Avenue Utility Improvements

| Account   | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Actual   | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|----------------|----------------|----------------|------------------|----------------------|----------------------|---------|
| 334 06 90 0415 Cascade Improv-PWB Grant Proceeds                | 0.00           | 0.00           | 0.00           | 0.00             | 0.00                 | 335,700.00           |         |
| 330 Intergovernmental Revenues                                  | 0.00           | 0.00           | 0.00           | 0.00             | 0.00                 | 335,700.00           |         |
| 391 90 00 0415 Cascade Improv-PWB Loan Proceeds                 | 0.00           | 0.00           | 0.00           | 26,513.00        | 164,683.00           | 1,737,617.00         |         |
| 390 Other Financing Sources                                     | 0.00           | 0.00           | 0.00           | 26,513.00        | 164,683.00           | 1,737,617.00         |         |
| 397 10 00 0415 Cascade Improv - Transfer from WS Fund           | 0.00           | 0.00           | 0.00           | 1,067.00         | 1,775.00             | 0.00                 |         |
| 397 10 00 1415 Cascade Improv - Water Transfer from WS Fund     | 0.00           | 0.00           | 0.00           | 1,067.00         | 1,775.00             | 0.00                 |         |
| 397 Interfund Transfers   | 0.00           | 0.00           | 0.00           | 2,134.00         | 3,550.00             | 0.00                 |         |
| <b>TOTAL REVENUES:</b>  | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>28,647.00</b> | <b>168,233.00</b>    | <b>2,073,317.00</b>  |         |
| 594 35 41 4151 Cascade Ave. Utility Improv.-Consultant Services | 0.00           | 0.00           | 0.00           | 28,647.00        | 168,233.00           | 0.00                 |         |
| 594 35 41 4152 Cascade Ave Improv.-Construction Services        | 0.00           | 0.00           | 0.00           | 0.00             | 0.00                 | 2,073,317.00         |         |
| 594 Capital Expenditures  | 0.00           | 0.00           | 0.00           | 28,647.00        | 168,233.00           | 2,073,317.00         |         |
| <b>TOTAL EXPENDITURES:</b>                                      | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>28,647.00</b> | <b>168,233.00</b>    | <b>2,073,317.00</b>  |         |
| <b>FUND GAIN/LOSS:</b>  | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>      | <b>0.00</b>          | <b>0.00</b>          |         |

The Cascade Avenue Utility Improvements Fund is for tracking revenues and expenses related to the project. Design is expected to be complete in 2024 with construction in 2025. The project scope includes upsizing an undersized sewer line and replacing an aging waterline. This is being funded through a low-interest loan with partial grant through the Public Works Board. The anticipated debt schedule is included in the long-term water-sewer fund financial projections.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

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### 420 Cascade Avenue Mitigation Fund

| Account   | 2021<br>Actual | 2022<br>Actual | 2023<br>Actual | 2024<br>Actual | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|---|----------------|----------------|----------------|----------------|----------------------|----------------------|---------|
| 308 51 00 0420 Cascade Ave Mitigation-Beginning Balance | 0.00           | 0.00           | 0.00           | 19,550.00      | 19,550.00            | 19,550.00            |         |
| 308 Beginning Balances                                  | 0.00           | 0.00           | 0.00           | 19,550.00      | 19,550.00            | 19,550.00            |         |
| 397 10 00 0420 Transfer In from Water/Sewer Fund        | 0.00           | 0.00           | 19,550.00      | 0.00           | 0.00                 | 0.00                 |         |
| 397 Interfund Transfers                                 | 0.00           | 0.00           | 19,550.00      | 0.00           | 0.00                 | 0.00                 |         |
| <b>TOTAL REVENUES:</b>                                  | 0.00           | 0.00           | 19,550.00      | 19,550.00      | 19,550.00            | 19,550.00            |         |
| 508 51 00 0420 Cascade Ave Mitigation-Enging Balance    | 0.00           | 0.00           | 0.00           | 0.00           | 19,550.00            | 19,550.00            |         |
| 999 Ending Balance                                      | 0.00           | 0.00           | 0.00           | 0.00           | 19,550.00            | 19,550.00            |         |
| <b>TOTAL EXPENDITURES:</b>                              | 0.00           | 0.00           | 0.00           | 0.00           | 19,550.00            | 19,550.00            |         |
| <b>FUND GAIN/LOSS:</b>                                  | 0.00           | 0.00           | 19,550.00      | 19,550.00      | 0.00                 | 0.00                 |         |

The Cascade Avenue Mitigation Fund is in lieu of a bond for mitigation required as a condition of the critical areas permit to for the Cascade Avenue Lift Station project. The construction of the lift station is expected to be complete in 2024. Once the mitigation conditions outlined in the permit are met, this fund may be closed.

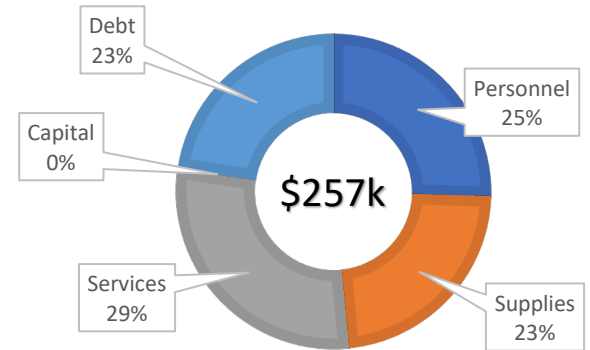
# Equipment Service Fund

The Equipment Service Fund is used to account for labor charges and equipment usage by other funds, and to save funds for eventual equipment replacements.

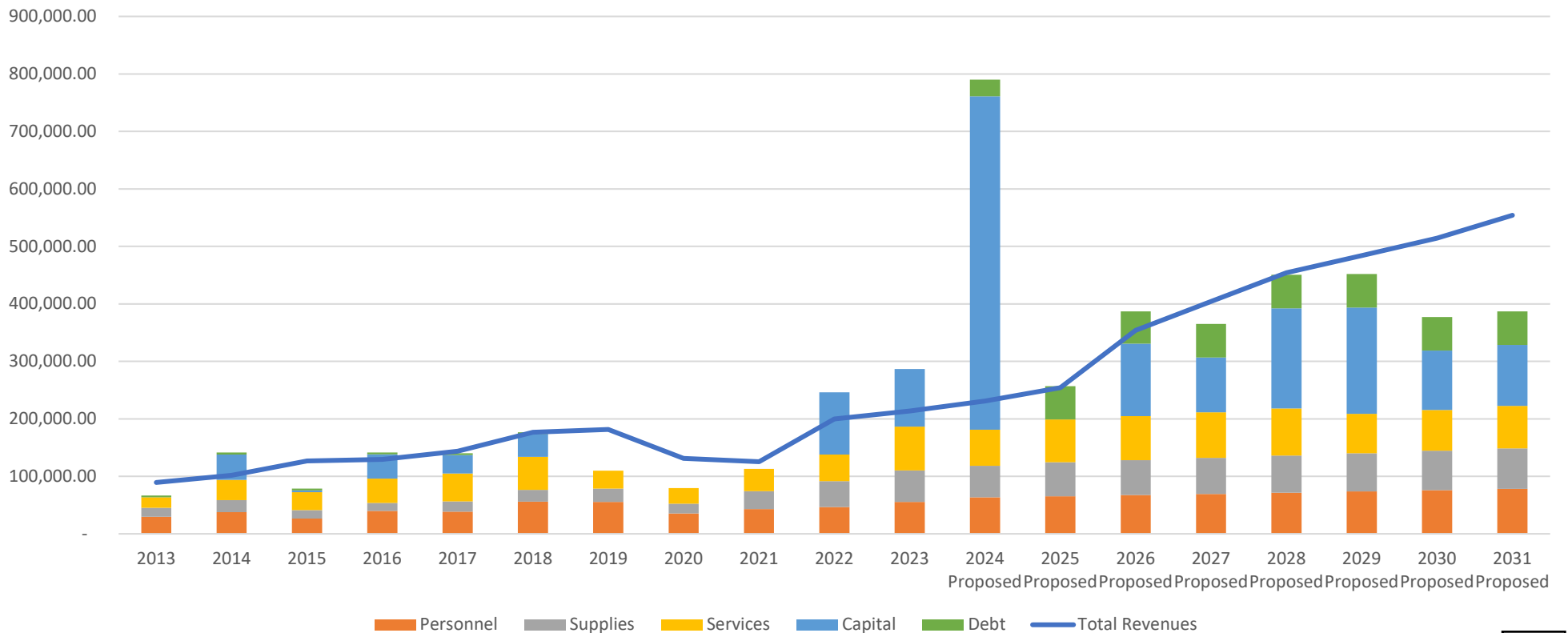
Revenues are derived from charges made against other funds for using the equipment.

Charges are based on the number of hours worked and miles driven by field staff in each fund and are intended to cover operating costs, equipment maintenance, staff salaries, insurance, and replacement costs. Current rates are under review and an increase is proposed for 2025. The increased rates are used in the estimated revenue for 2025.

## 2025 EQUIPMENT SERVICES EXPENSES



Equipment Services Revenue and Expenses



# Equipment Service Fund

The Public Works Director maintains an equipment replacement schedule and attempts to replace at least one major piece of equipment every year, as funding allows. A copy of the equipment replacement schedule is below.

| Vehicle                                      | Date of Purchase | Cost          | Life | Target Repla | 2025        | 2026                | 2027               | 2028                | 2029                | 2030                | 2031                | 2032                | 2033-2043            | Est. Replace Cost (current) | Est. Replace Cost (inflated) | Type |
|--|------------------|---------------|------|--------------|-------------|---------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|-----------------------------|------------------------------|------|
| 2000 Ford Manlift <sup>[iv]</sup>            | 2005             | \$ 27,415.00  | 15   | 2020         |             | X                   |                    |                     |                     |                     |                     |                     |                      | \$ 90,000.00                | \$ 92,700.00                 | Used |
| 1986? Case Backhoe                           | 1992             | \$ 27,173.00  | 20   | 2012         | Sal?        |                     |                    |                     |                     |                     |                     |                     |                      | \$ 45,000.00                | \$ 45,000.00                 | Used |
| 2007 Takeuchi Excavator <sup>[iv]</sup>      | 2007             | \$ 37,123.00  | 15   | 2022         |             |                     |                    | X                   |                     |                     |                     |                     |                      | \$ 70,000.00                | \$ 76,300.00                 | New  |
| 2021 Excavator/Mower                         | 2022             | \$ 84,968.00  | 20   | 2042         |             |                     |                    |                     |                     |                     |                     |                     | X                    | \$ 90,000.00                | \$ 111,600.00                | New  |
| 2007 Vac Truck                               | 2022             | \$ 149,040.00 | 10   | 2032         |             |                     |                    |                     |                     |                     |                     | X                   |                      | \$ 250,000.00               | \$ 302,500.00                | Used |
| 2022 Tilt Trailer                            | 2023             | \$ 10,000.00  | 20   | 2043         |             |                     |                    |                     |                     |                     |                     |                     | X                    | \$ 10,000.00                | \$ 12,400.00                 | New  |
| Wheel Loader/Grader                          | 2024             | \$ 110,000.00 | 15   | 2039         |             |                     |                    |                     |                     |                     |                     |                     | X                    | \$ 100,000.00               | \$ 124,000.00                | Used |
| 2023 Sweeper                                 | 2024             | \$ 283,069.08 | 15   | 2039         |             |                     |                    |                     |                     |                     |                     |                     | X                    | \$ 300,000.00               | \$ 372,000.00                |      |
| 2017 Ford F250 X-Cab                         | 2016             | \$ 39,665.00  | 10   | 2026         |             |                     |                    |                     | X                   |                     |                     |                     |                      | \$ 90,000.00                | \$ 100,800.00                | New  |
| 2019 Ford F250 X-Cab                         | 2018             | \$ 38,221.00  | 10   | 2028         |             |                     |                    |                     |                     |                     | X                   |                     |                      | \$ 90,000.00                | \$ 106,200.00                | New  |
| 2011 Ford F250 X-Cab                         | 2010             | \$ 29,871.00  | 10   | 2020         |             |                     | X                  |                     |                     |                     |                     |                     |                      | \$ 90,000.00                | \$ 95,400.00                 | New  |
| 2022 F250 X-Cab                              | 2023             | \$ 100,000.00 | 10   | 2033         |             |                     |                    |                     |                     |                     |                     |                     | X                    | \$ 90,000.00                | \$ 111,600.00                | New  |
| 2014 Chevy 1500 X-Cab                        | 2014             | \$ 29,857.00  | 10   | 2024         |             |                     |                    | X                   |                     |                     |                     |                     |                      | \$ 90,000.00                | \$ 98,100.00                 | New  |
| 2012 Ford 350 Dump <sup>[iv]</sup> - Flatbed | 2012             | \$ 20,656.00  | 15   | 2027         |             |                     |                    |                     | X                   |                     |                     |                     |                      | \$ 75,000.00                | \$ 84,000.00                 | New  |
| 2007 Intl. 5 Yard Dump                       | 2017             | \$ 2,149.00   | 10   | 2027         |             |                     |                    |                     |                     | X                   |                     |                     |                      | \$ 90,000.00                | \$ 103,500.00                | Used |
| 2023 Ford F250                               | 2024             | \$ 88,839.50  | 10   | 2034         |             |                     |                    |                     |                     |                     |                     |                     | X                    | \$ 90,000.00                | \$ 111,600.00                | New  |
| 5 Yd Dump                                    | 2024             | \$ 16,000.00  | 10   | 2034         |             |                     |                    |                     |                     |                     |                     |                     | X                    | \$ 90,000.00                | \$ 111,600.00                | Used |
| Roller w/ Trailer                            | 2026             |               | 10   | 2036         |             | X                   |                    |                     |                     |                     |                     |                     |                      | \$ 20,000.00                | \$ 24,800.00                 | Used |
| Tilt Deck - Hand Me Down                     | 2026             |               | 10   | 2036         |             | X                   |                    |                     |                     |                     |                     |                     |                      | \$ 7,000.00                 | \$ 8,680.00                  | New  |
| <b>TOTALS</b>                                |                  | <b>\$ -</b>   |      |              | <b>\$ -</b> | <b>\$126,180.00</b> | <b>\$95,400.00</b> | <b>\$174,400.00</b> | <b>\$184,800.00</b> | <b>\$103,500.00</b> | <b>\$106,200.00</b> | <b>\$302,500.00</b> | <b>\$ 954,800.00</b> | <b>\$ 1,777,000.00</b>      |                              |      |

# 5 YEAR BUDGET COMPARISON

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## 500 Equipment Service Fund

| Account  | 2021<br>Actual    | 2022<br>Actual    | 2023<br>Actual    | 2024<br>Actual    | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|--|-------------------|-------------------|-------------------|-------------------|----------------------|----------------------|---------|
| 308 51 00 0500 ES Unreserved Begin CA & Invest | 190,947.57        | 203,766.89        | 157,566.54        | 84,171.92         | 84,171.92            | 25,043.07            |         |
| 308 Beginning Balances                         | 190,947.57        | 203,766.89        | 157,566.54        | 84,171.92         | 84,171.92            | 25,043.07            |         |
| 348 00 00 0000 Equipment Rental-Internal       | 125,602.31        | 183,692.78        | 205,083.40        | 177,570.74        | 231,000.00           | 254,100.00           |         |
| 340 Charges For Goods & Services               | 125,602.31        | 183,692.78        | 205,083.40        | 177,570.74        | 231,000.00           | 254,100.00           |         |
| 361 11 00 0500 Interest Income/ES              | -40.27            | 2,229.04          | 3,013.24          | 1,637.65          | 0.00                 | 0.00                 |         |
| 362 10 03 0000 Equipment Rental-External       | 0.00              | 0.00              | 250.00            | 0.00              | 0.00                 | 0.00                 |         |
| 360 Interest & Other Earnings                  | -40.27            | 2,229.04          | 3,263.24          | 1,637.65          | 0.00                 | 0.00                 |         |
| 391 50 00 0001 Equipment Lease                 | 0.00              | 0.00              | 0.00              | 461,895.33        | 500,000.00           | 0.00                 |         |
| 395 10 00 0500 Sale of Fixed Assets            | 0.00              | 13,852.50         | 5,370.00          | 7,000.00          | 0.00                 | 0.00                 |         |
| 390 Other Financing Sources                    | 0.00              | 13,852.50         | 5,370.00          | 468,895.33        | 500,000.00           | 0.00                 |         |
| <b>TOTAL REVENUES:</b>                         | <b>316,509.61</b> | <b>403,541.21</b> | <b>371,283.18</b> | <b>732,275.64</b> | <b>815,171.92</b>    | <b>279,143.07</b>    |         |



## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 14:23:53 Date: 09/18/2024

Page: 2

### 500 Equipment Service Fund

| Account  | 2021<br>Actual    | 2022<br>Actual    | 2023<br>Actual    | 2024<br>Actual    | 2024<br>Appropriated | 2025<br>Appropriated | Comment |
|--|-------------------|-------------------|-------------------|-------------------|----------------------|----------------------|---------|
| 548 65 10 0000 Maintenance Salary              | 27,688.88         | 32,256.37         | 37,608.87         | 24,033.94         | 42,315.00            | 43,584.45            |         |
| 548 65 20 0000 Maintenance Benefits            | 13,639.64         | 12,855.98         | 16,660.63         | 12,858.35         | 19,278.00            | 19,856.34            |         |
| 548 65 25 0000 Medical Physicals-Required      | 1,769.50          | 1,415.00          | 1,269.74          | 682.50            | 2,000.00             | 2,060.00             |         |
| 548 65 31 0000 Tires                           | 6,447.56          | 0.00              | 10,300.40         | 3,236.86          | 6,500.00             | 8,000.00             |         |
| 548 65 32 0000 Gas and Oil                     | 20,470.01         | 32,392.45         | 29,298.17         | 20,424.06         | 35,000.00            | 36,050.00            |         |
| 548 65 33 0000 Supplies                        | 4,304.03          | 12,591.44         | 15,188.76         | 17,026.67         | 13,000.00            | 15,000.00            |         |
| 548 65 41 0001 General Gov. Admin              | 9,832.31          | 14,506.01         | 12,654.29         | 0.00              | 14,585.85            | 14,908.26            |         |
| 548 65 46 0000 Insurance                       | 10,055.12         | 5,458.59          | 7,255.62          | 10,897.10         | 12,500.00            | 12,875.00            |         |
| 548 65 47 0000 Heat & Lights                   | 3,386.85          | 4,131.54          | 4,098.05          | 2,425.70          | 5,700.00             | 6,270.00             |         |
| 548 65 48 0000 Repairs/Supplies Contracted     | 15,148.82         | 21,545.24         | 31,172.55         | 20,269.94         | 25,000.00            | 35,000.00            |         |
| 548 65 49 0000 Training                        | 0.00              | 450.00            | 21,058.78         | 0.00              | 5,250.00             | 5,250.00             |         |
| <b>548 Public Works - Centralized Services</b> | <b>112,742.72</b> | <b>137,602.62</b> | <b>186,565.86</b> | <b>111,855.12</b> | <b>181,128.85</b>    | <b>198,854.05</b>    |         |
| 591 48 78 0001 Loan Principal                  | 0.00              | 0.00              | 0.00              | 0.00              | 28,000.00            | 36,147.24            |         |
| 592 48 83 0001 Loan Interest                   | 0.00              | 0.00              | 0.00              | 210.00            | 1,000.00             | 22,039.95            |         |
| <b>591 Debt Service</b>                        | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>210.00</b>     | <b>29,000.00</b>     | <b>58,187.19</b>     |         |
| 594 38 62 0001 Public Works Shop               | 0.00              | 0.00              | 0.00              | 0.00              | 80,000.00            | 0.00                 |         |
| 594 48 64 0000 Equipment Purchase              | 0.00              | 108,372.05        | 100,290.83        | 461,921.83        | 500,000.00           | 0.00                 |         |
| <b>594 Capital Expenditures</b>                | <b>0.00</b>       | <b>108,372.05</b> | <b>100,290.83</b> | <b>461,921.83</b> | <b>580,000.00</b>    | <b>0.00</b>          |         |
| 508 51 00 0500 ES-Ending Cash                  | 0.00              | 0.00              | 0.00              | 0.00              | 25,043.07            | 22,101.83            |         |
| <b>999 Ending Balance</b>                      | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>25,043.07</b>     | <b>22,101.83</b>     |         |
| <b>TOTAL EXPENDITURES:</b>                     | <b>112,742.72</b> | <b>245,974.67</b> | <b>286,856.69</b> | <b>573,986.95</b> | <b>815,171.92</b>    | <b>279,143.07</b>    |         |
| <b>FUND GAIN/LOSS:</b>                         | <b>203,766.89</b> | <b>157,566.54</b> | <b>84,426.49</b>  | <b>158,288.69</b> | <b>0.00</b>          | <b>0.00</b>          |         |

# DEBT

- Government-wide Debt
- Debt by Type Overview

## GOVERNMENT-WIDE DEBT OVERVIEW

The City's current debt obligations are for equipment, water and sewer projects. The use of debt is in line with the city's Debt Policy and is not used to pay for current or ongoing operations.

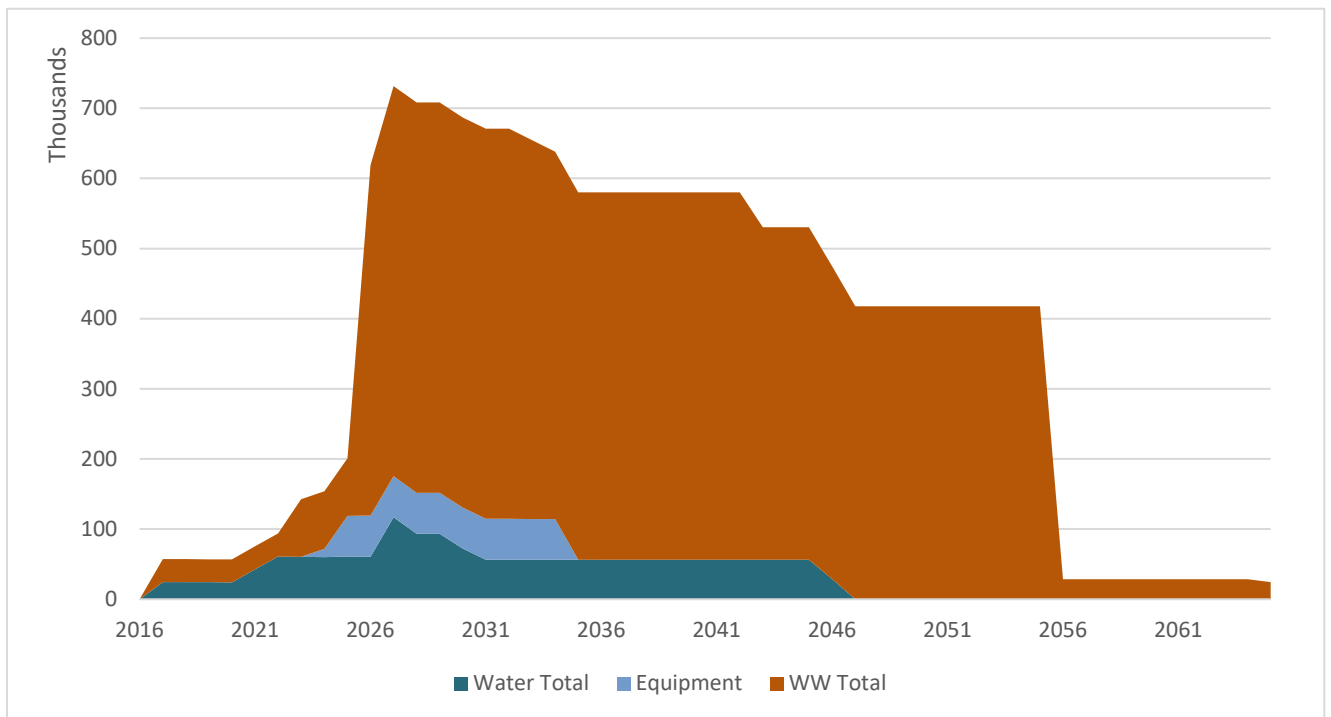


**\$618,593 (2025 payments)**

\$463,751 increase (400% vs 2024)

Loans prior to 2020 included a USDA loan for a sweeper, which was paid off in 2018, and a Public Works Board loan for the Base Reservoir, which will be paid off in 2026. In 2020, the city replaced all the mechanical water meters with ultrasonic radio read meters through a partial grant. The matching funds for the grant included a 10-year lease which began being paid back in the latter part of 2020. The first full payment was in 2021, beginning the climb to 2022 where the first payments for the loan to design the wastewater treatment plant and collection system upgrades were due. If the close-out of the wastewater construction project is delayed, the payments and schedule will shift a year.

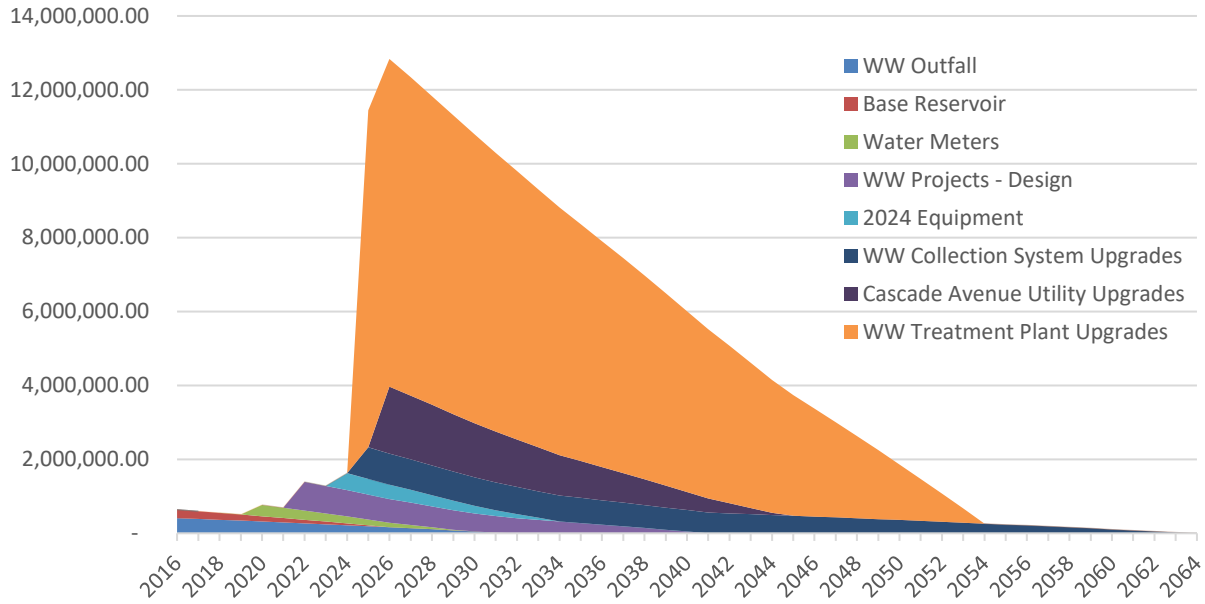
**Annual Debt Payments by Fund**



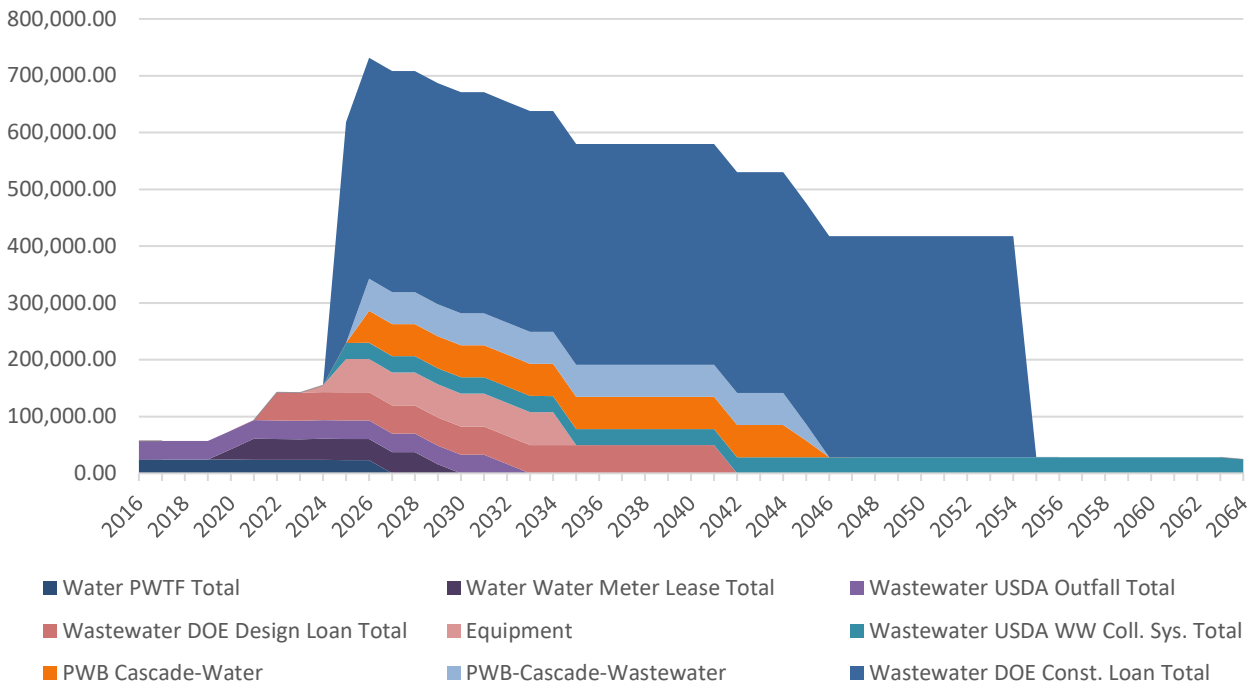
# DEBT SNAPSHOT

The details on the debt use and funds for existing and projected debt for currently contracted projects are below. Most of the debt is due to the Wastewater Treatment Plant Upgrades project because of an Administrative Order from the Washington State Department of Ecology.

## Principal Balances



## City Debt



**CITY OF STEVENSON, WASHINGTON  
RESOLUTION 2024-444**

**A RESOLUTION OF THE CITY OF STEVENSON, WASHINGTON PROVIDING FOR A BALLOT PROPOSITION TO BE SUBMITTED TO THE QUALIFIED ELECTORS OF THE CITY ON FEBRUARY 11, 2025 TO AUTHORIZE A SALES AND USE TAX TO FUND STREET REPAIRS, PEDESTRIAN SAFETY, SNOW PLOWING, REDUCE SEWER UTILITY RATES AND GENERATE REVENUE BY ESTABLISHING A THREE-TENTHS OF ONE PERCENT (0.3% OR 3 CENTS OF EVERY TEN DOLLARS) SALES TAX RATE WITHIN THE STEVENSON TRANSPORTATION BENEFIT DISTRICT ENDING AFTER 10 YEARS GENERATING APPROXIMATELY \$270,000.**

**Whereas**, the City of Stevenson established a transportation benefit district as authorized by the Revised Code of Washington (RCW) 35.21.225 and subject to the provisions of RCW 36.73 through the adoption of Ordinance No. 2024-1219 on August 7, 2024 for the purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district that are consistent with any existing state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels; and

**Whereas**, the City Council of the City of Stevenson found it to be in the best interest of the City to establish a citywide transportation benefit district for the preservation and maintenance of the City's transportation infrastructure; and

**Whereas**, the City Council of the City of Stevenson, pursuant to SESSB 5987 Section 301 and Section 303 with the adoption of Ordinance No. 2024-1221 on September 19, 2024, assumed the rights, powers, functions, immunities, and obligations of the Stevenson Transportation Benefit District; and

**Whereas**, the necessary transportation improvement projects are identified in the City of Stevenson's Six-Year Transportation Improvement Program and/or Capital Facilities Plan; and

**Whereas**, RCW 36.73.040 (3)(a) authorizes transportation benefit districts to impose a sales and use tax in accordance with RCW 82.14.0455(1) in an amount not exceeding three-tenths of one percent (0.3%) for a period of ten (10) years upon a favorable vote of the qualified electors within the district for the purpose of financing certain transportation improvements; and

**THE CITY OF STEVENSON DOES RESOLVE AS FOLLOWS:**

**Section 1. Purpose.** The City Council of the City of Stevenson finds that it is in the best interest of the transportation benefit district to submit to the qualified voters of the city, at an election on February 11, 2025, a proposition authorizing the City of Stevenson to impose a sales and use tax of three-tenths of one percent (0.3%) pursuant to RCW sections 36.73.040(3)(a), 36.73.065(1), and 82.14.0455 for the purpose of raising revenue to acquire, invest in, construct, improve, provide, operate, preserve, maintain and/or fund transportation improvements in the city and to impose such sales and use tax if approved by an affirmative vote of a majority of the city voters voting at the election.

**Section 2. Revenues.** The revenues received from this portion of the sales and use tax shall only be expended on transportation projects approved by the City Council of the City of Stevenson under the local TBD determining the application of moneys available for the TBD projects so as to accomplish projects.

**Section 3. Material change policy.** The City Council may alter, make substitutions to, and amend the projects as it determines in the best interests of the district and in accordance with the material change policy adopted by the board and the notice, hearing, and other procedures described in RCW Chapter 36.73, including and without limitation RCW 36.73.050(2)(b) as amended.

**Section 4.** Considerations regarding transportation improvements. The City Council finds that the transportation improvements which will reduce risk of transportation facility failure and improve safety, improve travel time, improve air quality, increase daily and peak-period trip capacity, improve modal connectivity, improve freight mobility, provide cost-effective investment, provide for optimal performance of the transportation system through time, and improve accessibility for, or other benefits to, persons with special transportation needs are in the best interests of the City.

**Section 5. Ballot Measure.** The Auditor of Skamania County, as ex-officio supervisor of elections, is hereby requested to conduct an election in the City of Stevenson Transportation Benefit District, in the manner provided by law, to be held on February 11, 2025, for the purpose of submitting to the qualified electors of the City of Stevenson in accordance with RCW 29A.36.071 and in substantially the following form:

City of Stevenson  
Transportation Benefit District  
Proposition 1  
Stevenson Utility Rate Reduction, Street Repair, Infrastructure Investment Proposition

- The Stevenson City Council adopted Resolution No. 2024-444, a sales and use tax to fund street repairs, pedestrian safety, snow plowing, reduce sewer utility rates and generate revenue by establishing a three-tenths of one percent (0.3% or 3 cents of every ten dollars) sales tax rate within the Stevenson Transportation Benefit District ending after 10 years generating approximately \$270,000.

Shall this proposition be approved?

- Yes
- No

**Section 6.** Authorization. The clerk of the City of Stevenson is authorized and directed to present this resolution to the Auditor of Skamania County, Washington in accordance with RCW 29A.04.321 and as provided by law.

**Section 7.** Corrections. The clerk of the City of Stevenson is authorized to make necessary clerical corrections to this resolution, including but not limited to the corrections of scrivener's and clerical errors, references, numbering, section and subsection number and any references thereto, and to make corrections and revisions consistent with the requirements of the offices of the Skamania County Auditor which do not change the substantive meaning of this resolution.

**Section 8.** Severability. If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase.

**PASSED** by the Council of the City of Stevenson this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Scott Anderson, Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Robert C. Muth  
City Attorney

## SMALL PUBLIC WORKS AGREEMENT

**Single Craft/Trade \$40,000 or less – Multiple Craft/Trade \$65,000 or less, including sales tax**

|                          |                                 |                     |                          |
|--------------------------|---------------------------------|---------------------|--------------------------|
| Contractor: Van Pelt Inc |                                 | Contract #:         |                          |
| ESD#:                    |                                 | Department:         | Public Works - Streets   |
| UBI#:                    |                                 | Date:               | 9/30/2024                |
| Address:                 | PO Box 975; Stevenson, WA 98648 | Department Contact: | Gordy Rosander           |
| Contact:                 | Shawn Van Pelt                  | Phone:              | 509.637.6799             |
| Phone:                   | 541.490.3807                    | Fax:                | NA                       |
| Fax:                     | NA                              | Email:              | gordy@ci.stevenson.wa.us |
| Email:                   | vanpeltinc@gmail.com            |                     |                          |

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

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

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

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

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

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

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

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

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

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

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

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



I hereby certify, on behalf of the firm identified below, as follows (check one):

NO WAGE VIOLATIONS. This firm has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW chapters 49.46, 49.48, or 49.52 within three (3) years prior to the date of the above-referenced procurement solicitation date.

OR

VIOLATIONS OF WAGE LAWS. This firm has been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, a provision of RCW chapters 49.46, 49.48, or 49.52 within three (3) years prior to the date of the above-referenced procurement solicitation date.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Completion Date:

Total Contract Fixed Price (Including Tax): \$  
according to proposal attached as Exhibit A.

OR

Not to Exceed Total (Including Tax applying schedule of rates  
and charges attached as Exhibit A: \$ 20,000.00

Description of Work: **Replace sidewalk panels as indicated in Exhibit B.**

The contractor should send invoices to the following address: 7121 E. Loop Rd., PO Box 371 Stevenson WA 98648. Unless otherwise agreed, payment is net 30 days less retainage.

Note: Project completion no later than 12/31/2024.

The contractor shall not start work until the City orally provides a Notice to Proceed. This agreement shall terminate without cost if a Notice to Proceed is not issued within 60 days. The City will not issue a Notice to Proceed before approved evidence of insurance is received.

Requesting Staff Member Approval:

Department Head Approval:

Gordy Rosander 9/30/2024  
(Signature) (Date)

[Signature] 9/30/2024  
(Signature) (Date)

Print Name Gordy Rosander

Print Name Carolyn Sourek

Contractor Approval:

City Administrator or Mayor Approval:

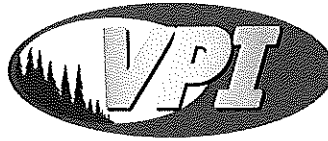
\_\_\_\_\_  
(Signature) (Date)

Leana Kinley Digitally signed by Leana Kinley  
Date: 2024.09.30 12:35:35 -0700 9/30/2024  
(Signature) (Date)

Print Name \_\_\_\_\_

Print Name Leana Kinley

Distribution Account Codes: \_\_\_\_\_ - \_\_\_\_\_



### Quote

City of Stevenson

September 19, 2024

Stevenson, WA 98648  
Site Address: Various  
Stevenson, WA

**Description of work:**

Remove and replace damaged sidewalks throughout the City per map locations – 9-17-24.

- Remove concrete and or gravel at noted locations
- Form and pour new sidewalk sections – possibly multiple locations each day.
- Form Faux curb and pour with sidewalk panel at Mormon Church location
- Concrete to be 3000psi min, air entrainment, broom finish to edges, no sealer.
- No reinforcing included. Expansion cuts to match existing spacing
- Gravel if required to be ¾" minus, supplied by contractor, compacted with plate compactor
- Some concrete sections will be removed with excavator and hydraulic hammer
- Concrete to be removed and disposed of by contractor.
- City of Stevenson to provide flagging if required
- City will notify surrounding business of closure of sidewalk and/or roadway
- Contractor will provide cones and caution tape during construction
- Prevailing wages will be paid on all labor not including owner hours per L&I requirements
- Intent to pay prevailing wages and affidavit of wages paid will be completed by contractor

|                                  |                    |
|----------------------------------|--------------------|
| Total Quoted Amount:             | \$18,500.00        |
| Washington State Sales Tax: 7.7% | <u>\$1,424.50</u>  |
| <b>Total Quote</b>               | <b>\$19,924.50</b> |

**Estimated days to complete project:** 9 days Sitework

**Notes:** Quoted amounts billed as quoted, estimated amounts billed at hourly rates listed plus P&O. Extras or out of scope items billed at hourly rates quoted.  
 Quote does not include unforeseen items.  
 Quote does not include any permits, Design or inspection fees or Utility connection fees unless listed.  
 Total amount assumes acceptance of all parts. If separated, price may be increased.  
 Prices are subject to change due to the volatile construction materials market.

**Terms:** Paid upon completion or progress payments if project takes more than 30 days.  
 Progress Payments will be made within 30 days of invoice date each month for work completed to date of invoice. 1.5% interest/month will be applied to all invoices past due.  
 With acceptance below, any costs incurred in case of cancellation will be invoiced.

**Thank You or Considering Us for Your Project.**

**Owner or Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_


**Van Pelt Inc.**  
**Owner or Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# 2024 Panel Replacements - Contractor

Exhibit B

## Legend

 Panel Replacement Location

on Church

Gropper and Kanaka

Rodewa

Google Earth

Image © 2024 Airbus

2000 ft

Rock Creek Water Service

Rock Ck and 2nd Street

Eagles

2024 BUDGET POSITION

City Of Stevenson

Time: 16:32:27 Date: 10/11/2024

Page: 1

001 General Expense Fund Months: 01 To: 09

| Revenues                                       | Amt Budgeted        | Revenues            | Remaining          |               |
|--|---------------------|---------------------|--------------------|---------------|
| 100 Unreserved                                 | 1,499,109.80        | 1,499,109.80        | 0.00               | 100.0%        |
| 102 Unemployment Reserve                       | 33,414.00           | 33,414.00           | 0.00               | 100.0%        |
| 104 Custodial Reserve                          | 51,135.13           | 51,135.13           | 0.00               | 100.0%        |
| <b>308 Beginning Balances</b>                  | <b>1,583,658.93</b> | <b>1,583,658.93</b> | <b>0.00</b>        | <b>100.0%</b> |
| 311 Property Tax                               | 551,865.92          | 348,630.29          | 203,235.63         | 63.2%         |
| 313 Sales Tax                                  | 480,000.00          | 328,256.43          | 151,743.57         | 68.4%         |
| 316 Utility Tax                                | 32,000.00           | 43,996.87           | (11,996.87)        | 137.5%        |
| 317 Other Tax                                  | 16,000.00           | 23,575.82           | (7,575.82)         | 147.3%        |
| <b>310 Taxes</b>                               | <b>1,079,865.92</b> | <b>744,459.41</b>   | <b>335,406.51</b>  | <b>68.9%</b>  |
| 321 Licenses                                   | 2,900.00            | 5,645.82            | (2,745.82)         | 194.7%        |
| 322 Permits                                    | 0.00                | 5.00                | (5.00)             | 0.0%          |
| <b>320 Licenses &amp; Permits</b>              | <b>2,900.00</b>     | <b>5,650.82</b>     | <b>(2,750.82)</b>  | <b>194.9%</b> |
| 330 Grants                                     | 100,000.00          | 97,338.13           | 2,661.87           | 97.3%         |
| 335 State Shared                               | 11,000.00           | 0.00                | 11,000.00          | 0.0%          |
| 336 State Entitlements, Impact Payments & Taxe | 19,657.15           | 17,685.28           | 1,971.87           | 90.0%         |
| 337 Interlocal Loan Repayments                 | 0.00                | 0.00                | 0.00               | 0.0%          |
| <b>330 Intergovernmental Revenues</b>          | <b>130,657.15</b>   | <b>115,023.41</b>   | <b>15,633.74</b>   | <b>88.0%</b>  |
| 341 Admin, Printing & Probation Fees           | 305,156.28          | 5,704.02            | 299,452.26         | 1.9%          |
| 342 Fire District 2                            | 50,000.00           | 45,175.63           | 4,824.37           | 90.4%         |
| 345 Planning                                   | 4,500.00            | 2,705.00            | 1,795.00           | 60.1%         |
| 376 Parks                                      | 0.00                | 0.00                | 0.00               | 0.0%          |
| <b>340 Charges For Goods &amp; Services</b>    | <b>359,656.28</b>   | <b>53,584.65</b>    | <b>306,071.63</b>  | <b>14.9%</b>  |
| 350 Fines & Penalties                          | 12,700.00           | 7,220.46            | 5,479.54           | 56.9%         |
| 000  | 0.00                | 50.00               | (50.00)            | 0.0%          |
| 100 General Interest Income                    | 5,500.00            | 44,922.51           | (39,422.51)        | 816.8%        |
| 376 Parks                                      | 2,500.00            | 1,860.00            | 640.00             | 74.4%         |
| <b>360 Interest &amp; Other Earnings</b>       | <b>8,000.00</b>     | <b>46,832.51</b>    | <b>(38,832.51)</b> | <b>585.4%</b> |
| 380 Non Revenues                               | 40,000.00           | 25,149.51           | 14,850.49          | 62.9%         |
| 390 Other Financing Sources                    | 0.00                | 5,074.25            | (5,074.25)         | 0.0%          |
| <b>Fund Revenues:</b>                          | <b>3,217,438.28</b> | <b>2,586,653.95</b> | <b>630,784.33</b>  | <b>80.4%</b>  |

| Expenditures                         | Amt Budgeted | Expenditures | Remaining  |        |
|--------------------------------------|--------------|--------------|------------|--------|
| 511 Legislative                      | 37,000.00    | 20,181.56    | 16,818.44  | 54.5%  |
| 512 Judicial                         | 60,510.00    | 67,390.34    | (6,880.34) | 111.4% |
| 513 Executive                        | 153,889.18   | 112,804.98   | 41,084.20  | 73.3%  |
| 514 Financial, Recording & Elections | 149,965.57   | 107,304.22   | 42,661.35  | 71.6%  |
| 515 Legal Services                   | 16,750.00    | 13,384.24    | 3,365.76   | 79.9%  |
| 517 Employee Benefit Programs        | 10,525.00    | 180.62       | 10,344.38  | 1.7%   |
| 518 Centralized Services             | 136,510.00   | 98,714.56    | 37,795.44  | 72.3%  |
| 521 Law Enforcement                  | 278,860.00   | 211,977.42   | 66,882.58  | 76.0%  |
| 202 Fire Department                  | 208,107.50   | 68,794.33    | 139,313.17 | 33.1%  |
| 203 Fire District 2                  | 64,850.00    | 24,259.68    | 40,590.32  | 37.1%  |

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001 General Expense Fund Months: 01 To: 09

| Expenditures                        | Amt Budgeted        | Expenditures        | Remaining           |              |
|-------------------------------------|---------------------|---------------------|---------------------|--------------|
| <b>522 Fire Control</b>             |                     |                     |                     |              |
| 522 Fire Control                    | 272,957.50          | 93,054.01           | 179,903.49          | 34.1%        |
| 524 Protective Inspections          | 2,000.00            | 3,200.00            | (1,200.00)          | 160.0%       |
| 528 Dispatch Services               | 6,000.00            | 3,243.96            | 2,756.04            | 54.1%        |
| 553 Conservation                    | 500.00              | 449.00              | 51.00               | 89.8%        |
| 550 Building                        | 40,000.00           | 25,022.98           | 14,977.02           | 62.6%        |
| 560 Planning                        | 299,398.75          | 142,461.51          | 156,937.24          | 47.6%        |
| 570 Economic Development            | 27,685.00           | 15,155.00           | 12,530.00           | 54.7%        |
| 558 Planning & Community Devel      | 367,083.75          | 182,639.49          | 184,444.26          | 49.8%        |
| 562 Public Health                   | 10,000.00           | 0.00                | 10,000.00           | 0.0%         |
| 565 Welfare                         | 10,000.00           | 6,667.00            | 3,333.00            | 66.7%        |
| 566 Substance Abuse                 | 150.00              | 159.97              | (9.97)              | 106.6%       |
| 573 Cultural & Community Activities | 1,500.00            | 905.11              | 594.89              | 60.3%        |
| 576 Park Facilities                 | 70,392.00           | 25,200.57           | 45,191.43           | 35.8%        |
| 580 Non Expenditures                | 0.00                | (4,871.34)          | 4,871.34            | 0.0%         |
| 597 Interfund Transfers             | 65,000.00           | 25,000.00           | 40,000.00           | 38.5%        |
| 100 Unreserved                      | 1,483,296.15        | 0.00                | 1,483,296.15        | 0.0%         |
| 102 Unemployment Reserve            | 33,414.00           | 0.00                | 33,414.00           | 0.0%         |
| 104 Custodial Reserve               | 51,135.13           | 0.00                | 51,135.13           | 0.0%         |
| 999 Ending Balance                  | 1,567,845.28        | 0.00                | 1,567,845.28        | 0.0%         |
| <b>Fund Expenditures:</b>           | <b>3,217,438.28</b> | <b>967,585.71</b>   | <b>2,249,852.57</b> | <b>30.1%</b> |
| <b>Fund Excess/(Deficit):</b>       | <b>0.00</b>         | <b>1,619,068.24</b> |                     |              |

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010 General Reserve Fund Months: 01 To: 09

| Revenues                      | Amt Budgeted      | Revenues          | Remaining         |               |
|-------------------------------|-------------------|-------------------|-------------------|---------------|
| 308 Beginning Balances        | 344,042.65        | 344,042.65        | 0.00              | 100.0%        |
| 360 Interest & Other Earnings | 0.00              | 9,134.96          | (9,134.96)        | 0.0%          |
| <b>Fund Revenues:</b>         | <b>344,042.65</b> | <b>353,177.61</b> | <b>(9,134.96)</b> | <b>102.7%</b> |
| Expenditures                  | Amt Budgeted      | Expenditures      | Remaining         |               |
| 999 Ending Balance            | 344,042.65        | 0.00              | 344,042.65        | 0.0%          |
| <b>Fund Expenditures:</b>     | <b>344,042.65</b> | <b>0.00</b>       | <b>344,042.65</b> | <b>0.0%</b>   |
| <b>Fund Excess/(Deficit):</b> | <b>0.00</b>       | <b>353,177.61</b> |                   |               |

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| 020 Fire Reserve Fund         |                     | Months: 01 To: 09   |                     |               |  |
|-------------------------------|---------------------|---------------------|---------------------|---------------|--|
| Revenues                      | Amt Budgeted        | Revenues            | Remaining           |               |  |
| 308 Beginning Balances        | 1,902,519.12        | 1,902,519.12        | 0.00                | 100.0%        |  |
| 360 Interest & Other Earnings | 0.00                | 51,423.17           | (51,423.17)         | 0.0%          |  |
| 397 Interfund Transfers       | 25,000.00           | 25,000.00           | 0.00                | 100.0%        |  |
| <b>Fund Revenues:</b>         | <b>1,927,519.12</b> | <b>1,978,942.29</b> | <b>(51,423.17)</b>  | <b>102.7%</b> |  |
| Expenditures                  | Amt Budgeted        | Expenditures        | Remaining           |               |  |
| 999 Ending Balance            | 1,927,519.12        | 0.00                | 1,927,519.12        | 0.0%          |  |
| <b>Fund Expenditures:</b>     | <b>1,927,519.12</b> | <b>0.00</b>         | <b>1,927,519.12</b> | <b>0.0%</b>   |  |
| <b>Fund Excess/(Deficit):</b> | <b>0.00</b>         | <b>1,978,942.29</b> |                     |               |  |



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| 030 ARPA                       |                   | Months: 01 To: 09 |                   |               |  |
|--------------------------------|-------------------|-------------------|-------------------|---------------|--|
| Revenues                       | Amt Budgeted      | Revenues          | Remaining         |               |  |
| 308 Beginning Balances         | 298,313.00        | 298,313.00        | 0.00              | 100.0%        |  |
| 330 Intergovernmental Revenues | 0.00              | 0.00              | 0.00              | 0.0%          |  |
| <b>Fund Revenues:</b>          | <b>298,313.00</b> | <b>298,313.00</b> | <b>0.00</b>       | <b>100.0%</b> |  |
| Expenditures                   | Amt Budgeted      | Expenditures      | Remaining         |               |  |
| 597 Interfund Transfers        | 298,313.00        | 173,211.75        | 125,101.25        | 58.1%         |  |
| 999 Ending Balance             | 0.00              | 0.00              | 0.00              | 0.0%          |  |
| <b>Fund Expenditures:</b>      | <b>298,313.00</b> | <b>173,211.75</b> | <b>125,101.25</b> | <b>58.1%</b>  |  |
| <b>Fund Excess/(Deficit):</b>  | <b>0.00</b>       | <b>125,101.25</b> |                   |               |  |

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| 100 Street Fund                                |                   | Months: 01 To: 09  |                   |              |  |
|--|-------------------|--------------------|-------------------|--------------|--|
| Revenues                                       | Amt Budgeted      | Revenues           | Remaining         |              |  |
| 308 Beginning Balances                         | 81,567.58         | 81,567.58          | 0.00              | 100.0%       |  |
| 313 Sales Tax                                  | 458,000.00        | 305,213.18         | 152,786.82        | 66.6%        |  |
| 316 Utility Tax                                | 70,000.00         | 53,041.04          | 16,958.96         | 75.8%        |  |
| <b>310 Taxes</b>                               | <b>528,000.00</b> | <b>358,254.22</b>  | <b>169,745.78</b> | <b>67.9%</b> |  |
| 320 Licenses & Permits                         | 600.00            | 2,183.00           | (1,583.00)        | 363.8%       |  |
| 330 Grants                                     | 221,992.85        | 0.00               | 221,992.85        | 0.0%         |  |
| 336 State Entitlements, Impact Payments & Taxe | 41,958.50         | 30,855.66          | 11,102.84         | 73.5%        |  |
| <b>330 Intergovernmental Revenues</b>          | <b>263,951.35</b> | <b>30,855.66</b>   | <b>233,095.69</b> | <b>11.7%</b> |  |
| 360 Interest & Other Earnings                  | 0.00              | 1,528.14           | (1,528.14)        | 0.0%         |  |
| 390 Other Financing Sources                    | 0.00              | 7,528.44           | (7,528.44)        | 0.0%         |  |
| 397 Interfund Transfers                        | 40,000.00         | 0.00               | 40,000.00         | 0.0%         |  |
| <b>Fund Revenues:</b>                          | <b>914,118.93</b> | <b>481,917.04</b>  | <b>432,201.89</b> | <b>52.7%</b> |  |
| Expenditures                                   | Amt Budgeted      | Expenditures       | Remaining         |              |  |
| 542 Roadway                                    | 397,957.74        | 346,482.60         | 51,475.14         | 87.1%        |  |
| 543 Stormwater                                 | 34,330.00         | 29,903.02          | 4,426.98          | 87.1%        |  |
| 545 Lights, Signs, Paths, Landscaping          | 39,150.00         | 26,959.27          | 12,190.73         | 68.9%        |  |
| 546 Snow Removal                               | 34,957.00         | 22,172.86          | 12,784.14         | 63.4%        |  |
| <b>542 Streets - Maintenance</b>               | <b>506,394.74</b> | <b>425,517.75</b>  | <b>80,876.99</b>  | <b>84.0%</b> |  |
| 543 Streets Admin & Overhead                   | 156,296.63        | 110,699.18         | 45,597.45         | 70.8%        |  |
| 544 Road & Street Operations                   | 25,000.00         | 6,025.28           | 18,974.72         | 24.1%        |  |
| 566 Substance Abuse                            | 0.00              | 118.14             | (118.14)          | 0.0%         |  |
| 594 Capital Expenditures                       | 145,000.00        | 0.00               | 145,000.00        | 0.0%         |  |
| 597 Interfund Transfers                        | 0.00              | 0.00               | 0.00              | 0.0%         |  |
| 999 Ending Balance                             | 81,427.56         | 0.00               | 81,427.56         | 0.0%         |  |
| <b>Fund Expenditures:</b>                      | <b>914,118.93</b> | <b>542,360.35</b>  | <b>371,758.58</b> | <b>59.3%</b> |  |
| <b>Fund Excess/(Deficit):</b>                  | <b>0.00</b>       | <b>(60,443.31)</b> |                   |              |  |

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| 103 Tourism Promo & Develop Fund    |                     |                     | Months: 01 To: 09   |               |
|-------------------------------------|---------------------|---------------------|---------------------|---------------|
| Revenues                            | Amt Budgeted        | Revenues            | Remaining           |               |
| 308 Beginning Balances              | 1,384,100.01        | 1,384,100.01        | 0.00                | 100.0%        |
| 310 Taxes                           | 487,190.00          | 477,853.21          | 9,336.79            | 98.1%         |
| 360 Interest & Other Earnings       | 0.00                | 40,274.30           | (40,274.30)         | 0.0%          |
| <b>Fund Revenues:</b>               | <b>1,871,290.01</b> | <b>1,902,227.52</b> | <b>(30,937.51)</b>  | <b>101.7%</b> |
| Expenditures                        | Amt Budgeted        | Expenditures        | Remaining           |               |
| 573 Cultural & Community Activities | 477,553.02          | 261,533.41          | 216,019.61          | 54.8%         |
| 594 Capital Expenditures            | 10,000.00           | 23,601.95           | (13,601.95)         | 236.0%        |
| 597 Interfund Transfers             | 332,252.00          | 200,813.11          | 131,438.89          | 60.4%         |
| 999 Ending Balance                  | 1,051,484.99        | 0.00                | 1,051,484.99        | 0.0%          |
| <b>Fund Expenditures:</b>           | <b>1,871,290.01</b> | <b>485,948.47</b>   | <b>1,385,341.54</b> | <b>26.0%</b>  |
| <b>Fund Excess/(Deficit):</b>       | <b>0.00</b>         | <b>1,416,279.05</b> |                     |               |

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| 105 Affordable Housing Fund   |                  | Months: 01 To: 09 |                  |              |
|-------------------------------|------------------|-------------------|------------------|--------------|
| Revenues                      | Amt Budgeted     | Revenues          | Remaining        |              |
| 308 Beginning Balances        | 17,455.62        | 17,455.62         | 0.00             | 100.0%       |
| 310 Taxes                     | 5,000.00         | 2,429.50          | 2,570.50         | 48.6%        |
| 360 Interest & Other Earnings | 0.00             | 297.08            | (297.08)         | 0.0%         |
| <b>Fund Revenues:</b>         | <b>22,455.62</b> | <b>20,182.20</b>  | <b>2,273.42</b>  | <b>89.9%</b> |
| Expenditures                  | Amt Budgeted     | Expenditures      | Remaining        |              |
| 999 Ending Balance            | 22,455.62        | 0.00              | 22,455.62        | 0.0%         |
| <b>Fund Expenditures:</b>     | <b>22,455.62</b> | <b>0.00</b>       | <b>22,455.62</b> | <b>0.0%</b>  |
| <b>Fund Excess/(Deficit):</b> | <b>0.00</b>      | <b>20,182.20</b>  |                  |              |

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107 HEALing SCARS Fund Months: 01 To: 09

| Revenues                      | Amt Budgeted     | Revenues         | Remaining        |               |
|-------------------------------|------------------|------------------|------------------|---------------|
| 308 Beginning Balances        | 10,246.39        | 10,246.39        | 0.00             | 100.0%        |
| 360 Interest & Other Earnings | 0.00             | 185.93           | (185.93)         | 0.0%          |
| <b>Fund Revenues:</b>         | <b>10,246.39</b> | <b>10,432.32</b> | <b>(185.93)</b>  | <b>101.8%</b> |
| Expenditures                  | Amt Budgeted     | Expenditures     | Remaining        |               |
| 999 Ending Balance            | 10,246.39        | 0.00             | 10,246.39        | 0.0%          |
| <b>Fund Expenditures:</b>     | <b>10,246.39</b> | <b>0.00</b>      | <b>10,246.39</b> | <b>0.0%</b>   |
| <b>Fund Excess/(Deficit):</b> | <b>0.00</b>      | <b>10,432.32</b> |                  |               |

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| 300 Capital Improvement Fund  |                   | Months: 01 To: 09 |                    |               |  |
|-------------------------------|-------------------|-------------------|--------------------|---------------|--|
| Revenues                      | Amt Budgeted      | Revenues          | Remaining          |               |  |
| 308 Beginning Balances        | 265,030.70        | 265,030.70        | 0.00               | 100.0%        |  |
| 310 Taxes                     | 20,000.00         | 32,354.42         | (12,354.42)        | 161.8%        |  |
| 360 Interest & Other Earnings | 0.00              | 8,600.62          | (8,600.62)         | 0.0%          |  |
| <b>Fund Revenues:</b>         | <b>285,030.70</b> | <b>305,985.74</b> | <b>(20,955.04)</b> | <b>107.4%</b> |  |
| Expenditures                  | Amt Budgeted      | Expenditures      | Remaining          |               |  |
| 597 Interfund Transfers       | 36,221.00         | 34,081.34         | 2,139.66           | 94.1%         |  |
| 999 Ending Balance            | 248,809.70        | 0.00              | 248,809.70         | 0.0%          |  |
| <b>Fund Expenditures:</b>     | <b>285,030.70</b> | <b>34,081.34</b>  | <b>250,949.36</b>  | <b>12.0%</b>  |  |
| <b>Fund Excess/(Deficit):</b> | <b>0.00</b>       | <b>271,904.40</b> |                    |               |  |

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| 311 First Street               |                     | Months: 01 To: 09   |                     |              |  |
|--------------------------------|---------------------|---------------------|---------------------|--------------|--|
| Revenues                       | Amt Budgeted        | Revenues            | Remaining           |              |  |
| 308 Beginning Balances         | 0.00                | 0.00                | 0.00                | 0.0%         |  |
| 330 Intergovernmental Revenues | 1,018,000.00        | 0.00                | 1,018,000.00        | 0.0%         |  |
| 397 Interfund Transfers        | 31,221.00           | 32,687.44           | (1,466.44)          | 104.7%       |  |
| <b>Fund Revenues:</b>          | <b>1,049,221.00</b> | <b>32,687.44</b>    | <b>1,016,533.56</b> | <b>3.1%</b>  |  |
| Expenditures                   | Amt Budgeted        | Expenditures        | Remaining           |              |  |
| 594 Capital Expenditures       | 1,049,221.00        | 405,237.15          | 643,983.85          | 38.6%        |  |
| 999 Ending Balance             | 0.00                | 0.00                | 0.00                | 0.0%         |  |
| <b>Fund Expenditures:</b>      | <b>1,049,221.00</b> | <b>405,237.15</b>   | <b>643,983.85</b>   | <b>38.6%</b> |  |
| <b>Fund Excess/(Deficit):</b>  | <b>0.00</b>         | <b>(372,549.71)</b> |                     |              |  |

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312 Columbia Ave Months: 01 To: 09

| Revenues                       | Amt Budgeted | Revenues     | Remaining   |             |
|--------------------------------|--------------|--------------|-------------|-------------|
| 308 Beginning Balances         | (19,620.00)  | (19,620.00)  | 0.00        | 100.0%      |
| 330 Intergovernmental Revenues | 19,620.00    | 19,620.00    | 0.00        | 100.0%      |
| <b>Fund Revenues:</b>          | <b>0.00</b>  | <b>0.00</b>  | <b>0.00</b> | <b>0.0%</b> |
| Expenditures                   | Amt Budgeted | Expenditures | Remaining   |             |
| 594 Capital Expenditures       | 0.00         | 0.00         | 0.00        | 0.0%        |
| 999 Ending Balance             | 0.00         | 0.00         | 0.00        | 0.0%        |
| <b>Fund Expenditures:</b>      | <b>0.00</b>  | <b>0.00</b>  | <b>0.00</b> | <b>0.0%</b> |
| <b>Fund Excess/(Deficit):</b>  | <b>0.00</b>  | <b>0.00</b>  |             |             |



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| 313 Park Plaza Fund            |                   | Months: 01 To: 09 |                   |              |
|--------------------------------|-------------------|-------------------|-------------------|--------------|
| Revenues                       | Amt Budgeted      | Revenues          | Remaining         |              |
| 308 Beginning Balances         | 0.00              | (82,612.07)       | 82,612.07         | 0.0%         |
| 330 Intergovernmental Revenues | 50,000.00         | 0.00              | 50,000.00         | 0.0%         |
| 397 Interfund Transfers        | 332,252.00        | 200,813.11        | 131,438.89        | 60.4%        |
| <b>Fund Revenues:</b>          | <b>382,252.00</b> | <b>118,201.04</b> | <b>264,050.96</b> | <b>30.9%</b> |
| Expenditures                   | Amt Budgeted      | Expenditures      | Remaining         |              |
| 576 Park Facilities            | 0.00              | 3,859.05          | (3,859.05)        | 0.0%         |
| 594 Capital Expenditures       | 382,252.00        | 114,691.99        | 267,560.01        | 30.0%        |
| 999 Ending Balance             | 0.00              | 0.00              | 0.00              | 0.0%         |
| <b>Fund Expenditures:</b>      | <b>382,252.00</b> | <b>118,551.04</b> | <b>263,700.96</b> | <b>31.0%</b> |
| <b>Fund Excess/(Deficit):</b>  | <b>0.00</b>       | <b>(350.00)</b>   |                   |              |

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314 Lasher Street Improv. Fund Months: 01 To: 09

| Revenues                       | Amt Budgeted      | Revenues        | Remaining         |             |
|--------------------------------|-------------------|-----------------|-------------------|-------------|
| 308 Beginning Balances         | 0.00              | 0.00            | 0.00              | 0.0%        |
| 330 Intergovernmental Revenues | 350,000.00        | 0.00            | 350,000.00        | 0.0%        |
| 397 Interfund Transfers        | 5,000.00          | 1,393.90        | 3,606.10          | 27.9%       |
| <b>Fund Revenues:</b>          | <b>355,000.00</b> | <b>1,393.90</b> | <b>353,606.10</b> | <b>0.4%</b> |
| Expenditures                   | Amt Budgeted      | Expenditures    | Remaining         |             |
| 594 Capital Expenditures       | 355,000.00        | 1,393.90        | 353,606.10        | 0.4%        |
| 999 Ending Balance             | 0.00              | 0.00            | 0.00              | 0.0%        |
| <b>Fund Expenditures:</b>      | <b>355,000.00</b> | <b>1,393.90</b> | <b>353,606.10</b> | <b>0.4%</b> |
| <b>Fund Excess/(Deficit):</b>  | <b>0.00</b>       | <b>0.00</b>     |                   |             |

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| 400 Water/Sewer Fund                        |                     | Months: 01 To: 09   |                     |               |  |
|---|---------------------|---------------------|---------------------|---------------|--|
| Revenues                                    | Amt Budgeted        | Revenues            | Remaining           |               |  |
| 400 Water/Sewer                             | 1,050,601.86        | 1,050,601.86        | 0.00                | 100.0%        |  |
| 401 Water                                   | 607,546.75          | 607,546.75          | 0.00                | 100.0%        |  |
| 402 Sewer                                   | 247,035.18          | 247,035.18          | 0.00                | 100.0%        |  |
| <b>308 Beginning Balances</b>               | <b>1,905,183.79</b> | <b>1,905,183.79</b> | <b>0.00</b>         | <b>100.0%</b> |  |
| 343 Water                                   | 0.00                | 671.00              | (671.00)            | 0.0%          |  |
| 344 Sewer                                   | 0.00                | 421.00              | (421.00)            | 0.0%          |  |
| <b>320 Licenses &amp; Permits</b>           | <b>0.00</b>         | <b>1,092.00</b>     | <b>(1,092.00)</b>   | <b>0.0%</b>   |  |
| 343 Water                                   | 973,361.25          | 683,505.63          | 289,855.62          | 70.2%         |  |
| 344 Sewer                                   | 1,520,609.34        | 1,151,739.31        | 368,870.03          | 75.7%         |  |
| <b>340 Charges For Goods &amp; Services</b> | <b>2,493,970.59</b> | <b>1,835,244.94</b> | <b>658,725.65</b>   | <b>73.6%</b>  |  |
| 350 Fines & Penalties                       | 0.00                | 450.00              | (450.00)            | 0.0%          |  |
| 343 Water                                   | 46,674.00           | 31,902.29           | 14,771.71           | 68.4%         |  |
| 344 Sewer                                   | 56,532.00           | 84,043.23           | (27,511.23)         | 148.7%        |  |
| 400 Water/Sewer                             | 4,000.00            | 5,568.44            | (1,568.44)          | 139.2%        |  |
| <b>360 Interest &amp; Other Earnings</b>    | <b>107,206.00</b>   | <b>121,513.96</b>   | <b>(14,307.96)</b>  | <b>113.3%</b> |  |
| 380 Non Revenues                            | 0.00                | 0.00                | 0.00                | 0.0%          |  |
| <b>Fund Revenues:</b>                       | <b>4,506,360.38</b> | <b>3,863,484.69</b> | <b>642,875.69</b>   | <b>85.7%</b>  |  |
| Expenditures                                | Amt Budgeted        | Expenditures        | Remaining           |               |  |
| 534 Water Utilities                         | 1,029,201.20        | 624,576.58          | 404,624.62          | 60.7%         |  |
| 535 Sewer                                   | 1,252,164.84        | 721,987.00          | 530,177.84          | 57.7%         |  |
| 534 Water                                   | 60,738.17           | 59,781.17           | 957.00              | 98.4%         |  |
| 535 Sewer                                   | 82,249.18           | 41,124.60           | 41,124.58           | 50.0%         |  |
| <b>591 Debt Service</b>                     | <b>142,987.35</b>   | <b>100,905.77</b>   | <b>42,081.58</b>    | <b>70.6%</b>  |  |
| 534 Water                                   | 110,464.80          | 14,133.79           | 96,331.01           | 12.8%         |  |
| 535 Sewer                                   | 150,000.00          | 0.00                | 150,000.00          | 0.0%          |  |
| <b>594 Capital Expenditures</b>             | <b>260,464.80</b>   | <b>14,133.79</b>    | <b>246,331.01</b>   | <b>5.4%</b>   |  |
| 534 Water                                   | 1,775.00            | 1,067.00            | 708.00              | 60.1%         |  |
| 535 Sewer                                   | 999,430.34          | 68,304.49           | 931,125.85          | 6.8%          |  |
| <b>597 Interfund Transfers</b>              | <b>1,001,205.34</b> | <b>69,371.49</b>    | <b>931,833.85</b>   | <b>6.9%</b>   |  |
| 400 Water/Sewer                             | 272,548.92          | 0.00                | 272,548.92          | 0.0%          |  |
| 401 Water                                   | 394,220.75          | 0.00                | 394,220.75          | 0.0%          |  |
| 402 Sewer                                   | 153,567.18          | 0.00                | 153,567.18          | 0.0%          |  |
| <b>999 Ending Balance</b>                   | <b>820,336.85</b>   | <b>0.00</b>         | <b>820,336.85</b>   | <b>0.0%</b>   |  |
| <b>Fund Expenditures:</b>                   | <b>4,506,360.38</b> | <b>1,530,974.63</b> | <b>2,975,385.75</b> | <b>34.0%</b>  |  |
| <b>Fund Excess/(Deficit):</b>               | <b>0.00</b>         | <b>2,332,510.06</b> |                     |               |  |

2024 BUDGET POSITION

City Of Stevenson

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406 Wastewater Short Lived Asset Res. Fund Months: 01 To: 09

| Revenues                      | Amt Budgeted      | Revenues          | Remaining         |               |
|-------------------------------|-------------------|-------------------|-------------------|---------------|
| 308 Beginning Balances        | 87,116.00         | 87,116.00         | 0.00              | 100.0%        |
| 397 Interfund Transfers       | 21,779.00         | 21,779.00         | 0.00              | 100.0%        |
| <b>Fund Revenues:</b>         | <b>108,895.00</b> | <b>108,895.00</b> | <b>0.00</b>       | <b>100.0%</b> |
| Expenditures                  | Amt Budgeted      | Expenditures      | Remaining         |               |
| 999 Ending Balance            | 108,895.00        | 0.00              | 108,895.00        | 0.0%          |
| <b>Fund Expenditures:</b>     | <b>108,895.00</b> | <b>0.00</b>       | <b>108,895.00</b> | <b>0.0%</b>   |
| <b>Fund Excess/(Deficit):</b> | <b>0.00</b>       | <b>108,895.00</b> |                   |               |

2024 BUDGET POSITION

City Of Stevenson

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408 Wastewater Debt Reserve Fund Months: 01 To: 09

| Revenues                      | Amt Budgeted     | Revenues         | Remaining        |               |
|-------------------------------|------------------|------------------|------------------|---------------|
| 308 Beginning Balances        | 61,191.00        | 61,191.00        | 0.00             | 100.0%        |
| 397 Interfund Transfers       | 0.00             | 0.00             | 0.00             | 0.0%          |
| <b>Fund Revenues:</b>         | <b>61,191.00</b> | <b>61,191.00</b> | <b>0.00</b>      | <b>100.0%</b> |
| Expenditures                  | Amt Budgeted     | Expenditures     | Remaining        |               |
| 999 Ending Balance            | 61,191.00        | 0.00             | 61,191.00        | 0.0%          |
| <b>Fund Expenditures:</b>     | <b>61,191.00</b> | <b>0.00</b>      | <b>61,191.00</b> | <b>0.0%</b>   |
| <b>Fund Excess/(Deficit):</b> | <b>0.00</b>      | <b>61,191.00</b> |                  |               |

## 2024 BUDGET POSITION

City Of Stevenson

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| 410 Wastewater System Upgrades |              |              | Months: 01 To: 09 |        |
|--------------------------------|--------------|--------------|-------------------|--------|
| Revenues                       | Amt Budgeted | Revenues     | Remaining         |        |
| 308 Beginning Balances         | (759,760.33) | (759,760.33) | 0.00              | 100.0% |
| 330 Intergovernmental Revenues | 2,527,445.11 | 2,174,966.35 | 352,478.76        | 86.1%  |
| 390 Other Financing Sources    | 2,468,928.59 | 1,790,807.55 | 678,121.04        | 72.5%  |
| 397 Interfund Transfers        | 1,274,189.34 | 218,670.24   | 1,055,519.10      | 17.2%  |
| <b>Fund Revenues:</b>          | 5,510,802.71 | 3,424,683.81 | 2,086,118.90      | 62.1%  |
| Expenditures                   | Amt Budgeted | Expenditures | Remaining         |        |
| 591 Debt Service               | 12,000.00    | 23,814.84    | (11,814.84)       | 198.5% |
| 594 Capital Expenditures       | 5,498,802.71 | 3,754,960.40 | 1,743,842.31      | 68.3%  |
| 999 Ending Balance             | 0.00         | 0.00         | 0.00              | 0.0%   |
| <b>Fund Expenditures:</b>      | 5,510,802.71 | 3,778,775.24 | 1,732,027.47      | 68.6%  |
| <b>Fund Excess/(Deficit):</b>  | 0.00         | (354,091.43) |                   |        |

2024 BUDGET POSITION

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| 415 Cascade Avenue Utility Improvements |                   | Months: 01 To: 09 |                   |              |
|---|-------------------|-------------------|-------------------|--------------|
| Revenues                                | Amt Budgeted      | Revenues          | Remaining         |              |
| 308 Beginning Balances                  | 0.00              | 0.00              | 0.00              | 0.0%         |
| 390 Other Financing Sources             | 164,683.00        | 26,513.00         | 138,170.00        | 16.1%        |
| 397 Interfund Transfers                 | 3,550.00          | 2,134.00          | 1,416.00          | 60.1%        |
| <b>Fund Revenues:</b>                   | <b>168,233.00</b> | <b>28,647.00</b>  | <b>139,586.00</b> | <b>17.0%</b> |
| Expenditures                            | Amt Budgeted      | Expenditures      | Remaining         |              |
| 594 Capital Expenditures                | 168,233.00        | 33,610.00         | 134,623.00        | 20.0%        |
| 999 Ending Balance                      | 0.00              | 0.00              | 0.00              | 0.0%         |
| <b>Fund Expenditures:</b>               | <b>168,233.00</b> | <b>33,610.00</b>  | <b>134,623.00</b> | <b>20.0%</b> |
| <b>Fund Excess/(Deficit):</b>           | <b>0.00</b>       | <b>(4,963.00)</b> |                   |              |

2024 BUDGET POSITION

City Of Stevenson

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420 Cascade Avenue Mitigation Fund Months: 01 To: 09

| Revenues                      | Amt Budgeted     | Revenues         | Remaining        |               |
|-------------------------------|------------------|------------------|------------------|---------------|
| 308 Beginning Balances        | 19,550.00        | 19,550.00        | 0.00             | 100.0%        |
| 397 Interfund Transfers       | 0.00             | 0.00             | 0.00             | 0.0%          |
| <b>Fund Revenues:</b>         | <b>19,550.00</b> | <b>19,550.00</b> | <b>0.00</b>      | <b>100.0%</b> |
| Expenditures                  | Amt Budgeted     | Expenditures     | Remaining        |               |
| 999 Ending Balance            | 19,550.00        | 0.00             | 19,550.00        | 0.0%          |
| <b>Fund Expenditures:</b>     | <b>19,550.00</b> | <b>0.00</b>      | <b>19,550.00</b> | <b>0.0%</b>   |
| <b>Fund Excess/(Deficit):</b> | <b>0.00</b>      | <b>19,550.00</b> |                  |               |



2024 BUDGET POSITION

City Of Stevenson

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| 500 Equipment Service Fund              |                   |                   | Months: 01 To: 09 |              |
|---|-------------------|-------------------|-------------------|--------------|
| Revenues                                | Amt Budgeted      | Revenues          | Remaining         |              |
| 308 Beginning Balances                  | 84,171.92         | 84,171.92         | 0.00              | 100.0%       |
| 340 Charges For Goods & Services        | 231,000.00        | 199,010.72        | 31,989.28         | 86.2%        |
| 360 Interest & Other Earnings           | 0.00              | 1,637.65          | (1,637.65)        | 0.0%         |
| 390 Other Financing Sources             | 500,000.00        | 468,895.33        | 31,104.67         | 93.8%        |
| <b>Fund Revenues:</b>                   | <b>815,171.92</b> | <b>753,715.62</b> | <b>61,456.30</b>  | <b>92.5%</b> |
| Expenditures                            | Amt Budgeted      | Expenditures      | Remaining         |              |
| 548 Public Works - Centralized Services | 181,128.85        | 119,116.25        | 62,012.60         | 65.8%        |
| 591 Debt Service                        | 29,000.00         | 210.00            | 28,790.00         | 0.7%         |
| 594 Capital Expenditures                | 580,000.00        | 478,455.74        | 101,544.26        | 82.5%        |
| 999 Ending Balance                      | 25,043.07         | 0.00              | 25,043.07         | 0.0%         |
| <b>Fund Expenditures:</b>               | <b>815,171.92</b> | <b>597,781.99</b> | <b>217,389.93</b> | <b>73.3%</b> |
| <b>Fund Excess/(Deficit):</b>           | <b>0.00</b>       | <b>155,933.63</b> |                   |              |

2024 BUDGET POSITION

City Of Stevenson

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| 630 Stevenson Municipal Court |              | Months: 01 To: 09 |                   |             |  |
|-------------------------------|--------------|-------------------|-------------------|-------------|--|
| Revenues                      | Amt Budgeted | Revenues          | Remaining         |             |  |
| 308 Beginning Balances        | 0.00         | 0.00              | 0.00              | 0.0%        |  |
| 380 Non Revenues              | 0.00         | 3,863.96          | (3,863.96)        | 0.0%        |  |
| <b>Fund Revenues:</b>         | <b>0.00</b>  | <b>3,863.96</b>   | <b>(3,863.96)</b> | <b>0.0%</b> |  |
| Expenditures                  | Amt Budgeted | Expenditures      | Remaining         |             |  |
| 580 Non Expenditures          | 0.00         | 3,863.96          | (3,863.96)        | 0.0%        |  |
| 999 Ending Balance            | 0.00         | 0.00              | 0.00              | 0.0%        |  |
| <b>Fund Expenditures:</b>     | <b>0.00</b>  | <b>3,863.96</b>   | <b>(3,863.96)</b> | <b>0.0%</b> |  |
| <b>Fund Excess/(Deficit):</b> | <b>0.00</b>  | <b>0.00</b>       |                   |             |  |

## 2024 BUDGET POSITION TOTALS

City Of Stevenson

Months: 01 To: 09

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| Fund                                  | Revenue Budgeted     | Received             |              | Expense Budgeted     | Spent               |              |
|---------------------------------------|----------------------|----------------------|--------------|----------------------|---------------------|--------------|
| 001 General Expense Fund              | 3,217,438.28         | 2,586,653.95         | 80.4%        | 3,217,438.28         | 967,585.71          | 30%          |
| 010 General Reserve Fund              | 344,042.65           | 353,177.61           | 102.7%       | 344,042.65           | 0.00                | 0%           |
| 020 Fire Reserve Fund                 | 1,927,519.12         | 1,978,942.29         | 102.7%       | 1,927,519.12         | 0.00                | 0%           |
| 030 ARPA                              | 298,313.00           | 298,313.00           | 100.0%       | 298,313.00           | 173,211.75          | 58%          |
| 100 Street Fund                       | 914,118.93           | 481,917.04           | 52.7%        | 914,118.93           | 542,360.35          | 59%          |
| 103 Tourism Promo & Develop Fund      | 1,871,290.01         | 1,902,227.52         | 101.7%       | 1,871,290.01         | 485,948.47          | 26%          |
| 105 Affordable Housing Fund           | 22,455.62            | 20,182.20            | 89.9%        | 22,455.62            | 0.00                | 0%           |
| 107 HEALing SCARS Fund                | 10,246.39            | 10,432.32            | 101.8%       | 10,246.39            | 0.00                | 0%           |
| 300 Capital Improvement Fund          | 285,030.70           | 305,985.74           | 107.4%       | 285,030.70           | 34,081.34           | 12%          |
| 311 First Street                      | 1,049,221.00         | 32,687.44            | 3.1%         | 1,049,221.00         | 405,237.15          | 39%          |
| 312 Columbia Ave                      | 0.00                 | 0.00                 | 0.0%         | 0.00                 | 0.00                | 0%           |
| 313 Park Plaza Fund                   | 382,252.00           | 118,201.04           | 30.9%        | 382,252.00           | 118,551.04          | 31%          |
| 314 Lasher Street Improv. Fund        | 355,000.00           | 1,393.90             | 0.4%         | 355,000.00           | 1,393.90            | 0%           |
| 400 Water/Sewer Fund                  | 4,506,360.38         | 3,863,484.69         | 85.7%        | 4,506,360.38         | 1,530,974.63        | 34%          |
| 406 Wastewater Short Lived Asset Res. | 108,895.00           | 108,895.00           | 100.0%       | 108,895.00           | 0.00                | 0%           |
| 408 Wastewater Debt Reserve Fund      | 61,191.00            | 61,191.00            | 100.0%       | 61,191.00            | 0.00                | 0%           |
| 410 Wastewater System Upgrades        | 5,510,802.71         | 3,424,683.81         | 62.1%        | 5,510,802.71         | 3,778,775.24        | 69%          |
| 415 Cascade Avenue Utility Improvem   | 168,233.00           | 28,647.00            | 17.0%        | 168,233.00           | 33,610.00           | 20%          |
| 420 Cascade Avenue Mitigation Fund    | 19,550.00            | 19,550.00            | 100.0%       | 19,550.00            | 0.00                | 0%           |
| 500 Equipment Service Fund            | 815,171.92           | 753,715.62           | 92.5%        | 815,171.92           | 597,781.99          | 73%          |
| 630 Stevenson Municipal Court         | 0.00                 | 3,863.96             | 0.0%         | 0.00                 | 3,863.96            | 0%           |
|                                       | <u>21,867,131.71</u> | <u>16,354,145.13</u> | <u>74.8%</u> | <u>21,867,131.71</u> | <u>8,673,375.53</u> | <u>39.7%</u> |

DRAFT Minutes  
Stevenson Planning Commission Meeting

**September 9, 2024**  
**6:00 PM**

**Planning Commission Chair Breckel** called the meeting to order at 6:00 p.m. A quorum was present.

**MEMBERS PRESENT**

PC Chair Jeff Breckel; Commissioners Anne Keesee, Anthony Lawson, Charles Hales. Commissioner Zettler was absent.

**STAFF PRESENT**

Community Development Director Ben Shumaker, Planning & Public Works Assistant Tiffany Andersen

**PUBLIC PRESENT**

Mary Repar

**A. Preliminary Matters**

**1. Public Comment Expectations**

**Shumaker** explained use of tools for remote participants: \*6 to mute/unmute & \*9 to raise hand. Commenters must raise their hand and be acknowledged by the Chair. Individual comments may be limited to 3 minutes. Disruptive individuals may be required to leave the meeting. Persistent disruptions may result in the meeting being recessed and continued at a later date.

**2. Public Comment Period**

(For items not located elsewhere on the agenda)

>Mary Repar commented on the need for county wide broadband access; undergrounding of utility poles; addressing climate change, Lasher Street sidewalks, and the Boundary Review Board conference.

**3. June 10th, 2024 Minutes**

The Planning Commission meeting minutes from June 10th, 2024 were approved unanimously following a motion by **Commissioner Keesee**, seconded by **Commissioner Lawson**.

**B. New Business**

**4. Training on OPMA/Public Records**

**Community Development Director Shumaker** explained the purpose of the Open Public Meeting Act and Public

Records Act trainings for elected officials. He pointed to information in the meeting packet provided by the Washington State Attorney General's Office. A video presentation detailing the various points and concepts for compliance on public records was viewed by Commission members.

An emergency outside the City Hall building briefly interrupted the meeting, and a recess was called at 6:54 p.m.

The meeting resumed at 6:58 p.m. A second video was presented on the Open Public Meetings Act. **Shumaker** added information about quorums, quasi-judicial issues, and why the Commission is asked about ex-parte communications when addressing certain applications and public hearings. All agreed it would be a good practice to more formally establish sub-committees to follow OPMA guidelines.

### C. Old Business

None was presented.

### 5. Staff & Commission Reports: **Ben Shumaker, Community Development Director**, provided brief updates on the following projects:

#### **Tree Preservation Planning**

Funding from Department of Natural Resources has been received. It will be used to help assess and plan for conflicts with overhead utilities and tree canopies. There are a number of mitigation efforts needed to take place, and **Shumaker** is seeking engineers to assess the project and develop a GIS/LIDAR inventory of PUD pole locations. LIDAR = Light Detection and Ranging.

#### **Lasher Street**

The city is moving forward into the design phase of the project. State funds have been received for that work. Sidewalks will be provided on both sides of the street.

#### **1st Street Overlook**

Construction is underway. Curbs and most of the sidewalks are in place. The overlook portion is not completed yet. The work is expected to be completed by winter.

#### **Sewer System Upgrades**

**Shumaker** described how each section of the project requires specific designs, with multiple contracts for

construction and funding sources. Efforts are nearing completion, with the sewer plant nearly done. Some electrical work is still needed.

**City Administrator**

**City Administrator Leana Kinley** is resigning at the end of September 2024. **Shumaker and Anders Sorestad**, the Stevenson Deputy Clerk Treasurer will be absorbing a number of the duties on a temporary basis.

**Shoreline Permit Appeal  
for Rock Creek Cove Hospitality**

The Rock Creek Cove Hospitality permit approval withstood an appeal. The burden of proof was not sustained by appellate. The decision report and Findings of Fact by the hearing board is available in the meeting packet. September 13th is the date for other appeal actions to be filed.

**6. Thought of the Month:**

The following information was provided to the Commission Members

**D. Discussion**

**Street Maintenance Funding:**

<https://planning.org/planning/2024/aug/new-road-fees-for-amazon-and-others-supercharge-state-transportation-funds/>

As gas tax revenues decline due to EV use, states are looking to implement fees on package delivery vehicles to fund road repairs and transit projects.

**Park Plaza:**

**Commissioner Hales** requested an update on the Park Plaza project in Stevenson on the county courthouse lawn. The Parks Plan was adopted, but outside funding has not been secured via Washington's Resource and Conservation Office. The City withdrew a preliminary application to RCO due to lack of clarity on the Plaza project. A second RCO grant proposal for Right of Way acquisition to the West Waterfront pathway did not score well in the second phase.

**Columbia Avenue**

Realignment project has had no action recently.

**Broadband**

Finding an Internet Service Provider for local service is proving to be difficult. The market is too small for many providers to take an interest in. A public/private partnership

is one feasible option. The PUD is not interested in providing the service.

>Mary Repar commented on Washington residents registering vehicles in Oregon.

**Commissioner Lawson** requested on updates on the River Church pre-school application. The proposal has not been resubmitted. They are working with the city's attorney to pursue it as a continuation of an existing non-conforming use or as an accessory use, which is commonly associated with a Church use, and therefore should not go through Planning Commission review.

## **E. Adjournment**

Meeting adjourned at 8:00 p.m. following a motion by **Commissioner Keesee**, seconded by **Commissioner Hales**. The motion passed unanimously.

Minutes recorded by Johanna Roe

# CHECK REGISTER

City Of Stevenson

Time: 13:23:30 Date: 10/16/2024

10/01/2024 To: 10/31/2024

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| Trans | Date       | Type   | Acct # | Chk # | Claimant                              | Amount     | Memo  |
|-------|------------|--------|--------|-------|---------------------------------------|------------|---|
| 2543  | 10/17/2024 | Claims | 1      | EFT   | Department of Revenue                 | 8,493.80   | September 2024 Taxes  |
| 2544  | 10/17/2024 | Claims | 1      | 18109 | A&J Select                            | 39.98      | September 2024 Statement  |
| 2545  | 10/17/2024 | Claims | 1      | 18110 | ABC Forms LLC                         | 731.33     | Utility Billing Post Cards  |
| 2546  | 10/17/2024 | Claims | 1      | 18111 | Ajax Northwest LLC                    | 139,528.15 | September 2024 First Street Construction Costs  |
| 2547  | 10/17/2024 | Claims | 1      | 18112 | BSK Associates                        | 1,613.50   | September 2024 Water Testing; September 2024 WW Testing   |
| 2548  | 10/17/2024 | Claims | 1      | 18113 | Cascade Columbia Distribution         | 2,216.38   | WTP Chlorine; WTP Chlorine  |
| 2549  | 10/17/2024 | Claims | 1      | 18114 | CenturyLink                           | 168.61     | September 2024 Kanaka; September 2024 Statement   |
| 2550  | 10/17/2024 | Claims | 1      | 18115 | Centurylink Comm Inc                  | 47.25      | Statement 09/19/2024  |
| 2551  | 10/17/2024 | Claims | 1      | 18116 | City of Hood River                    | 2,927.34   | July and August 2024 Sludge Hauling   |
| 2552  | 10/17/2024 | Claims | 1      | 18117 | City of Stevenson                     | 1,970.34   | September 2024 Utility Bill; September 2024 Utility Bill; September 2024 Utility Bill; September 2024 Utility Bill; September 2024 Utility Bill; September 2024 Utility Bill; September 2024 Utility Bill |
| 2553  | 10/17/2024 | Claims | 1      | 18118 | Class 5                               | 330.65     | Monthly Phone Services  |
| 2554  | 10/17/2024 | Claims | 1      | 18119 | Coburn Electric Inc                   | 196.50     | Photocells  |
| 2555  | 10/17/2024 | Claims | 1      | 18120 | Columbia Gorge Title                  | 215.40     | Ownership and Encumbrance Report  |
| 2556  | 10/17/2024 | Claims | 1      | 18121 | Columbia Hardware Inc                 | 1,339.18   | September 2024 Monthly Statement  |
| 2557  | 10/17/2024 | Claims | 1      | 18122 | Columbia River Disposal               | 378.38     | September 2024 Waste Disposal   |
| 2558  | 10/17/2024 | Claims | 1      | 18123 | Consolidated Supply Company           | 2,060.46   | Black Meter Box; Black Meter Box and Poly Meter Box; Flp Ball Curb Stop Mueller   |
| 2559  | 10/17/2024 | Claims | 1      | 18124 | DOWL, LLC                             | 32,999.95  | First Street Overlook   |
| 2560  | 10/17/2024 | Claims | 1      | 18125 | DeVault Publishing                    | 888.30     | Notice of Special Meeting 9/11/2024; Public Hearing Notice 09/26/2024; RFQ Engineering Services; Notice of Public Hearing 9/19/2024; Notice of Public Hearing 9/19/2024; Special Meeting 09/26/2024; Not  |
| 2561  | 10/17/2024 | Claims | 1      | 18126 | Department of Ecology-Cashiering Unit | 24,864.60  | Payment for WQC-2019-STEVPW00044; Domestic Wastewater Treatment Plant Operator Certification Application C Rosander   |
| 2562  | 10/17/2024 | Claims | 1      | 18127 | Gorge Auto Parts Inc                  | 452.13     | September 2024 Statement  |
| 2563  | 10/17/2024 | Claims | 1      | 18128 | Grayling Engineers                    | 17,582.45  | Cascade Avenue Utility Improvements; Hegewald Well-Corrosion Control; Long Term Water Source  |
| 2564  | 10/17/2024 | Claims | 1      | 18129 | Gregory Scott Cheney                  | 5,845.00   | Court Appointed Attorney Costs; Court Appointed Attorney Costs; Court Appointed Attorney Costs; Court Appointed Attorney Costs  |
| 2565  | 10/17/2024 | Claims | 1      | 18130 | H2Oregon                              | 69.67      | 5 Gallon Premium and Service Fee; September 2024 Cooler Rent  |
| 2566  | 10/17/2024 | Claims | 1      | 18131 | HD Fowler Company                     | 1,434.99   | Repair Clamps & Gaskets; 3/4" to 1" Meter Adapter x 5   |
| 2567  | 10/17/2024 | Claims | 1      | 18132 | Harper Houf Peterson Righellis Inc    | 2,953.80   | Lakeview Paving   |
| 2568  | 10/17/2024 | Claims | 1      | 18133 | Hood River Sand & Gravel, Inc         | 1,302.10   | Bone Rd and Shepard Loop Rd   |
| 2569  | 10/17/2024 | Claims | 1      | 18134 | Ironclad Company                      | 3,325.78   | Snow Plowing Grader for Loa   |



# CHECK REGISTER

City Of Stevenson

Time: 13:23:30 Date: 10/16/2024

10/01/2024 To: 10/31/2024

Page: 2

| Trans | Date       | Type   | Acct # | Chk # | Claimant                               | Amount    | Memo   |
|-------|------------|--------|--------|-------|--|-----------|--|
| 2570  | 10/17/2024 | Claims | 1      | 18135 | Jammie's Environmental Inc             | 1,615.50  | September 2024 WWTP Sludge Transport   |
| 2571  | 10/17/2024 | Claims | 1      | 18136 | Kilmer, Voorhees & Laurick P.C.        | 9,545.00  | WA-Appeal of CUP by River Church; Professional Services-City Attorney; September 2024 WWTP Delay Claim Costs                 |
| 2572  | 10/17/2024 | Claims | 1      | 18137 | Kimball Midwest                        | 103.07    | Max Flex Indurance LG & XL   |
| 2573  | 10/17/2024 | Claims | 1      | 18138 | Lakeside Industries, Inc.              | 21,434.60 | Rock Creek Drive Pothole Repairs; Lakeview Paving-Asphalt  |
| 2574  | 10/17/2024 | Claims | 1      | 18139 | Main Street - Singh                    | 2,193.14  | September 2024 Statement   |
| 2575  | 10/17/2024 | Claims | 1      | 18140 | Munsen Paving LLC                      | 523.05    | Waterline Patch and Loop Road Skim Patch   |
| 2576  | 10/17/2024 | Claims | 1      | 18141 | Office of State Treasurer-Cash Mgmt Di | 544.72    | October 2024 Remittance  |
| 2577  | 10/17/2024 | Claims | 1      | 18142 | One Call Concepts Inc                  | 21.06     | September 2024 Statement   |
| 2578  | 10/17/2024 | Claims | 1      | 18143 | PUD No 1 of Skamania County            | 9,843.41  | VacTruck Repair; Statement 09/18/2024; Statement 09/26/2024; Statment 09/26/2024; Statement 09/26/2024; Statement 09/18/2024 |
| 2579  | 10/17/2024 | Claims | 1      | 18144 | Pacific Power Group LLC                | 3,521.73  | Load Bank Test On Generator; Load Bank Test On Generator; Load Bank Test On Generator  |
| 2580  | 10/17/2024 | Claims | 1      | 18145 | Petty Cash                             | 35.50     | September 2024   |
| 2581  | 10/17/2024 | Claims | 1      | 18146 | RADCOMP Technologies                   | 5,164.02  | WWTP Lab; Monthly Billing for October  |
| 2582  | 10/17/2024 | Claims | 1      | 18147 | Ricoh USA Inc                          | 147.80    | September 2024 Statement   |
| 2583  | 10/17/2024 | Claims | 1      | 18148 | Skamania County Building Division      | 6,931.76  | Prep Work for Chip Sealing; September 2024 Passthrough   |
| 2584  | 10/17/2024 | Claims | 1      | 18149 | Skamania County Probation              | 1,071.35  | September 2024 Probation Costs   |
| 2585  | 10/17/2024 | Claims | 1      | 18150 | Skamania County Prosecutor             | 1,500.00  | October 2024 Prosecuting Attorney Fees   |
| 2586  | 10/17/2024 | Claims | 1      | 18151 | Skamania County Treasurer              | 22,703.85 | October 2024 Remittance; October 2024 Municipal Court Agreement  |
| 2587  | 10/17/2024 | Claims | 1      | 18152 | Anders C Sorestad                      | 543.24    | A Sorestad MRSC Municipal Financial Bootcamp Travel Reimbursement  |
| 2588  | 10/17/2024 | Claims | 1      | 18153 | Stevenson Downtown Association         | 18,750.00 | Q3 LTAC Operations   |
| 2589  | 10/17/2024 | Claims | 1      | 18154 | Tanninen Repair Services               | 499.43    | Fire Apparatus Service   |
| 2590  | 10/17/2024 | Claims | 1      | 18155 | The Kellogg Group                      | 6,000.00  | Stevenson Waterfront Music Festival  |
| 2591  | 10/17/2024 | Claims | 1      | 18156 | Timothy Charles Shell                  | 1,350.50  | Civil Egnineering Consulting July 2024-September 2024  |
| 2592  | 10/17/2024 | Claims | 1      | 18157 | Traffic Safety Supply Co               | 1,721.58  | Post Caps/Tube posts/Anchors   |
| 2593  | 10/17/2024 | Claims | 1      | 18158 | US Bank Safekeeping                    | 74.00     | September 2024 Safekeeping   |
| 2594  | 10/17/2024 | Claims | 1      | 18159 | US Bank Voyager Fleet Systems          | 521.04    | September 2024 Statement   |
| 2595  | 10/17/2024 | Claims | 1      | 18160 | US Bank                                | 13,287.50 | September 2024 Statement Card 8023; September 2024 Statement Card 2311; September 2024 Statement Card 4631                   |
| 2596  | 10/17/2024 | Claims | 1      | 18161 | Urban Forest Nursery, Inc.             | 2,520.18  | Downtown 2023 Survey Trees   |
| 2597  | 10/17/2024 | Claims | 1      | 18162 | Verizon Wireless                       | 311.58    | September 2024 Cell Phone Charges; Half month of Pump Stations before transferred to main account                            |
| 2598  | 10/17/2024 | Claims | 1      | 18163 | Vestis                                 | 64.64     | Weekley Statement 9/19/2024; Weekly Statement 9/26/2024; Weekly Statement 10/3/24; Weekly Statement 10/10/202                |

# CHECK REGISTER

City Of Stevenson

Time: 13:23:30 Date: 10/16/2024

10/01/2024 To: 10/31/2024

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| Trans | Date       | Type   | Acct # | Chk # | Claimant                                | Amount     | Memo  |
|-------|------------|--------|--------|-------|---|------------|---|
| 2599  | 10/17/2024 | Claims | 1      | 18164 | Wallis Engineering PLLC                 | 31,237.93  | Wastewater Collection System Engineering; Wastewater Treatment Plant Construction Phases                                  |
| 2600  | 10/17/2024 | Claims | 1      | 18165 | Washington Department of Transportation | 1,047.46   | Sign Installation   |
| 2601  | 10/17/2024 | Claims | 1      | 18166 | Wave Division Holdings LLC              | 624.93     | WTP Statement 09/20/2024; Firehall September Statement; City Hall September 2024 Statement; WWTP September 2024 Statement |
| 2602  | 10/17/2024 | Claims | 1      | 18167 | X-Fest NW                               | 1,000.00   | Fire-Fest NW 2024 TAC Expenses  |
|       |            |        |        |       |   | 44,555.52  | 001 General Expense Fund  |
|       |            |        |        |       |   | 42,756.07  | 100 Street Fund   |
|       |            |        |        |       |   | 26,050.70  | 103 Tourism Promo & Develop Fund  |
|       |            |        |        |       |   | 172,528.10 | 311 First Street  |
|       |            |        |        |       |   | 119.70     | 314 Lasher Street Improv. Fund  |
|       |            |        |        |       |   | 76,728.00  | 400 Water/Sewer Fund  |
|       |            |        |        |       |   | 32,907.98  | 410 Wastewater System Upgrades  |
|       |            |        |        |       |   | 13,531.20  | 415 Cascade Avenue Utility Improvements   |
|       |            |        |        |       |   | 10,693.07  | 500 Equipment Service Fund  |
|       |            |        |        |       |   | 559.25     | 630 Stevenson Municipal Court   |
|       |            |        |        |       |   | 420,429.59 | Claims:   |
|       |            |        |        |       |   | 420,429.59 | 420,429.59  |

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)

# CHECK REGISTER

City Of Stevenson

Time: 17:46:24 Date: 10/01/2024

09/01/2024 To: 09/30/2024

Page: 1

| Trans | Date       | Type    | Acct # | Chk # | Claimant                                    | Amount     | Memo  |
|-------|------------|---------|--------|-------|---|------------|---|
| 2396  | 09/30/2024 | Payroll | 1      | EFT   |   | 4,325.81   | PP 09.01.24-09.30.24  |
| 2397  | 09/30/2024 | Payroll | 1      | EFT   |   | 547.45     | PP 09.01.24-09.30.24  |
| 2398  | 09/30/2024 | Payroll | 1      | EFT   |   |            | PP 09.01.24-09.30.24  |
| 2399  | 09/30/2024 | Payroll | 1      | EFT   |   | 5,419.36   | PP 09.01.24-09.30.24  |
| 2400  | 09/30/2024 | Payroll | 1      | EFT   |   | 273.72     | PP 09.01.24-09.30.24  |
| 2401  | 09/30/2024 | Payroll | 1      | EFT   |   | 5,509.80   | PP 09.01.24-09.30.24  |
| 2402  | 09/30/2024 | Payroll | 1      | EFT   |   | 862.41     | PP 09.01.24-09.30.24  |
| 2403  | 09/30/2024 | Payroll | 1      | EFT   |   | 5,700.04   | PP 09.01.24-09.30.24  |
| 2404  | 09/30/2024 | Payroll | 1      | EFT   |   | 273.72     | PP 09.01.24-09.30.24  |
| 2405  | 09/30/2024 | Payroll | 1      | EFT   |   | 68.42      | PP 09.01.24-09.30.24  |
| 2406  | 09/30/2024 | Payroll | 1      | EFT   |   | 18,812.06  | PP 09.01.24-09.30.24  |
| 2407  | 09/30/2024 | Payroll | 1      | EFT   |   | 273.72     | PP 09.01.24-09.30.24  |
| 2408  | 09/30/2024 | Payroll | 1      | EFT   |   | 68.42      | PP 09.01.24-09.30.24  |
| 2409  | 09/30/2024 | Payroll | 1      | EFT   |   | 233.72     | PP 09.01.24-09.30.24  |
| 2410  | 09/30/2024 | Payroll | 1      | EFT   |   | 273.72     | PP 09.01.24-09.30.24  |
| 2411  | 09/30/2024 | Payroll | 1      | EFT   |   | 274.58     | PP 09.01.24-09.30.24  |
| 2412  | 09/30/2024 | Payroll | 1      | EFT   |   | 6,645.79   | PP 09.01.24-09.30.24  |
| 2413  | 09/30/2024 | Payroll | 1      | EFT   |   | 4,614.37   | PP 09.01.24-09.30.24  |
| 2414  | 09/30/2024 | Payroll | 1      | EFT   |   | 4,159.14   | PP 09.01.24-09.30.24  |
| 2415  | 09/30/2024 | Payroll | 1      | EFT   |   | 5,469.66   | PP 09.01.24-09.30.24  |
| 2416  | 09/30/2024 | Payroll | 1      | EFT   |   | 7,122.62   | PP 09.01.24-09.30.24  |
| 2417  | 09/30/2024 | Payroll | 1      | EFT   |   | 7,538.72   | PP 09.01.24-09.30.24  |
| 2418  | 09/30/2024 | Payroll | 1      | EFT   |   | 5,454.92   | PP 09.01.24-09.30.24  |
| 2421  | 09/30/2024 | Payroll | 1      | EFT   | AWC Employee Benefit Trust                  | 20,152.24  | Pay Cycle(s) 09/30/2024 To<br>09/30/2024 - Medical; Pay Cycle(s)<br>09/30/2024 To 09/30/2024 -<br>Dental; Pay Cycle(s) 09/30/2024 To<br>09/30/2024 - Vision |
| 2422  | 09/30/2024 | Payroll | 1      | EFT   | Colonial Life                               | 110.97     | Pay Cycle(s) 09/30/2024 To<br>09/30/2024 - Disability; Pay<br>Cycle(s) 09/30/2024 To<br>09/30/2024 - Life Insurance   |
| 2423  | 09/30/2024 | Payroll | 1      | EFT   | Department of Retirement<br>Systems         | 14,849.99  | Pay Cycle(s) 09/30/2024 To<br>09/30/2024 - PERS2; Pay Cycle(s)<br>09/30/2024 To 09/30/2024 - DCP  |
| 2424  | 09/30/2024 | Payroll | 1      | EFT   | EFTPS Tax Payment                           | 35,087.79  | 941 Deposit for Pay Cycle(s)<br>09/30/2024 - 09/30/2024   |
| 2425  | 09/30/2024 | Payroll | 1      | EFT   | HRA VEBA Trust Contributions                | 600.00     | Pay Cycle(s) 09/30/2024 To<br>09/30/2024 - HRA VEBA   |
| 2426  | 09/30/2024 | Payroll | 1      | EFT   | State of WA Dept of Social &<br>Health Serv | 738.43     | Pay Cycle(s) 09/30/2024 To<br>09/30/2024 - WA Child Support   |
| 2427  | 09/30/2024 | Payroll | 1      | 18108 | WGAP Washington Gorge Action<br>Program     | 68.42      | Pay Cycle(s) 09/30/2024 To<br>09/30/2024 - Food Bank  |
|       |            |         |        |       |   | 50,934.58  | 001 General Expense Fund  |
|       |            |         |        |       |   | 27,386.31  | 100 Street Fund   |
|       |            |         |        |       |   | 638.35     | 103 Tourism Promo & Develop Fund  |
|       |            |         |        |       |   | 72,213.97  | 400 Water/Sewer Fund  |
|       |            |         |        |       |   | 4,356.80   | 500 Equipment Service Fund  |
|       |            |         |        |       |   | 155,530.01 | Payroll:  |
|       |            |         |        |       |   |            | 155,530.01  |

CHECK REGISTER

City Of Stevenson

Time: 17:46:24 Date: 10/01/2024

09/01/2024 To: 09/30/2024

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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------|------|--------|-------|----------|--------|------|
|-------|------|------|--------|-------|----------|--------|------|

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Stevenson, and that I am authorized to authenticate and certify to said claim.

Clerk Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Claims Vouchers Reviewed By:

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

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

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

Auditing Committee (Councilmembers or Mayor)

# City Wages Salaries, Overtime and Benefits as of 9/30/24

| Employee Number | Position                       | Budgeted Salary YTD | Actual Salary YTD | Overtime YTD | Standby YTD | Total Wages YTD | Benefits & Taxes | Employee Check Amount | Total Cost to City |
|-----------------|--------------------------------|---------------------|-------------------|--------------|-------------|-----------------|------------------|-----------------------|--------------------|
| 168             | PW Field Supervisor            | \$ 70,720.50        | \$ 70,720.47      | \$ 12,375.90 | \$ 3,642.45 | \$ 86,738.82    | \$ 34,047.83     | \$ 63,211.04          | \$ 120,786.65      |
| 171             | Community Development Director | \$ 80,841.75        | \$ 80,841.78      | \$ -         | \$ -        | \$ 80,841.78    | \$ 27,552.34     | \$ 49,227.49          | \$ 108,394.12      |
| 183             | Fire Chief                     | \$ 9,000.00         | \$ 9,000.00       | \$ -         | \$ -        | \$ 9,000.00     | \$ 688.50        | \$ 7,713.08           | \$ 9,688.50        |
| 240             | Mayor                          | \$ 5,400.00         | \$ 5,400.00       | \$ -         | \$ -        | \$ 5,400.00     | \$ 413.10        | \$ 4,927.06           | \$ 5,813.10        |
| 270             | City Administrator             | \$ 101,302.50       | \$ 101,302.47     | \$ -         | \$ -        | \$ 101,302.47   | \$ 46,676.91     | \$ 92,868.52          | \$ 147,979.38      |
| 283             | Planning Commissioner          | \$ 675.00           | \$ 225.00         | \$ -         | \$ -        | \$ 225.00       | \$ 17.22         | \$ 205.27             | \$ 242.22          |
| 286             | Planning Commissioner          | \$ 675.00           | \$ 450.00         | \$ -         | \$ -        | \$ 450.00       | \$ -             | \$ -                  | \$ 484.44          |
| 289             | Minute Taker                   | \$ 2,625.00         | \$ 2,203.47       | \$ -         | \$ -        | \$ 2,203.47     | \$ 187.60        | \$ 2,010.48           | \$ 2,391.07        |
| 25047           | Deputy Clerk/Treasurer         | \$ 64,260.00        | \$ 64,402.80      | \$ 1,323.12  | \$ -        | \$ 65,725.92    | \$ 21,708.80     | \$ 64,538.73          | \$ 87,434.72       |
| 25055           | Utilities/Maint Worker         | \$ 56,640.00        | \$ 56,639.97      | \$ 6,295.90  | \$ 3,374.70 | \$ 66,310.57    | \$ 40,475.94     | \$ 49,085.59          | \$ 106,786.51      |
| 25205           | Councilmember                  | \$ 2,700.00         | \$ 2,550.00       | \$ -         | \$ -        | \$ 2,550.00     | \$ 195.09        | \$ 2,326.65           | \$ 2,745.09        |
| 25381           | Councilmember                  | \$ 2,700.00         | \$ 1,200.00       | \$ -         | \$ -        | \$ 1,200.00     | \$ 120.40        | \$ 1,079.90           | \$ 1,320.40        |
| 25382           | Councilmember                  | \$ 2,700.00         | \$ 2,700.00       | \$ -         | \$ -        | \$ 2,700.00     | \$ 206.56        | \$ 2,463.52           | \$ 2,906.56        |
| 25393           | WWTPO II                       | \$ 60,450.00        | \$ 60,450.03      | \$ 2,916.22  | \$ 2,251.20 | \$ 65,617.45    | \$ 21,653.00     | \$ 48,353.00          | \$ 87,270.45       |
| 25408           | Public Works Director          | \$ 93,228.49        | \$ 93,228.48      | \$ -         | \$ -        | \$ 93,228.48    | \$ 43,030.54     | \$ 67,849.13          | \$ 136,259.02      |
| 25414           | Planning Commissioner          | \$ 675.00           | \$ 450.00         | \$ -         | \$ -        | \$ 450.00       | \$ 34.44         | \$ 410.53             | \$ 484.44          |
| 25519           | Utilities/Maint Worker         | \$ 52,366.50        | \$ 52,366.50      | \$ 7,759.61  | \$ 4,202.10 | \$ 64,328.21    | \$ 29,345.44     | \$ 47,259.34          | \$ 93,673.65       |
| 25540           | Plan and Public Works Assist   | \$ 48,416.25        | \$ 48,416.22      | \$ 186.24    | \$ -        | \$ 48,602.46    | \$ 30,952.10     | \$ 39,066.18          | \$ 79,554.56       |
| 25588           | Utilities Clerk                | \$ 48,416.25        | \$ 48,416.22      | \$ 93.12     | \$ -        | \$ 48,509.34    | \$ 26,535.72     | \$ 49,395.49          | \$ 75,045.06       |
| 25595           | WWTPO I                        | \$ 48,416.25        | \$ 51,488.66      | \$ 2,316.55  | \$ 2,757.30 | \$ 56,562.51    | \$ 33,699.41     | \$ 44,628.22          | \$ 90,261.92       |
| 25602           | Utilities/Maint Worker         | \$ 48,416.25        | \$ 48,002.40      | \$ 4,037.88  | \$ 2,118.90 | \$ 54,159.18    | \$ 33,129.46     | \$ 40,721.56          | \$ 87,288.64       |
| 25637           | Councilmember                  | \$ 2,700.00         | \$ 2,700.00       | \$ -         | \$ -        | \$ 2,700.00     | \$ 206.56        | \$ 2,463.52           | \$ 2,906.56        |
| 25646           | Councilmember                  | \$ 2,700.00         | \$ 2,700.00       | \$ -         | \$ -        | \$ 2,700.00     | \$ 206.56        | \$ 2,463.52           | \$ 2,906.56        |
| 25703           | Planning Commissioner          | \$ 675.00           | \$ 150.00         | \$ -         | \$ -        | \$ 150.00       | \$ 11.48         | \$ 136.84             | \$ 161.48          |
| 25716           | Councilmember                  | \$ 2,700.00         | \$ 900.00         | \$ -         | \$ -        | \$ 900.00       | \$ 68.85         | \$ 761.16             | \$ 968.85          |

## Task Name

|  |
|--|
| SBA Funds Transfer to Chamber-Agreement  |
| September 26, 2024 Special Council Meeting   |
| CDBG Lasher PH<br>Finance 101 for elected officials  |
| October 17, 2024 Regular Council Meeting   |
| DNR Undergrounding Grant Contract<br>Minutes   |
| Correction to Well Property Legal Description-Approval?  |
| Contracts over \$10k<br>Regional Transportation Update-MCEDD Presentation<br>Approve Contract for Lasher St. Engineering<br>Resolution for TBD Sales Tax Ballot Measure (Feb 11, 2025)<br>1st 2025 Budget PH                               |
| October 24, 2024 Special Council Meeting   |
| No agenda items to date  |
| November 14, 2024 Special Council Meeting  |
| 2025 Budget  |
| November 21, 2024 Regular Council Meeting  |
| Parking Regulation Updates<br>Minutes<br>Contracts over \$10k<br>2nd 2025 Budget PH<br>Property Tax PH<br>Police Contract/Public Safety Sales Tax<br>Engineering Standards Update-First Reading<br>Christmas Eve City Hall Closure Request |
| December 10, 2024 Special Joint FD2 & Council Meeting  |
| Fire Dept Update<br>Future of the Stevenson Fire Department-Committee Update   |
| December 19, 2024 Regular Council Meeting  |
| Minutes<br>Contracts over \$10k<br>2024 Final Budget Amendment-If needed<br>2025 Final Budget Adoption   |
| PUD Franchise Agreement-First Touch  |
| Engineering Standards Update-Second Reading  |