

AGENDA
CITY OF STEVENSON COUNCIL MEETING
July 18, 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/UC4k9bA0IEEvsF6PSoDwjvA/>

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

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

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

a) Public Comments Received

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

a) *7/17 changes include:

-Added Public Works Director Report (item 8b)

-Added Vouchers (item 9a)

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

a) **Special Occasion Liquor License Application** - Gorgeous Ink at the Skamania County Fairgrounds on Sept. 20 from 9am-10pm, Sept. 21 from 9am-11pm and Sept. 22 from 9am-10pm.

b) Approve Resolution 2024-438 Revising Purchasing Policy - City Administrator Leana Kinley presents resolution 2024-438 revising the purchasing policy based on revised state legislation taking effect July 1, 2024 for council approval.

c) Minutes of June 20, 2024 Regular council meeting and June 27, 2024 special council meeting.

MOTION: To approve consent agenda items a-c.

5. SHERIFF'S OFFICE REPORT:

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

6. COUNCIL BUSINESS:

a) Discuss Dates for Joint Meeting with Skamania County on Park Plaza Project - Skamania County requests a joint meeting with the City Council as outlined in the attached letter. Council will discuss available dates for coordination with the County Commissioners as requested.

b) Approve Lasher Street Project Local Agency Agreement - Community Development Director Ben Shumaker requests council approval of the Agreement with the Washington State Department of Transportation for an initial design phase cost of \$350,000. The total grant awarded by the state for the project is \$800,000.

MOTION: To approve the Local Agency Agreement for the Lasher Street Project for a total project cost of \$350,000.

c) Set Date for August Regular Council Meeting - The policy has been to change the regular council meeting in August to avoid conflict with Fair events. There is a special meeting scheduled for August 22nd which may be used as the meeting, or to catch up on any additional Accounts Payable or items needing discussion ahead of the September 19th regular council meeting.

MOTION: To set the date of August ____ for the August 2024 regular city council meeting.

d) Discuss Tools for Affordable Housing - City Administrator Leana Kinley presents the attached information regarding options for the city to address affordable housing for council discussion.

7. 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 as well as the financial report for the second quarter of 2024.
- c) Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.
- d) Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past two months is attached.
- e) 3 Squares Lease Termination Notice** - An email notifying the City of the lease termination with Shepherd of the Hills Lutheran Church for operation of the 3 Squares Program is attached.
- f) WAGAP Leadership Transition** - A notice regarding a change in leadership at Washington Gorge Action Programs from Leslie Naramore to Jennifer Pauletto is attached.
- g) Fire Chief Resignation Notice** - A copy of the letter of resignation from Fire Chief Rob Farris is attached.

8. CITY ADMINISTRATOR AND STAFF REPORTS:

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

9. VOUCHER APPROVAL:

- a)** *June 2024 payroll and July 2024 AP checks have been audited and are presented for approval. June payroll checks 17910 and 17911 totals \$144,671.89 which includes EFT payments. July 2024 AP checks 17912 thru 17974 total \$1,034,572.38, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

10. MAYOR AND COUNCIL REPORTS:

11. 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.

12. EXECUTIVE SESSION - City Council will convene in Executive Session under:

a) **Interview Council Applicants** - Council will interview applicants for the open position #4. Applications are due on July 17th and will be added to the packet as they are received.

After applicant interviews, council may enter into executive session under RCW 42.30.110(1)(h) to evaluate the qualifications of a candidate for appointment to elective office.

After the interviews and potential executive session, an election will take place by voice vote. The first candidate to receive a majority vote will be appointed. The appointed candidate will be sworn in immediately after the vote at the meeting.

b) **RCW 42.30.110(1)(i)** to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

13. ADJOURNMENT - Mayor will adjourn the meeting.

=====

UPCOMING MEETINGS AND EVENTS:

- Thursday, July 25th, Special Council Meeting
- Tuesday, August 6th, 6-9pm, National Night Out
- _____, August ____, 6pm, City Council Meeting-Rescheduled
- Monday, August 12th, 6pm, Planning Commission Meeting
- Thursday, August 22nd, 6pm, Special City Council Meeting



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

PUBLIC RECORD REQUEST

1 message

staci patton <yayabear3@gmail.com>

Sat, Jun 29, 2024 at 8:40 AM

To: Leana Kinley <leana@ci.stevenson.wa.us>, Robert Muth <rcmuth88@gmail.com>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>, Lucy Lauser <lucy.lauser@ci.stevenson.wa.us>, Michael D. Johnson <michael.d.johnson@ci.stevenson.wa.us>, Dave Cox <dave.cox@ci.stevenson.wa.us>, Pat Rice <pat.rice@ci.stevenson.wa.us>, Ben Shumaker <ben@ci.stevenson.wa.us>, Carolyn <carolyn@ci.stevenson.wa.us>, Mitch Patton <nwtsrinc@gmail.com>, Jeanette Foster <jfoster@gorge.net>, Kevin Waters <kwaters@skamania-edc.org>, John Mobley <johnmobley@ajmarket.com>, David Waymire <davidw@co.skamania.wa.us>

Leana,

Good morning....after painfully watching the "special meeting" the other night in regard to the park plaza project, my impression was that the contract wasn't approved, therefore the project was over.

But, then I remembered how at one point that dumb "first street overlook" project appeared to be dead, and it came back like a bad case of the trots....

I need to make it clear, it's not like I love doing public records requests. In regard to the project, my recollection early on was you implying to people in meetings, that the City would be responsible for the liability, yet at the last couple meetings, that has become less clear. I absolutely think it's insane that Scott Anderson has been able to push his pet project from over TWELVE YEARS AGO, that still hasn't produced an end project and already wasted thousands of dollars (regardless of where the money came from). If it is true that ultimately the liability would fall back on the County and there's any chance this dumb project could come back to life, I absolutely will become even more vocal as I'm tired of dumb projects/ideas that cost the taxpayers of this County (regardless of if its city or county).

Please accept this as my public records request. Please fill via email with a PDF file:

- 1) last 5 years- bills from the City Risk Insurer that shows total premium/payment each year
- 2) all communication with the city's risk insurer regarding the park plaza project, to include any estimates that may have been given for additional coverage for the park plaza

In addition, please include this as public comment for the next regular City Council meeting.

Thanks,
Staci

PG 13-CITY OF STEVENSON PROS PLAN.pdf-HIGHLIGHTED (2).pdf
3060K

**CITY OF STEVENSON
RESOLUTION NO. 2024-438**

**A RESOLUTION OF THE CITY OF STEVENSON
REVISING THE PURCHASING POLICY**

WHEREAS, the City has in place a purchasing policy adopted by resolution 2022-393 in 2022, revised by Resolution 2023-416 in 2023; and

WHEREAS, there are changes at the state level regarding award limits and the use of apprentice labor that take effect July 1, 2024; and

WHEREAS, there are other updates needed to clarify the policy and correct references to state statutes; and

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

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

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

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 18th day of July, 2024.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson



City of Stevenson Comprehensive Procurement Policy

Approved by Resolution ~~2022-393~~2024-4XX

Contents

I. PROCUREMENT POLICY SUMMARY TABLE	3
II. OVERVIEW.....	4
III. DEFINING THE NEED.....	5
IV. PURCHASING CODE OF ETHICS	7
V. PROHIBITED PRACTICES	8
VI. SIGNATURE AUTHORITY.....	9
VII. GRANT & FEDERAL FUNDING.....	10
VIII. INSURANCE/LICENSES/PREVAILING WAGES.....	11
IX. INFORMATION TECHNOLOGY (IT)/CONTROLLED COMMODITIES	13
X. PURCHASE OF MATERIALS, SUPPLIES, EQUIPMENT	15
A. HOW TO OBTAIN A VENDOR NUMBER	15
B. PAYMENTS	15
C. TRAVEL & REIMBURSEMENT POLICY: See Personnel Policy	16
D. PROCEDURE TO OBTAIN QUOTES (\$15,000 TO \$250,000):.....	16
E. PROCEDURE FOR FORMAL BIDS or RFPs – Over \$250,000:	16
F. COOPERATIVE PURCHASING	17
XI. PURCHASE OF PUBLIC WORK CONSTRUCTION ACTIVITIES.....	19
XII. PURCHASE OF ARCHITECT AND ENGINEERING SERVICES.....	<u>2524</u>
XIII. PURCHASE OF ORDINARY OR “PURCHASED” SERVICES.....	<u>2625</u>
XIV. PURCHASE OF PROFESSIONAL SERVICES.....	<u>2726</u>
XV. PURCHASE OF PERSONAL SERVICES	<u>2827</u>
XVI. HOW TO LEASE	<u>2928</u>
XVII. EXEMPTIONS TO COMPETITIVE BIDDING REQUIREMENTS	<u>3029</u>
XVIII. HOW TO DECLARE A SOLE SOURCE (or Single Source).....	<u>3130</u>
XIX. DISPOSAL OF SURPLUS PROPERTY.....	<u>3231</u>
XX. TRADE-INS	<u>3332</u>
XXI. FEDERAL CODE OF CONDUCT	<u>3433</u>
XXII. FEDERAL AWARD STANDARDS.....	<u>3534</u>
XXIII. DEFINITIONS	<u>3837</u>

I. PROCUREMENT POLICY SUMMARY TABLE

Procurement Type	Requested (when included in budget)				
	Thresholds	Approval Staff	Approval DH	Award/ Approval CA/M	Award/ Approval Council
Public Works					
Public Works – Minimal	<\$10,000			<u>\$10,000 ✘	
Public Works-(Single)	<\$75,500		\$50,000	>\$50,000	
Public Works-(Multi)	<\$116,155		\$50,000	>\$50,000	
Limited PW Process (Part of SWR-min 3 quotes)	\$10,000- \$49,999 \$149,999		<u>\$50,000</u> ✘	> <u>\$50,000</u>	
Public Works-Small Works Roster (All or min 5 quotes)	\$50,000 <u>\$150,000-</u> \$349,999			≤\$250,000 0	>\$250,000
Public Works-Formal Bid Process	>\$350,000				<u>>\$350,000</u> ✘
Public Works-Formal (If not using Small Works Roster)	>\$75,500/> \$116,155 <u>150,000</u>			≤\$250,000 0	>\$250,000
Professional Services					
Professional Services (Architect & Engineer) RCW39.80	Qualification Based			≤\$250,000 0	>\$250,000
Non-Professional (Personal & Purchase of Services)					
Direct Selection/Negotiation	<\$15,000			<u>\$15,000 ✘	
Informal (Min. 3 quotes)	\$15,000-\$250,000			<u>\$15,000-</u> <u>\$250,000</u> ✘	
Formal Bidding- (not sealed) Request for Proposals	>\$250,000				<u>>\$250,000</u> ✘
Purchasing (Non-Public Works Related)					
Purchasing-Direct Purchase	<\$15,000	<\$5,000	<u><\$15,000</u> ✘		
Purchasing-Informal (3 Quotes)	\$15,000-\$250,000		\$50,000	>\$50,000	
Purchasing-Formal -Request for Bids (sealed or not)	>\$250,000			✘	<u>>\$250,000</u>
<p>Council Reporting: All purchases made and/or contracts executed over \$10,000 and less than Council approval threshold must be reported to Council at their next regular Council Meeting through the Department Head Report or by other means.</p> <p>Cooperative Purchasing: There is no requirement for competition when purchasing from State Contracts or other contracts covered by an interlocal agreement. However, for other than State Contracts, compliance with RCW 39.34 needs to be confirmed. Purchasing approval thresholds apply.</p> <p>Small Works Roster: May be used for public works projects less than \$350,000. Participating pre-qualified contractors in appropriate work category are notified of bidding opportunities. There is no need to advertise projects or have public bid opening. Council awards contracts over \$250,000.</p> <p>Federal Funding: If any federal funds are used, including pass-through grants/loans, please refer to the Federal Code of Conduct and Federal Award Standards sections of the Comprehensive Procurement Policy and follow the requirements set forth in the Federal Procurement table.</p>					

II. OVERVIEW

Purpose: The purpose of this document is to implement the requirements of state and federal law regarding procurement and bidding on public contracts for public works, goods, services, supplies and materials. It is the City's policy to follow state requirements regarding the expenditure of public funds, to provide a fair forum for those interested in bidding on public contracts and to help ensure that public contracts are performed satisfactorily and efficiently at least cost to the public, while avoiding fraud and favoritism in their award.

Controlling Laws: The expenditure of public funds for the purchase of, and contracting for, goods, services, supplies and materials, shall comply with all applicable state law requirements as set forth in the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC), in addition to any applicable local and federal laws and regulations.

Monitoring and Compliance: The department heads shall implement, monitor, and enforce these policies. In the event of any conflict in procurement requirements or questions about proper procedure or other requirements, the matter shall be referred to the City Administrator for further action. Willful or intentional violations of public procurement requirements may result in personal penalties, financial liabilities, and/or discipline. See RCW 39.30.020.

Proper Authorization: Only authorized employees acting within the scope of their authority may obligate the City in the acquisition of goods or services. Any employee purchasing goods on behalf of the City without proper authorization may be personally liable to the vendor and the City, and subject to disciplinary action.

III. DEFINING THE NEED

Before determining the procurement method and approval authority, the type of purchase must be established. The major categories of purchases include:

Public Works: (RCW 39.04)

Includes all work, construction, alteration, repair, or improvement, other than ordinary maintenance, executed at the cost of the City.

- Examples: demolition, remodeling, renovation, road construction, building construction, and utilities construction.
- Ordinary maintenance is not specifically defined in RCW 39.04 but is considered to include work not performed by contract and performed on a regular basis to service, check or replace items that are not broken.
- For purposes of prevailing wage requirements, public works includes ordinary maintenance when performed by contract.

Materials, Supplies and Equipment

Materials, supplies, and equipment are considered tangible items which are manufactured and are moveable at the time of purchase. It is important to distinguish between materials, supplies and equipment used in public works contracts as opposed to non-public works contracts as different bidding requirements apply to each.

Examples: Office supplies, off the shelf software, hardware, trucks, copy machines, auto parts, gravel, janitorial supplies.

Services

Services are the labor, time, or effort of a human being. Distinguishing between services and public works is also important as services may also have different bidding requirements. The City has four classifications of services:

- **Professional Services:**
Services provided by independent consultants that require specialized knowledge, advanced education, professional licensing, or certification and where the primary service provided is mental or intellectual, involving the consistent exercise of judgement and discretion.
Examples: accountants, attorneys, consultants, graphic artists.
- **Architectural and Engineering Services (A&E Services):**
These services are to be acquired under the authority and procedures outline in RCW 39.80.
Examples: Engineers, land surveyors, architects, and landscape architects.
- **General Services/Purchased Services:**
All other service-related work that is not considered a public work or professional service. Most often these are routine in nature (i.e., yearly, monthly, weekly, etc.)
Examples: Building maintenance, automotive services, and instructors.

- **Technology Systems and Services:**

Any technology hardware or software system purchase or maintenance agreement.

Examples: Computers, tablets, servers, annual licensing agreements, custom or off the shelf software, technology consulting.

Determining the Cost

Once a need has been defined, the estimated cost of the goods and/or services will determine what competitive selection process you will need to follow. Estimated costs for competitive bidding purposes must include:

- All construction related work (but not engineering/architectural design fees, as all A&E must be selected based on qualifications before cost is negotiated).
- All phases of the project.
- Any internal permitting costs of the project.
- All applicable sales and use taxes.

The cost estimate should not include donated materials, labor supplies, etc.

IV. PURCHASING CODE OF ETHICS

The public must have confidence in the integrity of its government. The purpose of this Code of Ethics is to apply and give guidance to all employees so that they may conduct themselves in a manner which will be compatible with the best interest of themselves and the City of Stevenson.

To instill public confidence in the award of public contracts and the expenditure of public funds, the City adopts the following code of ethics regarding public contracting:

- Actions of City employees will be impartial and fair.
- Government decisions and policies shall be made in compliance with required procedures and within the proper channels of government structure.
- Public employment shall not be used for personal gain, and City employees shall not solicit, accept, or agree to accept any gratuity for themselves, their families or others that would or could result in personal gain. Purchasing decisions shall be made impartially, based upon the City's specifications for the contract and the responses of those bidding on the contract.
- No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest. This conflict of interest extends beyond the individual employee, officer, or agent to include that individual's immediate family members, partner, and other employers.

V. PROHIBITED PRACTICES

- Collusion among bidders. Agreement or collusion among bidders or prospective bidders to either buy or sell in restraint of freedom of competition, be as agreement to bid a fixed price or otherwise, shall render the bids void. Such bidders may be subject to possible exclusion from future bidding with the City when determined by the City Administrator to be in the best interest of the City.
- Disclosure of Formal Bid Contents. Disclosure in advance of opening bids of any information contained in the sealed or formal bid made or permitted by a City Officer or employee may render each bid void by the City. Notwithstanding anything herein to the contrary, bids submitted by bidders taking advantage of any information revealed contrary to this section shall at once become null and void.
- Gratuities. Except for normal business and social courtesies, or donation publicly given and accepted, the acceptance of any gift or gratuity in the form of cash, merchandise, or services of significant value by an official or employee of the City from any vendor or contractor in return for a commitment to continue or initiate a purchasing agreement is prohibited.
- Employee-Owned Business. Generally, City goods or services shall not be obtained from businesses in which City officials, employees or their immediate family members have a majority ownership interest except as allowable by RCW 42.23.030.
- Sale of Materials and Supplies. The City shall not use its purchasing power or lend its credit to acquire goods or services for any private party, nor shall the City sell its materials or supplies to City officials, employees, or the public except when said materials have been declared surplus and disposed of as provided herein.
- Conflict of Interest. An employee is not to participate directly or indirectly in a procurement when they are aware or know there is a conflict of interest.
- Solicitation of Donations. The City will not accept donations of materials or services in return for a commitment to continue or initiate a purchasing agreement.
- Bid Splitting. Issuing several orders under the dollar limit or breaking a project into phases to avoid bidding is against state law. Combine the total of foreseen identical items purchased at the same time or similar items (or items that are used together) within a calendar years' time, in which the cost exceeds competition limits or when it is determined that volume discounts can be obtained by combining City wide usage (i.e., office supplies, laundry services, janitorial paper products, etc.)

All local governments in Washington are subject to the state's Conflicts of Interest statute (Chapter 42.23 RCW). Municipal officers are prohibited from having financial interests in contracts made by or under the officer's supervision or for the benefit of their office. RCW 42.23.020(2) define "municipal officer" broadly and means any city employee acting on behalf of the City. RCW 42.23.020(3) defines "contract" as including any contract, sale, lease, or purchase.

Violating these rules can bring serious penalties, including monetary fines, nullification of contracts, and forfeiture of employment. Common sense can be a good guide in this area of the law, but sometimes gray areas can create confusion and uncertainty. If you are concerned about a specific situation, consult with Legal Counsel.

VI. SIGNATURE AUTHORITY

Department Heads DO NOT have the authority to sign contracts. Only the Mayor, or the City Administrator, as authorized designee, have certain delegated authority to sign contracts. See Definitions Section to determine what constitutes a “Contract.”

The Mayor has ultimate signature authority for the City of Stevenson. As authorized designee, the City Administrator has authority to sign contracts, including Interlocal Agreements, up to \$250,000 and approve all budgeted purchases without dollar limitation.

VII. GRANT & FEDERAL FUNDING

Purchases made or work performed with Federal grant funds must follow the standards identified in the Federal Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (OMB Title 2, Subtitle A, Chapter II, Part 200). See Federal Code of Conduct and Federal Award Standards sections for summary requirements.

Please note, the federal government does not recognize Washington State's Small Works alternative procedures or thresholds. **Do not use SWR procedures or thresholds if any federal funding is included or used.**

ALL GRANTS ARE DIFFERENT, so one size does not fit all. Some grants require you to use your own procurement rules, while others require you to insert their contracting clauses into your contract.

Please note that all grant applications, without limitation, must be signed by the Mayor, or their designee. Additionally, all Federal grant reimbursement requests must be signed by the Mayor, or their designee.

Prior to initiating any purchases or contracts with federal funds, the responsible administrator will document that the procurement complies with the requirements of RCW 57.08.050 and Uniform Guidance (note: the most restrictive procurement method will be used whether it be federal, state, or local law). A copy of the documentation shall be retained in the department files.

VIII. INSURANCE/LICENSES/PREVAILING WAGES

When hiring anybody to do anything for the City, there are FOUR requirements that need to be met.

A. **Certificates of Insurance:**

Before any contractor is allowed to work on City property (no matter the dollar amount of the work), contact the City Administrator to determine if a Certificate of Insurance is required. If required, the contractor must furnish the City with a Certificate of Insurance, naming the City of Stevenson as primary & noncontributory additional insureds with an additional attached endorsement.

Certificates of Insurance are a complex issue, so please contact the City Administrator to discuss Insurance Requirements and what the limits of coverage should be, according to how much risk is involved.

B. **Responsibility Criteria for Contractors:**

- Washington State Contractor's License/Federal Registration – It is unlawful for the City to hire anyone to do construction work on City property that does not have a valid State of Washington Contractor's License. You may look up a Contractor, Electrician or Plumber at the Labor and Industries website, <https://www.lni.wa.gov/>.
- Department of Revenue Business Records Database:
<https://secure.dor.wa.gov/gteunauth>
- Verify Workers' Comp Premium Status: <https://www.lni.wa.gov/>
- Check for debarment:

State of Washington

<https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx>

Federal Contracts – Federal Debarment:

It is unlawful to hire any firm to do business with the City that is not registered and in good standing with the US Government. You can check the status of an entity to see if they have been debarred at <http://www.sam.gov/> . Print out the resulting page (even if no records were found) and file it with your paperwork for audit. Please contact the City Administrator if assistance is needed.

C. **City of Stevenson Business License**

A City of Stevenson Business License is also required for any business working inside the City limits meeting the threshold set forth in SMC 5.04.100(L). The vendor may contact the Department of Revenue at www.dor.wa.gov.

D. **Prevailing Wage Requirements**

Chapter 39.12 RCW is the **Washington State Public Works Act**, also known as the Prevailing Wage Law. This law requires that workers be paid certain hourly wages for all public work and public service maintenance contracts, no matter what the dollar amount!

This Prevailing Wage law was enacted to protect the employees of contractors performing public works construction/maintenance from substandard earnings, and to preserve local wage standards.

The Department of Labor and Industries administers the law; the Attorney General prosecutes violators; and the State Auditor ascertains if our policies, practices, and procedures meet the requirements of the law.

Owners/Operators that do not have any employees do not need to pay themselves prevailing wages, however, they do still need to file Intents and Affidavits with the Department of Labor and Industries and list in section 3 of the form that they are Owner/Operator.

Any worker, laborer or mechanic performing public work must be paid prevailing wages. It does not usually apply to work that is clerical, executive, administrative or professional (grant funded projects may be an exception).

IX. INFORMATION TECHNOLOGY (IT)/CONTROLLED COMMODITIES

The purchasing of hardware, software, licensing, and technical services carries a set of unique requirements, risks, and challenges.

Types of technology (IT) purchases:

Purchase Type	Definition	Taxable
Hardware	Purchase of computer hardware components	Yes
Software-Off the Shelf w/Installation	Purchase of off-the-shelf software including installation. See RCW 39.04.270	Software-Yes Installation-No.
Software-Customized	Purchase of software with programming and customization. See RCW 39.04.270	No.
Annual Maintenance Agreements Hosted Software (SaaS)	Agreement to maintain City systems. IT services and software provided in a hosted, or cloud, environment	Yes Varies
Technical/Professional Services	Professional services in support of hardware, software, and networks	No

Telecommunications and Data Processing

When purchasing telecommunications and data processing (computer) equipment or software costing above \$15,000, the City may follow a “competitive negotiation” process as an alternative to the bid process. RCW 39.04.270(3) allows purchases through use of an alternative competitive negotiation process requiring at a minimum, the following steps:

- A request for proposals (RFP) must be published in the newspaper of general circulation at least 13 days before the last date on which the proposals will be received.
- The RFP must identify significant evaluation factors, including price, and their relative importance.
- The City must provide reasonable procedures for technical evaluation of the proposals, identification of qualified sources, and selection for awarding the contract.
- The award must be made to the qualified bidder whose proposal is “most advantageous” to the City. The City may reject all proposals for good cause and request new proposals.

Technology Software & Services – Competitive Process

Technology Systems and Services Purchases include any technology hardware or software system purchase or maintenance agreement.

Hardware/Software Annual Maintenance Agreements

There are two types of annual maintenance agreements:

Sole Provider

When annual maintenance of a City system is performed by the sole proprietor, vendor of that hardware/software, and there are no other maintenance providers available, a competitive process is not reasonable. For these situations, annual maintenance agreements are treated as standalone agreements (costs are not aggregated to the original purchase agreements).

If the first year of annual maintenance costs are included in the original purchase, the costs should be aggregated together, because we would not be paying for the annual maintenance without the purchase of the software. The reference to the annual maintenance costs should be included in the Council Agenda when Council approval is required.

Multiple Providers

When there are multiple maintenance providers available for a particular system, and competition clearly exists for the services, a quote or RFP process may be required depending on the dollar amount.

SaaS (Software as a Service) and Hosted Software Agreements

SaaS (Software as a Service) and Hosted Software agreements are IT services and software provided to the City in a hosted, or cloud environment, versus provided on the City's own computer infrastructure (e.g., servers and networks).

Because City data may be handled, accessed, or stored by the SaaS application provider, the security of this data is very important. It is imperative that the City's IT services provider be contacted prior to purchasing any SaaS product. In addition, these agreements may result in a long-term solution for the City and a competitive process may be required regardless of initial cost.

X. PURCHASE OF MATERIALS, SUPPLIES, EQUIPMENT

Unrelated to Services, A&E or Construction/Public Work

Only authorized purchases used to conduct City business, consistent with the City priorities and state and local laws that are within predetermined budgets are allowed.

THRESHOLDS - (per calendar year for one or more identical, similar or like items, and items used in conjunction with one another):

Purchasing		
\$-0- to \$14,999	Competition is not required. Department is encouraged to determine price is fair and reasonable and document in department files.	Staff may approve purchases up to \$1,000; Department Directors may approve purchases up to \$49,999.
\$15,000 to \$249,999	3 Documented Quotes <i>Phone quotes are acceptable up to \$50,000. Written quotes are required over \$50,000.</i>	Department Directors may approve purchases up to \$49,999; City Administrator/Mayor may approve all purchases.
Over \$250,000	Formal Bid or RFP <i>Sealed bids may be required over \$250,000.</i>	City Administrator/Mayor may approve purchases.
Council approves purchases through the expenditure authorization process. City Council pre-approval is not required for budgeted purchases at any dollar amount. Department Directors are required to notify City Council of all purchases made above \$10,000 at the next Regular City Council meeting, via staff report, as part of the Department Report, or by other acceptable means.		

All dollar limits include freight, handling, and set-up cost, plus appropriate sales tax. If there will be a trade-in, the dollar limit is off the gross purchase, not the net purchase after trade-in.

Local Business Open Accounts: The City may establish open accounts at local businesses, and purchases on these accounts may be made only by authorized City employees.

A. HOW TO OBTAIN A VENDOR NUMBER

Vendor numbers are assigned through the City's accounting software. Vendors must be in the system prior to making purchases. To create a new vendor, you must provide the ~~Deputy Clerk-Treasurer~~ Utilities Clerk with the vendor's completed W9. If the vendor is already in the system, is a City employee, council, or commission member, a W9 is not needed.

B. PAYMENTS

Specify where the vendor needs to send an invoice at the time of the order. Utilize the city's mailing address or for electronic invoices, use the city's specified "invoicing" email address. **All questions regarding payments should be directed to the ~~Deputy Clerk-Treasurer~~ Utilities Clerk.**

CREDIT CARD PURCHASES:

- **All procurement policies still apply.**
- Cash advances are prohibited.
- Expenditures paid with a City credit card shall be made in the amount of the actual expenditures.
- The City Administrator or designee shall serve as the custodian of the City's credit cards.
- Employees not assigned a credit card and desiring to use a City credit card shall request the card through their Department Director. The Department Director shall request an additional account for the employee through the City Administrator.
- Any employee using the City's credit card to make a City purchase shall submit receipts for said purchase to the ~~Deputy Clerk-Treasurer~~ Utilities Clerk the next business day that the employee is back in the office.
- **In no event shall the City's credit card be used for the acquisition of alcohol or personal goods or services of any kind.**

C. TRAVEL & REIMBURSEMENT POLICY: See Personnel Policy

D. PROCEDURE TO OBTAIN QUOTES (\$15,000 TO \$250,000):

Department personnel may obtain phone quotes up to \$50,000. Written quotes are required above \$50,000.

- Department contacts three vendors for quotations. Be sure technical information defines acceptable quality and ensure vendors are quoting on equal and comparable items. All vendors must be provided the same information. If one vendor offers an acceptable alternative, **new quotes must be requested, using the alternate specifications.**
- The City will not pay for any technical information from the vendor. If the information is to be shared with other vendors, it must be stated so up front. If you use a vendor's technical information without their approval, you may find yourself in a legal tangle.
- On-site demonstration or delivery of preview/trial merchandise does not constitute a purchase. Competition may still be required.
- Documentation Quotes: Obtain freight pricing (FOB Destination), if not indicated by vendor. Include vendor contact information in case we need to get a hold of them.
- Vendor selection is made based on the recommendation of the requesting department personnel, considering price, quality, and product availability.
- Quote documentation is attached to the invoices and filed for auditing and document retention.

E. PROCEDURE FOR FORMAL BIDS or RFPs – Over \$250,000:

Bids/RFPs are required whenever the cost of materials, supplies, equipment, or *ordinary* services exceeds \$250,000.

Responsibilities for the Bidding/RFP process are that of the Department. The responsibilities are as follows:

- Determine the need.

- Notify the City Administrator regarding any budget transfers to cover the funding.
- Create technical specifications, bid package, and check for legalities.
- Arrange pre-bid conference, if necessary, to invite contractors to discuss bid requirements.
- Advertise the Bid.
- Distribute bid packages to vendors and maintain accurate vendor records.
- *If Bids are sealed: Conduct bid opening with Deputy Clerk-Treasurer-#.*
- *If no Sealed: Document bids and do not reveal the contents to other bidders until awarded.*
- Tabulate bids and verify responsiveness.
- **AWARD:** After bids have been opened, recommend award. Bid must be awarded for the most responsive bid from a responsible bidder. If recommendation for award is being made to anyone other than the low bidder, attach memo stating specific reasons why the low bid is not acceptable. RFPs are awarded to the vendor who scored the most points on predetermined criteria.

F. COOPERATIVE PURCHASING

Bids and/or contracts by municipalities and cooperative organizations can be used to acquire goods and services. When using a cooperative option, we are, in essence, “piggybacking” off the original entity’s competitive process, thus eliminating the need to perform our own.

Examples include the Washington State Department of General Administration and the Department of Information Services (DIS), which both offer existing contracts for goods and services that the City may use. The City pays an annual fee to the state for the ability to piggyback off their contracts and encourages the use of these contracts whenever possible.

Other cooperating purchase options include, but are not limited to, Sourcewell (formally National Joint Powers Alliance (NJPA)), U.S. Communities, and Interlocal Agreements with other governmental agencies.

The Competitive Process

#	Task	Action
1	Confirm the City has a signed Cooperative Purchasing Agreement/Interlocal Agreement with the municipality or agency.	Work with the City Administrator. Execute agreement if necessary.
2	Review the cooperative contract/website for piggyback requirements.	Work with cooperative agent.
3	Contact vendor to verify if vendor will honor the cooperative organization’s contract pricing.	Obtain details regarding all aspects of purchasing including invoicing, availability, delivery, etc.
4	Contact vendor to place order.	Place order and process invoice for payment.
5	Compile all bid, award, contract documents and save electronically for future audit.	Documentation of compliance with State and City procurement policies.

Completing the Purchase

- State contracts include standard terms and conditions. When piggybacking off a state contract, all state contract terms and conditions apply.
- Occasionally, the City may opt to change the state's contract requirements which will require the City to use its own Goods & Services Contract identifying those requirements that are unique to the City's purchase.

Approval Process

The use of a cooperative purchase allows the City to utilize another entity's competitive process. It does not change the authorized levels for procurement and approvals. The procurement and approval process will be determined by the purchase type, as defined in this manual.

POOR PERFORMANCE? When things go wrong, do not remain silent! Remember to **DOCUMENT!!** Even if you have had on-going problems with a vendor, we will have a very hard time cancelling a contract or not awarding them a new contract unless we have proper documentation of the problem.

XI. PURCHASE OF PUBLIC WORK CONSTRUCTION ACTIVITIES

Public Work is all work, construction, alteration, repair, maintenance, or improvement that the City has performed or contracted. It includes, but is not limited to:

- Demolition
- Remodeling
- Renovation
- Painting
- Road Construction
- Utilities Construction
- Offsite prefabrication of ducts, liners, and steel products for Public Work
- Production and delivery of gravel, rock, concrete, and asphalt (to a construction site)

Dollar thresholds of when competition is required are summarized below. It is the Department Head's responsibility to appoint who shall order work for their department on the City behalf under the respective quote limits.

THRESHOLDS FOR PUBLIC WORKS:

Public Works		
\$-0- TO \$9,999	Competition not required. Prevailing Wage and Insurance still required!	Awarded/Approved by Mayor or City Administrator
\$10,000 to \$149,999 (not including sales tax)	Utilize "Limited Public Works" process as described in RCW 39.04.155 (3). (See procedure below)	Awarded/Approved by Mayor or City Administrator
\$150,000 to \$349,999	Utilize "Small Works Roster" process as described in RCW 39.04.155. <i>If not using SWR, formal competitive bidding is required for Single Craft over \$75,500, and for Multi Craft over \$116,155150,000.</i>	Up to \$250,000 Awarded/Approved by Mayor or City Administrator; More than \$250,000 City Council must award/approve
Over \$350,000	Formal competitive bidding is required as described in RCW 39.04; 35.23.352	Awarded/Approved by City Council

A. CITY LABOR FORCE

The City may use Public Work employees to perform and execute all projects not exceeding one hundred ~~sixteen-fifty~~ thousand ~~one hundred fifty-five~~ dollars (~~\$116,155~~150,000) if more than one craft trade is involved, or not exceeding seventy-five thousand five hundred dollars (\$75,500) if a single craft or trade is involved. These projects include equipment, supplies, and labor costs. All projects conducted with City Labor Force must be documented in a list format for future audit.

B. ON-CALL/UNIT PRICED CONTRACTS

On Call (Work Order) contracts (OC/WO Contracts) are bid and awarded without a specific public works project or scope of work in mind but are categorized around general types of anticipated work or trades. When a specific scope of work is identified, individual work (or task) orders are authorized based on either a not to exceed time and materials basis or on a negotiated lump sum amount, using the unit prices bid by the contractor and the contractor proceeds to complete the work. Most typically, OC/WO Contracts are used for repair, renovation, and maintenance of public facilities, all of which are included in the definition of public works in RCW 39.04.010. These contracts are typically on an annual basis, with optional renewals (up to the maximum contract amount).

Bidding and approval thresholds apply toward the total “master” on-call contract amount. The City Administrator approves individual task/work orders up to \$250,000 with notification to City Council via the City Council Agenda Packet. Task/work orders exceeding \$250,000 must be approved by City Council.

- OC/WO Contracts should be limited to a total dollar amount over the life of the contract to an amount less than an agency’s bid limits when possible.
- Requests for bids under an OC/WC Contract should incorporate unit price and lump sum price bid items as much as practical.
- Award of an OC/WO Contract should be to a responsible contractor with the lowest total price based on the sum of the unit price and lump sum bid item extensions.
- Task orders (work orders) shall be completed by the Department for each new project.
- All other public work requirements apply based on contract amount and on an individual task order basis.
- If the original unit/lump sum bid items will not cover the work to be accomplished, new line items may be added by change orders, or the work may be accomplished under a time and materials work order if the total contract amount will not be exceeded.

C. SMALL WORKS ROSTER

RCW 39.04 provides small works roster provisions to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property. The Small Works Roster may be used for public works projects below three hundred fifty thousand dollars (\$350,000).

The Small Works Roster maintained by the City, or the Municipal Research Services Center (MRSC), allows the City to evaluate the professional qualifications on file when a proposed project is scheduled. Use of the Small Works Roster allows the City to preclude the advertisement requirements of the formal competitive process.

Vendors/contractors selected from the Small Works Roster are not relieved from the City's contract requirements.

- For contracts \$250,000 - \$350,000: If the City solicits bids from less than all the contractors listed under the appropriate category on the small works roster, the City will notify the remaining contractors that quotations on the work are being sought. The City may notify the remaining contractors using any of the following options: publishing a notice in a legal newspaper in general circulation in the area where the work is to be done; mailing a notice; or sending a notice by facsimile or other electronic means.
- For contracts <\$250,000: Proposals will be solicited from a minimum of five (5) qualified contractors in a specific category on the small work roster. If the roster includes less than five (5) qualified contractors, then all contractors for the category will be solicited.
- For limited public works contracts < \$150,000: Electronic or written quotations will be solicited from a minimum of three (3) contractors on the small work roster.
- The contract must be awarded to the contractor submitting the lowest responsive quote.
- Contract award and purchases over two hundred fifty thousand dollars (\$250,000) requires approval and award of the City Council.

D. PROCEDURE FOR "LIMITED PUBLIC WORK" per RCW 39.04.155(3) - \$10,000 to \$149,999

For Limited Public Work (\$10,000 to \$149,999), contractors must be given a packet of information ahead of time with requirements about Responsive Bidder's Criteria, Prevailing Wage, Insurance, and some general protective clauses. (See Project Coordinator for Packet)

- Department utilizes the Small Works Roster to obtain vendor list.
- If there are six or more small business contractors, rotate through the contractors on the list for direct contracting, utilizing different contractors on different projects.
- If there are 5 or less small business contractors, may direct contract.
- If direct contracting is utilized, all small, minority, women, or veteran-owned businesses on the roster must be contacted.
- If the direct contracting method listed above is not used, all contractors on the roster must be invited to bid electronically. Department solicits at least three (3) informal bids (can notify all on roster).
- No advertisement required.
- Bid Bonds Optional.
- Payment/Performance Bonds can be waived under \$5,000.
- Retainage can be waived under \$5,000.
- Prevailing Wage Intents/Affidavits required.
- Insurance required.

E. **PROCEDURE FOR COMPETITIVE BIDS – Over \$350,000 (Also applies to Single Craft projects over \$75,500 and Multiple Craft projects over \$~~116,155~~150,000 if alternative SWR process is not used)**

- Authorization Request. Request for authorization from City Administrator to call for bids is required except for items identified in the current approved budget. In special circumstances, the City Administrator may waive portions of the bid procedures.
- Publication of Notice. After authorization is received, the requesting department director or designee will publish the Call for Bids in the official newspaper or a newspaper of general circulation most likely to bring responsive bids at least fourteen (14) days prior to bid submittal deadline.
- Notice Contents. Call for bids should contain a summary of the project and a link to the full definite specifications and procedures for bidders to use to estimate their bids.
- Bid Submittal and Opening. Bids are submitted to the City Administrator, for date stamp and processing. Bid opening will be announced to the Mayor, City Administrator and department heads by the department head or designee responsible for the project.
- Award of Bid. Except as otherwise provided herein, the City shall accept the bid of the lowest responsive bidder. Bid awards for contracts and purchases over two hundred fifty thousand dollars (\$250,000) require award by the City Council.
- Award to other than Low Bidder. When the bid award is not given to the lowest bidder, a statement of the reasons for not selecting the lowest bid shall be prepared by the department head responsible for the bid and submitted to the City Administrator and filed with the records relating to the transaction.
- Rejection of Bids. The City Administrator or designee may reject without cause any and all bids and may re-advertise for bids pursuant to the procedures herein described. If no bids are received, the City Administrator or designee may negotiate the purchase with a vendor at the lowest possible cost. If the negotiated bid exceeds the current approved budget, the bid will be brought before the City Council for approval of award.
- Performance Bonds. On public works projects, a performance bond in an amount as determined necessary by the assigned responsible department head to protect the best interests of the City and to assure compliance of the contract. Not required on contracts less than \$5,000.
- Retainage. RCW 60.28.011 requires agencies to withhold up to 5% of the value of a public improvement contract, not including sales tax according to Department of Revenue ETA 3024.2013, as retainage until the project is completed and the contract is accepted. This provides a financial incentive for contractors to finish a project, as well as a limited amount of financial protection for the involved parties. Retainage cannot be used on projects

funded with federal transportation funds. Not required on contracts less than \$5,000.

- **Retainage Bonds.** Instead of having retainage withheld from the contract payments, a contractor may opt to submit a retainage bond instead of covering any or all of the amount. Retainage Bonds are recommended for City of Stevenson projects.

F. DEPARTMENT RESPONSIBILITIES TO ENSURE PREVAILING WAGE LAW IS FOLLOWED:

- **Prior to getting an estimate or a Quote** – Notify vendor that they are to pay prevailing wages. More information may be obtained by the vendor from the Department of Labor and Industries. The list can also be obtained online at www.lni.wa.gov/TradesLicensing/default.asp
- **After a Vendor has been selected** – The vendor is required to file a “Statement of Intent to Pay Prevailing Wages” with the Department of Labor and Industries PRIOR TO STARTING WORK. Most vendors file online at <https://lni.wa.gov/licensing-permits/public-works-projects/contractors-employers/#required-documents-for-doing-the-work>

There is a fee that the Vendor will have to pay L&I, and the completed Intents are also available online. Note: The vendor must insert the City Contract number in the contract number box on the Statement form.

- **After the work is completed** – The vendor must also file an “Affidavit of Wages Paid” with the Department of Labor and Industries. There is another fee that the Vendor will have to pay to L&I (L&I has waived this for work <\$750), and completed Affidavits are also available online. Note: The vendor must insert the City Contract number in the contract number box on the Statement form.

Final Payment must not be released until certified intents and affidavits have been received, and for contracts over \$50,000, Notice of Project Completion has been submitted to DOR, ESD and L&I through Secure Access Washington and releases have been received from all three agencies.

G. CHANGE ORDERS

A purchaser’s written authority to the supplier to modify or to add to a purchase/project. Change orders are created by the Department/Project designee.

The City Administrator may authorize individual change order increases up to 20% or \$250,000, whichever is less, over the amount of the originally approved contract. Change order must not increase total contract amount to more than the approved budget without Council approval. Change orders more than 20%/\$250,000, and/or those that cause the project to go over the budgeted amount, must receive pre-approval from City Council. Should a change order be required in the field, the Public Works staff acting as project manager may authorize the change if necessary. It must then be dually signed by the City Administrator in a timely manner. If the change order would cause the contract to go over budget or is more than a 20%/\$250,000 increase,

the request must be pre-approved by Council and an amended contract may be necessary.

H. **FINAL PROJECT ACCEPTANCE**

The City Administrator is authorized to formally accept all projects as Final. The City Administrator may discretionarily defer any final project acceptance to City Council for approval.

XII. PURCHASE OF ARCHITECT AND ENGINEERING SERVICES

Architectural and Engineering consultants are initially selected based upon their qualifications, rather than price (see RCW 39.80.050). The City will negotiate a contract with the most qualified firm at a price which the City determines is fair and reasonable. In making its determination, the City shall consider the estimated value of the services to be rendered as well as the scope, complexity, and professional nature. If the City is unable to negotiate a satisfactory contract with the firm selected at a price the City determines to be fair and reasonable, negotiations shall be terminated, and the City shall begin negotiations with the next highest quality firm. These services are to be acquired under the authority and procedures outlined in chapter RCW 39.80. Procedures are set forth in RCW 39.80 shall be followed for contracts for architectural and engineering services.

The City may use MRSC Consultant Roster, or establish its own roster, for architectural, engineering, and surveying services.

THRESHOLDS FOR ARCHITECT AND ENGINEERING SERVICES:

Architect and Engineering Services	
\$-0- to \$250,000	Awarded/Approved by Mayor or City Administrator
Over \$250,000	Awarded/Approved by City Council

XIII. PURCHASE OF ORDINARY OR “PURCHASED” SERVICES

“Ordinary/Purchased Services” are those provided by vendors for routine, necessary and continuing functions of a local agency, mostly relating to physical activities. **There are many ordinary services that require prevailing wages – Check with L&I.**

Repetitive, routine, or mechanical in nature – following established or standardized procedures

- Contribute to day-to-day business operations
- Completion of assigned and specific tasks,
- Decision-making is routine or perfunctory in nature.
- May require payment of prevailing wages

Examples include:

- Delivery/courier service
- Building maintenance (janitorial)
- Landscaping
- Herbicide application service
- Vehicle inspection, lubricating and repair services
- HVAC system maintenance service (without repair)

THRESHOLDS FOR ORDINARY OR “PURCHASED” SERVICES:

PURCHASE OF ORDINARY OR “PURCHASED” SERVICES		
\$-0- TO \$14,999	Competition is not required. Department is encouraged to determine price is fair and reasonable and document in department files.	City Administrator/Mayor award and approve
\$15,000 to \$250,000	3 Written Quotes	City Administrator/Mayor award and approve
Over \$250,000	Formal RFP - May be Sealed or Not -	City Council award and approve
Department Directors are <u>required</u> to notify City Council of all services purchased over \$10,000 at the next Regular City Council meeting, via staff report, as part of the Department Report, or by other acceptable means.		

XIV. PURCHASE OF PROFESSIONAL SERVICES

“Professional Service Contract” means an agreement with an independent contractor for providing professional services to the City.

There is not a state law requiring competition when procuring Professional Service Contracts, however it is at the City Council’s discretion. On-call contracting may be used for all types of professional services. A minimum of three quotes should be solicited for Professional Services estimated between \$15,000 and \$250,000. An RFP/RFQ process is required when the total cost in a calendar years’ time exceeds \$250,000. The City may use MRSC Consultant Roster, or its own roster, for professional services.

The City Attorney must review, and the City Administrator or Mayor must sign all Professional Services Contracts, regardless of dollar amount in accordance with the previously stated authorization levels set forth below.

Examples include:

- Legal Services
- Management Consulting
- Accounting and Auditing
- Real Estate Broker

THRESHOLDS FOR PROFESSIONAL SERVICES:

PURCHASE OF PROFESSIONAL SERVICES		
\$-0- TO \$14,999	Competition is not required. Department is encouraged to determine price is fair and reasonable and document in department files.	City Administrator/Mayor award and approve
\$15,000 to \$250,000	3 Written Quotes	City Administrator/Mayor award and approve
Over \$250,000	Formal RFP - May be Sealed or Not -	City Council award and approve
Department Directors are <u>required</u> to notify City Council of all services purchased over \$10,000 at the next Regular City Council meeting, via staff report, as part of the Department Report, or by other acceptable means.		

XV. PURCHASE OF PERSONAL SERVICES

A “Personal Service Contract” is an **employment contract** with an independent contractor for providing personal services to the City. Personal Service means hiring a consultant to provide professional or technical expertise to accomplish a specific study, project, task, or other work statement which may not reasonably be required in connection with a public works project meeting the definition in RCW 39.04.010(4), according to RCW ~~39.29.006~~53.19.010.

A minimum of three quotes must be solicited for Professional Services estimated between \$15,000 and \$250,000. An RFQ/RFP process is required when the total cost in calendar years’ time exceeds \$250,000. The City may use MRSC Consultant Roster, or their own roster, for professional services.

The City Attorney must review, and the City Administrator or Mayor must sign all Personal Service Contracts, regardless of dollar amount in accordance with the Authorized levels set forth below.

Examples include:

- Artistic Designs
- Class Instructions

THRESHOLDS FOR PERSONAL SERVICES:

PURCHASE OF PERSONAL SERVICES		
\$-0- TO \$14,999	Competition is not required. Department is encouraged to determine price is fair and reasonable and document in department files.	City Administrator/Mayor award and approve
\$15,000 to \$250,000	3 Written Quotes	City Administrator/Mayor award and approve
Over \$250,000	Formal RFP - May be Sealed or Not -	City Council award and approve
Department Directors are <u>required</u> to notify City Council of all services purchased over \$10,000 at the next Regular City Council meeting, via staff report, as part of the Department Report, or by other acceptable means.		

XVI. HOW TO LEASE

1. Bids are *not* required on equipment leases; however, the City Attorney must review, and the City Administrator must approve all equipment leases.
 - a. Legal Review – Send to City Attorney for review.
 - b. Fiscal Approval – Review proposals with the City Administrator prior to budgeting the expense. Lease-to-own purchases are to be budgeted and accounted for as if the total expense is to be incurred when the item is purchased.
 - c. Lease Approval – City Administrator must approve all Equipment Leases and may opt to send lease to Council for approval if they so desire.
2. A lease of property (equipment) with **option to purchase** that is valued at more than \$15,000 is subject to competitive bidding. See “purchasing” thresholds for bidding requirements.
3. Lease vs. Rent: Leasing is generally used for mid- to long-term contracts. Renting is usually a short-term solution that is more casual and can be approved by the Department Head.
4. Leases may be subject to Leasehold Excise Tax. See RCW Ch. 82.29A.

XVII. EXEMPTIONS TO COMPETITIVE BIDDING REQUIREMENTS

- **Sole Source Vendor.** Purchases which, by their nature, are not adapted to competitive bidding, such as items which, as to meet a specific need or criteria as determined by the City, may only be purchased from a single source, shall not be subject to the competitive bidding requirements of this policy. Purchases above the threshold requiring multiple quotes or bids, from a sole source vendor require prior approval of the City Administrator or designee. Follow procedures for declaring Sole Source.
- **Repair and Ordinary Maintenance.** Purchases for ordinary maintenance, repairs, or additions to City equipment which may be more efficiently added to by a certain person or firm, shall not be subject to the competitive bidding requirements of the City.
- **Purchasing Involving Special Facilities or Market Conditions.** The City Administrator may waive established bidding requirements if an opportunity arises to purchase favorably priced equipment at an auction or supplies or used goods that will be sold before the City can conduct the bid process when over bid thresholds. Written documentation of the special condition must be prepared for justification of the purchase and waiver of bidding requirements and approved by Council via Resolution.
- **Purchase of insurance or bonds.**
- **Surplus Property.** The City may acquire surplus property from another government without the use of bids (RCW 39.33.010) by agreement.
- **Interlocal Agreements in Letting of Contracts for Commodities or Services (Piggybacking).** RCW 39.34.030 permits governmental agencies to utilize other entities' contracts without going to bid. The following criteria must first be met:
 - There must be an Interlocal Agreement, approved by Council and/or Mayor, and signed by both parties, on file at the City.
 - It must be a current contract with interlocal language included.
 - It must have been advertised on the entity's web page and competitively bid.
 - The government entity, and the vendor, must be willing to share the contract pricing.
 - A complete copy of the contract must have been reviewed by the City Attorney.
 - Department will set up a bid file and track as if it were our own bid process.
- **Emergency Purchases.** In the event of an emergency, the City Council, City Administrator, or designee may declare an emergency exists, waive competitive bidding requirements, and award necessary contracts on behalf of the municipality to address the emergency. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the governing body or designee and duly entered of record no later than two weeks following the award of the contract.
- **Real Property.** Acquisition of real property is exempt from the competitive bidding requirements of this policy. Upon approval of the City Council, the City Administrator may proceed to acquire real property through negotiation. Such negotiations shall be based upon an independent fee appraisal of the property. The City shall not pay more than fair market value for real property without prior Council approval. If the property is acquired in part or in whole with Federal Funds, such acquisition shall additionally comply with the Uniform Real Property Acquisition and Relocation Assistance Act of 1970, as amended.

XVIII. HOW TO DECLARE A SOLE SOURCE (or Single Source)

On a case-by-case basis, the bid or quote requirement may be waived, and a sole/single source purchase approved, in accordance with RCW 39.04.280. There should be careful deliberation before going to a sole/single source as this type of purchase eliminates competition and tends to drive prices up.

Authority to Approve Sole/Single Source Purchases	
City Administrator or Mayor	\$15,000 to \$250,000
City Council	Over \$250,000

A sole source is where there is only ONE supplier of the product or service. A single source is where the vendor is “one vendor amongst others” when other competitive sources may be available.

A sole/single source purchase may be approved if one or more of the following conditions are met:

- **Standardization or compatibility** to existing City standard or to existing equipment, inventory, systems, data, programs, or service. Must be evaluated for cost benefit and/or safety.
- **Licensed or patented** product with only one dealer (and the license or patent is paramount to your procurement).
- **Only** authorized Service Provider, Repair, and/or Warranty Services, e.g., warranty may be negated if you let someone else work on it.
- **Unique design:** Requires unique features that are essential, aesthetic requirements, or not practical to match existing design or equipment. Document the unique specifications that are needed, which will drive the research in finding a product that finds the specific needs of your department.
- **Special Market conditions:** Can be used to purchase items at auction (RCW 39.30.045) or other items that are offered at a very favorable piece and will be sold before an entity will have a chance to complete the bidding process (e.g. a flood is coming and you must obtain sandbags immediately) or perhaps funds must be expended immediately, or there is a critical delivery date.

NOTE: Any sole/single source utilizing **Federal Funding** must also confirm it is authorized and include 1) Written responsibility determination for the successful contractor and 2) Basis for contract price (**Cost Price Analysis**). Each Grantee must evaluate and state its justification for the contract cost or price.

XIX. DISPOSAL OF SURPLUS PROPERTY

Upon recommendation of a Department Head, property with an estimated value under \$15,000 may be declared surplus by the Mayor or City Administrator as designee, or by City Council for property with an estimated value of \$15,000 or greater, upon one or more of the following criteria:

- The City has or soon will have no foreseen practical and efficient use for the property.
- The purpose served by the property can be accomplished by use of a better, more effective, or more efficient alternative.
- The purpose service by the property no longer exists as determine by a change in policy evidenced by an ordinance or resolution of the City Council.
- The property is damaged, worn out, otherwise inoperable and the cost of repairing the same is unwise or impractical.
- If the value of the property, the City is seeking to surplus is greater than \$50,000, then pursuant to RCW 39.33.020 a public hearing is required.
- Additionally, RCW 35.94.040 requires that a public hearing be held if property (real estate or personal property) originally purchased for utility purposes is no longer needed for that use and the city desires to lease, sell, or convey the property. A hearing is required regardless of the value of the property.

XX. TRADE-INS

Trade-Ins are allowed on new purchases if approved ahead of time. Trade-Ins must be negotiated, documented at “Fair Market Value” by the Department, and declared surplus ahead of time by the Mayor, or City Administrator as designee, if under \$15,000 and City Council if over \$15,000.

Fair Market Value can be obtained by finding comparable units that have been sold at online auctions, e.g. www.publicsurplus.com, www.ebay.com, www.govdeals.com, or other online sources such as Kelley Blue Book, NADA or Edmonds.com.

XXI. FEDERAL CODE OF CONDUCT

PURPOSE – The purpose of the Code of Conduct is to ensure the efficient, fair, and professional administration of federal grant funds in compliance with 2 CFR 200.112, 2 CFR 200.318 and other applicable federal and state standards, regulations, and laws.

APPLICATION – This code of Conduct applies to all elected officials, employees or agents of the City of Stevenson engaged in the award or administration of contracts supported by federal grant funds.

REQUIREMENTS – No elected official, employee, or agent of the City of Stevenson shall participate in the selection, award, or administration of a contract supported by federal grant funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- The City employee, elected official, or agent; or
- Any member of their immediate family; or
- Their partner; or
- An organization which employs, or is about to employ, any of the above.

The City of Stevenson’s elected officials, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

REMEDIES – To the extent permitted by federal, state, or local laws or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against the City of Stevenson’s elected officials, employees or agents, or the contractors, potential contractors, subcontractors, or their agents. Any potential conflict of interest will be disclosed in writing to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

XXII. FEDERAL AWARD STANDARDS

PURPOSE

Establish and maintain internal controls that provide reasonable assurance that Federal awards are being managed in compliance with all Federal regulations and with the terms and conditions of the award. The City of Stevenson will follow the Uniform Guidance, the Local Agency Guidelines (LAG) distributed by the Washington State Department of Transportation (WSDOT), Government Accountability Office Standards for Internal control in the Federal Government (the Green Book), and the Committee of Sponsoring Organizations of the Treadway Commission's (COSO) Internal Control – Integrated Framework Principles.

INTERNAL CONTROLS

The City of Stevenson will maintain effective internal control over the Federal award providing reasonable assurance that the City of Stevenson is managing the Federal award in compliance with Federal statutes, regulations, and the terms of the Federal award.

- Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive.

CERTIFICATION

To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official, who is authorized to legally bind the non-Federal entity, which reads as follows: “By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise.”

ADVANCE PAYMENTS AND REIMBURSEMENTS

Payment methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the City of Stevenson whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

- Advanced payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the City of Stevenson to carry out the purpose of the approved program or project. Any advanced payments must be consolidated to cover anticipated cash needs.
- The City of Stevenson shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs.

ALLOWABLE COSTS

Federal awards will meet the following general criteria in order to be allowable except where otherwise authorized by statute.

- Be necessary and reasonable for the performance of the Federal award.
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- Be consistent with policies and procedures that apply uniformly to both Federally-finances and other activities of the City of Stevenson.
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- Not be included as cost or used to meet cost sharing or matching requirements of any other Federally financed program in either the current or a prior period.
- Be adequately documented.

PROCUREMENT

When procuring property and services under a Federal award, the City of Stevenson will follow 2 CFR 200.318 General procurement standards through 200.236 Contract provisions, or City of Stevenson purchasing procedures, whichever is more restrictive.

Contracts for more than the simplified acquisition threshold currently set at \$250,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.

Contracts and sub-grants of amounts more than \$250,000 requires that the City of Stevenson will comply with all applicable standards, orders and regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Verify and document that vendors are not suspended or debarred from doing business with the Federal government. Federal guidelines require grant recipients to ensure vendors with contracts or purchases exceeding \$25,000 are not suspended or debarred from participating in federal programs. All City purchases and contracts issued from federal resources that exceed \$25,000 are subject to these guidelines.

Before initiating any purchases or contracts with federal funds that exceed, or may potentially exceed \$25,000 within the fiscal year, the responsible administrator shall verify that the vendor is not listed on the System for Award Management (SAM) exclusion list by checking at SAM.gov. If the vendor is listed on the exclusion list, the administrator shall not complete the purchase or contract with the vendor. If exclusion list shows no records for the vendor, print the screen, retain a copy in the department files and proceed to process the purchase.

NOTE: Washington State Department of Enterprise Services (DES) does not check for suspension or debarment on State bid contracts.

SINGLE AUDIT ACT

The City of Stevenson, as a recipient of Federal funds, shall adhere to the Federal regulations outlined in CFR 200.501 as well as all applicable Federal and State statutes and regulations.

CLOSURE

A project agreement end date will be established in accordance with 2 CFR 200.309. Any costs incurred after the project agreement end date are not eligible for Federal reimbursement.

The following table outlines procurement requirements when using Federal funds.

Procurement Method	Goods	Services
Micro-Purchase – No required quotes. However, must consider price as reasonable, and, to the extent practical, distribute equitably among suppliers	\$14,999 or less \$9,999 of less (PW) Must use more restrictive \$3,000 threshold (\$2,000 in the case of acquisition for construction subject to the Davis-Bacon Act)	\$14,999 or less \$9,999 of less (PW) Must use more restrictive \$3,000 threshold (\$2,000 in the case of acquisition for construction subject to the Davis-Bacon Act)
Small Purchase Procedures (Informal) - Obtain/document quotes from a reasonable number of qualified sources (at least three).	\$10,000 - \$75,500 (Single trade) \$10,000 - \$116,155 <u>150,000</u> (Multi trade) \$15,000 - \$250,000 (Non-Public Works projects) Must use more restrictive City threshold instead of \$250,000 Federal threshold	\$10,000 - \$75,500 (Single trade) \$10,000 - \$116,155 <u>150,000</u> (Multi trade) \$15,000 - \$250,000 (Non-Public Works projects) Must use more restrictive City threshold instead of \$250,000 Federal threshold
Sealed Bids/Competitive Bids (formal)	\$75,500 or more (Single trade) \$116,155 <u>150,000</u> or more (Multi trade) \$250,000 or more (Non-Public Works projects) Must use more restrictive City threshold instead of \$250,000 Federal threshold	\$75,500 or more (Single trade) \$116,155 <u>150,000</u> or more (Multi trade) \$250,000 or more (Non-Public Works projects) Must use more restrictive City threshold instead of \$250,000 Federal threshold
Competitive proposals	Used when conditions are not appropriate for the use of sealed bids. <ul style="list-style-type: none"> • Must publicize request for proposals soliciting from an adequate number of qualified sources. • Maintain written method for conducting technical evaluations. • Contract must be awarded to the responsible firm whose proposal is most advantageous to the program. 	
Non-competitive proposals	Appropriate only when: <ul style="list-style-type: none"> • Available only from a single source; or • Public emergency; and • Expressly authorized by awarding or pass-through agency in response to written request from the City of Stevenson; or • After soliciting a number of sources, competition is deemed inadequate. 	

XXIII. DEFINITIONS

Adequate Appropriation Balance – Sufficient balance existing in the appropriation line item against which the purchase is to be charged.

Appropriation – City Council authorization to expend funds for a specific purpose.

As Is – A term indicating that goods offered for sale are without warranty or guarantee. The purchaser has no recourse on the seller for the quality or condition of the goods.

Bid – A written proposal submitted by a bidder to furnish supplies, materials, equipment, and other property in conformity with the owner’s specifications and conditions included in a request for bids by the City.

Bidding – Procedure used to solicit quotations on price from various prospective providers of supplies, materials, equipment, and other property.

Budget – A legal planning document that forecasts the financial resources of a government and authorizes the spending of those resources for a fiscal period.

Budget Amendment – A mechanism used to revise the legally binding appropriations of budgeted funds.

Capital Equipment – Equipment of the City having an initial value of five thousand dollars (\$5,000) or more and an estimated useful life of more than one (1) year.

Cash Discount – A discount offered to the City to encourage payment of an invoice on or before its due date.

Change Order – A purchaser’s written authority to the supplier to modify or add to a purchase/project.

Contract – A contract is a legally binding and enforceable agreement between two or more parties stating the terms and conditions for an exchange of something of value (usually money, goods, or services) between the parties. A contract can take many different forms, ranging from major, heavily negotiated written contracts to a simple PO or telephone order for goods or services. Legal Counsel should be contacted if there is uncertainty as to the need for a written contract and how to go about it. Only the Mayor and City Administrator, as designee, of the City of Stevenson have the authority to sign contracts UNLESS they have delegated their authority over to an individual via approved Resolution.

Controlled Commodity – Items which may fall under the quote dollar limit that require approval from designated people, i.e., office products, communications equipment, and computer equipment.

Emergency – Unforeseen circumstances beyond the control of the City that (a) present a real, immediate threat to the proper performance of the essential functions; and/or (b) may result in material loss, damage to property, bodily injury, or loss of life, if prompt action is not taken.

Expediting – Attempt to reduce the contractually agreed upon delivery time of a product.

Final Project Acceptance – Formal acceptance that the work on a project is complete. Needed prior to completed Notice of Completion and triggers dates for release of bonds, etc.

Ordinary Maintenance – The furnishing of labor, time, or effort by a contractor or vendor not performed by contract and that is performed on a regularly scheduled basis, to service, check, or replace items that are not broken; or work performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary, and not involving the delivery of any specific end product, other than reports that are incidental to the required performance.

Payment Discount – See Cash Discount.

Personal Service Contract – An employment contract with an independent contractor for the rendering of personal services to the City. The Mayor or City Administrator, as designee, must sign all Personal Service Contracts.

Prevailing Wage Rate – The rate of hourly wage, usual benefits, and overtime paid in the locality, to the majority of workers, laborers, or mechanics, in the same trade or occupation; required to be paid on all public work and public building service maintenance contracts.

Professional Service Contract – an agreement with an independent contractor for rendering of professional services to the City. The City does not provide direction to the provider. The City states a goal and objective and the provider, under his own direction, accomplishes the goal.

Public Work – A project including all work, construction, alteration, repair, or improvement other than ordinary maintenance executed at the cost of the City.

Request for Proposals – Similar to the formal bid process, except that factors other than price are used to award the contract.

Responsible Bidder – Contractor, supplier, or vendor, qualified on the basis that it (1) has adequate financial resources to perform a contract, (2) is able to comply with the associated legal or regulatory requirements, (3) is able to deliver according to the contract schedule, (4) has a history of satisfactory performance, (5) has good reputation regarding integrity, (6) has or can obtain necessary data, equipment, and facilities, and (7) is otherwise eligible and qualified to receive award if its bid is chosen.

Sealed Bid (Formal Bid) - An advertised solicitation for a requirement in which the costs exceed the bid limit. The bids are opened during a public opening.

Simplified Acquisition Threshold – The dollar amount below which a non-Federal entity may purchase property or services using small purchase methods.

Small Works Roster – A process through which there is competition following notification to some or all public works contractors who have requested placement on a roster kept by the local government agency, or a contracted service agency, in which price is the primary basis for consideration and contract award.

Specification – A clear, complete, and accurate statement of the technical requirements descriptive of a material, an item, or a service.

Standardization – When it is necessary to standardize to one type of item because of uniformity or interchangeable parts issues.

MINUTES
CITY OF STEVENSON SPECIAL COUNCIL MEETING
June 27, 2024
6:00 PM, City Hall and Remote

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

PRESENT

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

City Attorney Robert Muth, Public Works Director Carolyn Sourek, Community Development Director, and City Administrator Leana Kinley.

2. PUBLIC COMMENTS:

Stephanie Lillegard, owns North Bank Books and part of legacy Skamania County family, commented in support of the Courthouse Plaza Project.

Paul Hendricks, Stevenson resident involved in the Comprehensive Plan, former Planning Commissioner, former City Councilmember and commented in support of the Courthouse Plaza Project.

David Wyatt, Stevenson resident, former City Councilmember, current Librarian and current Stevenson Downtown Association President, commented in support of the Courthouse Plaza Project.

Mary Repar, Stevenson resident, commented against the Courthouse Plaza Project.

Bob Wilson, 4th generation Stevenson resident, commented against the Courthouse Plaza Project.

Rick Jessel, Stevenson resident, commented on the ARPA funding agenda item and prefers the money goes to the Wastewater Treatment Plant project.

Angie Waiss, Skamania County Chamber of Commerce Executive Director and member of the Lodging Tax Advisory Committee, commented in support of the Courthouse Park Plaza project.

Kelly O'Malley-McKee, Stevenson resident, Stevenson Downtown Association Executive Director and legacy Stevenson family, commented in support of the Courthouse Park Plaza Project.

3. COUNCIL BUSINESS:

- a) **Approve Contract Amendment with Understory Landscape Architecture, LLC for Park Plaza Design Services** - City Administrator Leana Kinley presented the staff report and contract amendment with Understory Landscape Architecture, LLC for design services of the Courthouse Park Plaza in the amount of \$349,423 plus expenses not to exceed \$355,000 for a total revised contract amount of \$570,752. Council discussed the matter.

MOTION: To delay a decision on the contract extension until the November council meeting after a vote of the public on the matter.

Motion made by Councilmember Rice, Seconded by Councilmember Cox.

Voting Yea: Councilmembers Cox and Rice

Voting Nay: Councilmembers Johnson and Lauser

Motion fails.

- b) **Approve Resolution 2024-437 Authorizing Road Closure** - Public Works Director Carolyn Sourek presented the resolution regarding temporary road closure for the 1st Street Overlook Project.

MOTION: To approve resolution 2024-437 authorizing the temporary closure of a road to ensure public safety.

Motion made by Councilmember Johnson, Seconded by Councilmember Lauser.

Voting Yea: Councilmembers Cox, Johnson, Rice, and Lauser

- c) **Critical Areas Ordinance Update** - Community Development Director Ben Shumaker provided an update on the Critical Areas Ordinance Update required by the state. Council directed staff to pursue the minimum buffers required.

- d) **American Recovery Plan Act Fund Distribution** - City Administrator Leana Kinley presented a staff memo regarding how to obligate the ARPA funding ahead of the end of the year for council discussion and possible action.

MOTION: To approve spending the remaining \$298,313 in ARPA funds on the Wastewater Treatment Plant.

Motion made by Councilmember Cox, Seconded by Councilmember Johnson.

Voting Yea: Councilmembers Cox, Johnson, Rice, and Lauser

- e) **Approve First Street Project Local Agency Agreement Supplement No. 2 and Revised Project Prospectus** - Public Works Director Carolyn Sourek requests council approval of the Agreement Supplement No 2 and revised Project Prospectus with the Washington State Department of Transportation, which increases the overall project costs by

\$106,073, from a total cost of \$1,130,948 to a revised total cost of \$1,237,021. The update is based on actual contract costs and additional grant funds received.

MOTION: To approve the Local Agency Agreement Supplement No. 2 and revised Project Prospectus for the First Street Project for a total project cost of \$1,237,021.

Motion made by Councilmember Cox, Seconded by Councilmember Johnson.
Voting Yea: Councilmembers Cox, Johnson, Rice, and Lauser

4. ADJOURNMENT - Mayor Anderson adjourned the meeting at 7:27 p.m..

=====

Scott Anderson, Mayor

Date

MINUTES
CITY OF STEVENSON COUNCIL MEETING
June 20, 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, led the group in reciting the pledge of allegiance and conducted roll call.

PRESENT

Elected City Officials: Mayor Scott Anderson; Councilmembers Dave Cox, Michael Johnson, Lucy Lauser, Pat Rice.

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

Public Attendees: Gregg Stafford, Mary Repar, Rick Jessel, Sam Kniesteadt.

2. **PUBLIC COMMENTS:**

>Sam Kniesteadt commented on the cost of the Courthouse Park Plaza Project.

>Gregg Stafford commented on the need for emergency vehicle turnaround on Maple Alameda Street.

>Rick Jessel commented on the cost of the Park Plaza project and requested the Council consider the financial implications.

3. **CHANGES TO THE AGENDA:**

- a) ***6/20 changes include:**
 - Updated road closure resolution (item 4g)
 - Updated Transportation Benefit District documents (item 7e)
 - Updated First Street supplement (item 7f)
 - Added last FEMA Risk Map project update (item 8d)
 - Added Councilmember Kristy McCaskell letter of resignation (item 8e)
 - Added Vouchers (item 10a)

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

- a) **Item a)** was removed for further discussion at the request of **Councilmembers Cox and Rice** respectively.

- b) **Item b)** was removed for further discussion at the request of **Councilmembers Cox and Rice** respectively.
- c) **Water Adjustment** - Sheryn Olson (meter No. 606650) requested a water adjustment of \$398.27 for a water leak which they have since repaired.
- d) **Water Adjustment** - Larry Deski (meter No. 501725) requested a water adjustment of \$597.54 for a water leak which they have since repaired.
- e) **Liquor License Renewals** - Main Street Convenience and Jester and Judge/LDB Beverage Company.
- f) **Approve Resolution 2024-435 Regarding FEMA Representatives** - City Administrator Leana Kinley presented the attached resolution designating city agents for the FEMA disaster 4775-DR-WA for council consideration. This will allow the city to receive an estimated \$10,000 in costs related to the December 2023 winter storm.
- g) **Approve Resolution Authorizing Road Closure** - Public Works Director Carolyn Sourek presented the attached staff memo and resolution regarding temporary road closures.
- h) **Minutes** of May 16, 2024 regular Council meeting and May 23, 2024 special workshop.

MOTION to approve consent agenda items c-h was made by **Councilmember Lauser**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Rice, Cox, Lauser, Johnson**

Removed from item 4. Consent Agenda

- a) **Approve Contract Amendment with Understory Landscape Architecture, LLC** for Park Plaza Design Services - **City Administrator Leana Kinley** presented the staff report and contract amendment with Understory Landscape Architecture, LLC for design services of the Courthouse Park Plaza in the amount of \$349,423 plus expenses not to exceed \$355,000 for a total revised contract amount of \$570,752.

MOTION to lay on the table to the question of approving the Contract Amendment with Understory Landscape Architecture, LLC until the special meeting on June 27th, 2024 was made by Councilmember Cox, seconded by Councilmember Rice.

Voting aye: Councilmembers Rice, Cox

Voting nay: Councilmember Johnson

Abstained: Councilmember Lauser

- b) **Approve Skamania County Building Inspector Agreement Addendum #3** – City Administrator Leana Kinley presented and explained the attached addendum #3 to the interlocal agreement for building inspection and plan review services between the City of Stevenson and Skamania County to remove using Cloudpermit Planning and Code Enforcement software services for council discussion and consideration. Council approved a separate contract with Cloudpermit for these services at the May 16th council meeting.

MOTION to approve the interlocal agreement #3 for building inspection and plan review services between the City of Stevenson and Skamania County removing the use of Cloudpermit Planning and Code Enforcement software services was made by Councilmember Johnson, seconded by Councilmember Rice.

Voting aye: Councilmembers Rice, Cox, Johnson, Lauser

5. SHERIFF'S OFFICE REPORT:

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

6. PUBLIC HEARINGS:

- a) **Capital Improvement Program Update** - Public Works Director Carolyn Sourek presented the Capital Improvement Program Update for public comment and council consideration. This is the second of two scheduled Public Hearings. Project details may be found online at <https://www.ci.stevenson.wa.us/meetings> in the May 16th and May 25th, 2024 meeting packets.

The public hearing opened at 7:05

No public comments were received.

The public hearing closed at 7:09

Councilmember Rice asked for clarification on the proposed schedule for the Columbia Avenue realignment. It was agreed by council to keep it on the CIP, but move it further down the work list timeline. Councilmember Cox stated his preference for more immediate infrastructure projects such as water and sewer.

MOTION to approve Resolution 2024-433 adopting the revised Capital Improvement Program was made by Councilmember Lauser, seconded by Councilmember Johnson.

Voting aye: **Councilmembers Cox, Lauser, Johnson.**

Voting nay: **Councilmember Rice.**

- b) **Transportation Improvement Program** - Public Works Director Carolyn Sourek presented the six-year Transportation Improvement Program (TIP) for public input and council consideration. This is the second of two scheduled public hearings for the annual TIP update. Project details may be found online at <https://www.ci.stevenson.wa.us/meetings> in the May 16th and May 25th meeting packets.

Public Works Director Sourek explained all street projects identified are listed in the program. If and when a funding source becomes available, being on the list is an initial requirement of many grant programs. Funding for TIP's grant programs comes from revenue generated by three cents of the statewide gas tax. The city provides a 5% match derived from sales and their portion of gas taxes.

Public hearing opened at 7:16

Public comments received:

>Greg Stafford questioned what happened to the 3 streets scheduled in 2022 to be paved. Public Works Director Carolyn Sourek responded explaining the funding expected from TIB was not received for those projects.

Public hearing closed at 7:21

MOTION to approve resolution 2024-434 adopting the 2025-2030 Transportation Improvement Plan was made by **Councilmember Cox**, seconded by **Councilmember Lauser**.

Prior to the vote additional discussion took place. Councilmembers asked about moving the Maple Alameda project up in priority, the paving policy in place, and the difference between overlay, gravel and chip sealing. **Public Works Director Sourek** shared the Maple Alameda project is complicated, with surveys and coordination between the city and residents living on the street needed.

Voting aye: **Councilmembers Cox, Lauser, Johnson**

Voting nay: **Councilmember Rice**.

7. COUNCIL BUSINESS:

- a) **Discuss Upcoming Fireworks Season** - City Council adopted an ordinance allowing restrictions on the personal use of fireworks at the November 16, 2023 council meeting which will take effect on November 16, 2024. This topic was on the agenda in order to review the process for determining a restriction on recreational use as outlined in the adopted ordinance and what may be done if conditions become high risk this season as determined by the Fire Marshall. This ordinance is not declaring a state of emergency.
Arnold Bell, Skamania County Fire Marshall has ascertained the current index is not as high for fuels and dry air as last year, and fire danger not a concern for upcoming fireworks season. This ordinance does not restrict sales, just personal use if conditions warrant.
- b) **Low-Income Housing Planning Commerce Grant** - City Administrator Leana Kinley presented the Commerce revised scope of work for the low-income housing planning grant offered by the Department of Commerce as discussed at the April

18th meeting. Due to funding restrictions, \$25,000 is available each fiscal year, which ends on June 30, 2024. Staff requested direction from Council on what to do—reduce the scope to match \$25,000 available, use \$25,000 of City funds and complete the entire scope of work as proposed by Commerce, or stop pursuing the grant based on the changes in grant amount and scope. The plan has changed due to leadership changes at WAGAP.

MOTION to direct staff to revise the scope of work to meet the \$25,000 budget was made by **Councilmember Cox**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Rice, Cox, Lauser, Johnson**

- c) **Complete Streets Ordinance-First Reading** - City staff presented an attached ordinance adopting a complete streets policy to better serve all users of the transportation and circulation system provided by the City for council review and consideration. This policy will also open up additional avenues of grant funding for transportation improvements.

MOTION to approve an ordinance of the City of Stevenson adopting a Complete Streets Policy to better serve all users of the transportation and circulation system provided by the City was made by **Councilmember Johnson**, seconded by **Councilmember Cox**.

Prior to the vote a discussion was held on what the advantages the ordinance would bring to the City by opening additional opportunities to apply for grants.

Voting aye: **Councilmembers Rice, Cox, Lauser, Johnson**.

- d) **Review and Discuss Updates to the Strategic Plan** - Council discussed the revised Strategic Plan and how it prioritizes and directs staff time and city resources to potential actions and projects. **Councilmember Rice** commented on several projects included in the plan that he was not in support of. **Mayor Anderson** noted it allows projects to be scored or weighted in importance by the Council.

MOTION to adopt the Strategic Plan as presented was made by **Councilmember Johnson**, seconded by **Councilmember Lauser**.

Voting aye: **Councilmembers Cox, Lauser, Johnson**.

Voting nay: **Councilmember Rice**

- e) **Discuss Formation of Transportation Benefit District** - City Administrator Leana Kinley presented information regarding the formation of a Transportation Benefit District as discussed during the utility rate discussions. A TBD is approved by ordinance, following a public hearing. It would be funded through a slight increase in the local sales tax as approved by voters. The consensus by the Council was to work on getting the resolution approved and have the measure on the ballot as soon as possible.

- f) **Approve First Street Project Local Agency Agreement Supplement No. 2 and Revised Project Prospectus** - This item was moved to the June 27th Special Council meeting.

8. INFORMATION ITEMS:

- a) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month were presented for council review.
- b) **Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County was enclosed for council information.
- c) **Planning Commission Minutes** - from the Planning Commission meeting for the prior month.
- d) ***Risk MAP Project Update** - The final update on the Skamania County Risk Mapping,
- e) **Assessment and Planning (Risk MAP)** project was included for information. This project includes updating the current paper only flood maps last approved in 1986 to an interactive GIS map to better determine exact risk locations. The project is complete with council adopting the ordinance updating the policy at the May 16, 2024 council meeting.
- f) ***Councilmember Kristy McCaskell's resignation letter** was enclosed.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Ben Shumaker, Community Development Director Shumaker** reported on the following:
 - i. Planning staff is working to update the Critical Areas ordinance as required by the State Management Act. A \$20K grant was received from the state to support the work, with completion set for 2026.
 - ii. Staff is also working with the Department of Natural Resources and Skamania County PUD to preserve existing tree canopies by undergrounding overhead utilities.
 - iii. Lasher Street improvements: The city received an \$800K appropriation from the legislature for design purposes. Sidewalks and hydrants are needed, with lighting, street trees and a re-alignment possible to allow for additional sidewalks. Sewer, water and utilities are in good shape, stormwater is being assessed. Additional funding is being sought.
 - iv. The sewer and septic draft plan has not been publicly released yet due to legal considerations. Council will receive it once the issues are resolved.
 - v. Planning is looking to finish the parking study and initiate regulatory changes for parking.

Councilmember Cox expressed appreciation for the Planning Commission's work.

- b) **Carolyn Sourek, Public Works Director** reported on the following:

i. Water

- Evaluation of sustainability and cost of groundwater vs surface water is underway.
- The annual Consumer Confidence Report is completed. So is the Water Use Efficiency rule, which analyzes leakage from the system.
- An 8" water line was repaired on Loop Road.
- Standardized permits are helping applicants understand costs of water service.

ii. Waste Water-

- Pump station work is continuing, the Fairgrounds Pump Station expected to start July 1.
- Wastewater Treatment Plant project continuing, staff will return to the lab mid-July.
- The pipe inspection and cleaning contract is still being developed.
- WWTP outfall inspection is planned for last week of June.
- Temperature monitoring now required in reservoirs by Department of Ecology.
- Stellar J work completion expected by April 2025. \$630,600 remains to be paid.

An update on the WWTP project was requested by Councilmembers.

iii. Streets-

- West end streets are being prepped for resurfacing
- A compliance map to alert property owners of the need to clear brush from sidewalks has been developed. Councilmembers requested Public Works staff take proactive steps (phone calls, city website notices) to educate landowners of their responsibility.
- A Transportation Improvement Board workshop was hosted by Stevenson Public Works, Bingen and White Salmon attended.
- First Street project has received a notice to proceed. Construction will start within 10 days.
- Hazardous tree removal is taking place on east and west entrances to Stevenson.
- Complaints about speeding on Rock Creek Drive have been received. Councilmember Cox advised the Sheriff's Office has a trailer mounted radar set-up that could be requested as part of the contract with the SO.

iv. Equipment-

- A loader has been identified for procurement, and a sweeper with sidewalk arm is being tested.
- Walnut Park tree work clean-up is complete.

c) Leana Kinley, City Administrator reported on the following:

- i. She has talked with the state representative for the Safe Streets For All Phase I planning grant. It will be \$3K to all participating cities. She expects to get \$100K worth of work out of the program, with later opportunities available to leverage and pool projects.

- ii. Audits began this week. One is a financial audit to verify that processes and financials are sound, and numbers match. The other single audit will be reviewing the EPA grant.

10. VOUCHER APPROVAL:

- a) ***May 2024 payroll and June 2024 AP checks** have been audited and were presented for approval. May payroll check 17839 totals \$134,252.86 included EFT payments. June 2024 AP checks 17840 thru 17909 total \$588,955.62 included EFT payments. The AP check register with fund transaction summary was attached for review

MOTION to approve the vouchers as presented was made by **Councilmember Lauser**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Rice, Cox, Lauser, Johnson**

11. MAYOR AND COUNCIL REPORTS:

- a) **Councilmember Cox** met with Opioid Abatement Council discussing how these funds will be distributed. He is suggesting they follow the same process as for lodging tax funds.

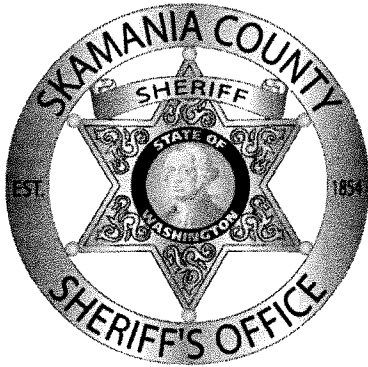
12. ISSUES FOR THE NEXT MEETING

- a) Attached is a list of items staff is working on for future meetings.
- b) A discussion on the American Rescue Plan Act/ARPA funds will be an agenda item for the July 2024 Council meeting.
- c) Interviews for new CC member.
- d) Ben Shumaker, Community Development Director pointed out items raised during public comment show the need for more communication and education to take place regarding permitting policies and requirements. More consistency is needed. All permit costs should be clearly explained. It was agreed it would be a good joint meeting topic with City Council and the Planning Commission.
- e) Councilmember Rice requested an executive session at the next Council meeting to review issues of code violations and enforcement with landowners.

13. ADJOURNMENT - Mayor Anderson adjourned the meeting at 8:38 p.m.

Scott Anderson, Mayor

_____ Date



Summer N. Scheyer
SHERIFF

OFFICE OF THE SKAMANIA COUNTY

SHERIFF

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

Tracy Wyckoff
Undersheriff

Rob Itzen
Chief of Corrections

Steve Minnis
Chief Civil Deputy

June 2024

City of Stevenson

Service Hours

Calls/Patrol

Calls 118

420.25 Hrs.

2 Court Hrs.

Milage

1,502

07/01/24
12:21

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 1

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
24-03410	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03411	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03416	Fraud	FRAU	21	Cleared Adlt Exception
24-03419	Wanted Person	WANT	21	Cleared Adult Arrest
24-03420	Mental Subject	AMAS	21	Cleared Adlt Exception
24-03436	Mental Subject	MENT	21	Cleared Adlt Exception
24-03437	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03438	Threatening	THRE	21	Investigation Complete
24-03441	Burg Bus Unl En	BNUE	21	INFORMATION
24-03442	Mental Subject	MENT	21	INFORMATION
24-03453	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03454	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03475	Threatening	THRE	21	Cleared Adlt Exception
24-03477	Medical	AMAS	21	Ambulance Service Prov
24-03483	Req Traff Enf	RTEN	21	UNABLE TO LOCATE
24-03486	Traffic Stop	TOFF	21	CLEARED DRIVER INFRACT
24-03493	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03495	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03509	Trespassing	TRES	21	Settled By Contact
24-03512	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
24-03514	Medical	AMAS	21	Ambulance Service Prov
24-03515	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03526	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03528	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03533	Domestic Viol	DOMV	21	Unfounded
24-03536	Threatening	THRE	21	INFORMATION
24-03545	Medical	AMAS	21	Transferred to Other A
24-03553	Mental Subject	MENT	21	INFORMATION
24-03559	Req Traff Enf	RTEN	21	UNABLE TO LOCATE
24-03562	Welfare Check	WELF	21	Investigation Complete
24-03565	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03573	Public Nuisance	PNUI	21	INFORMATION
24-03580	Citizen Dispute	CDIS	21	Cleared Adlt Exception
24-03582	Juvenile Prob	JUVP	21	INFORMATION
24-03583	Medical	JUVO	21	Investigation Complete
24-03591	Medical	AMAS	21	Transferred to Other A
24-03594	Information	INFO	21	INFORMATION
24-03595	Medical	CITA	21	INFORMATION
24-03601	Medical	CITA	21	INFORMATION
24-03613	Illegal Burning	FIRE	21	Transferred to Other A
24-03618	Citizen Assist	CITA	21	Settled By Contact
24-03620	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03621	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03624	Found Property	LFPR	21	Cleared Adlt Exception
24-03628	Mental Subject	INFO	21	INFORMATION
24-03630	Public Nuisance	PNUI	21	Settled By Contact
24-03638	Alarm, Other	FIRE	21	Transferred to Other A
24-03643	Citizen Assist	CITA	21	Active
24-03658	PD Collision	TAPD	21	Investigation Complete
24-03663	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03671	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03674	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03680	Public Nuisance	PNUI	21	Settled By Contact
24-03686	Medical	AMAS	21	Active
24-03702	Hospice Death	HOSP	21	INFORMATION

07/01/24
12:21

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 2

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
24-03707	Assault IV	ANAI	21	Active
24-03716	Wanted Person	ATL	21	Active
24-03724	RSO Verify	RSOV	21	Cleared Adlt Exception
24-03728	RSO Verify	RSOV	21	Cleared Adlt Exception
24-03746	RSO Verify	RSOV	21	Cleared Adlt Exception
24-03748	Boat Incident	BOIN	21	Transferred to Other A
24-03750	Trespassing	TRES	21	Cleared Adlt Exception
24-03753	Welfare Check	WELF	21	Ambulance Service Prov
24-03755	RSO Verify	RSOV	21	Settled By Contact
24-03756	Medical	AMAS	21	Active
24-03760	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
24-03766	Medical	AMAS	21	Transferred to Other A
24-03768	Parking Problem	PARK	21	Settled By Contact
24-03772	Lost Property	LFPR	21	Settled By Contact
24-03786	Medical	AMAS	21	Transferred to Other A
24-03787	Medical	AMAS	21	Transferred to Other A
24-03800	Medical	AMAS	21	Transferred to Other A
24-03809	Req Traff Enf	RTEN	21	INFORMATION
24-03816	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03819	Medical	AMAS	21	Transferred to Other A
24-03827	Citizen Dispute	CDIS	21	Cleared Adlt Exception
24-03833	Medical	CITA	21	INFORMATION
24-03836	Traffic Stop	TOFF	21	Investigation Complete
24-03844	Traffic Stop	TOFF	21	Investigation Complete
24-03848	Utility Problem	UTPB	21	Transferred to Other A
24-03872	Req Traff Enf	RTEN	21	UNABLE TO LOCATE
24-03874	Citizen Dispute	CDIS	21	INFORMATION
24-03884	DUI	DUI	21	Cleared Adult Arrest
24-03946	Suicide Threat	SUIT	21	Transferred to Other A
24-04002	Medical	AMAS	21	Transferred to Other A
24-04027	Vio Court Order	VICO	21	Settled By Contact
24-04035	Medical	AMAS	21	Transferred to Other A
24-04044	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04047	Threatening	THRE	21	Cleared Adlt Exception
24-04072	Utility Problem	UTPB	21	Transferred to Other A
24-04075	PD Collision	INFO	21	INFORMATION
24-04086	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04097	Vio Court Order	VICO	21	Active
24-04098	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04109	Assault IV	ASIM	21	Cleared Adult Arrest
24-04124	Wild Fire	FIRE	21	Transferred to Other A
24-04128	Suspicious	SUSP	21	Cleared Adlt Exception
24-04131	Hit & Run	TOFF	21	Investigation Complete
24-04145	Traffic Stop	TOFF	21	INFORMATION
24-04150	Threatening	THRE	21	Cleared Adlt Exception
24-04165	Domestic Viol	CDIS	21	Cleared Adlt Exception
24-04167	Traffic Stop	TOFF	21	Investigation Complete
24-04179	Medical	AMAS	21	Transferred to Other A
24-04184	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04190	Theft Prop Oth	TPOT	21	Active
24-04191	Public Nuisance	PNUI	21	Settled By Contact
24-04192	Abandon Vehicle	ABVR	21	Cleared Adlt Exception
24-04195	Disorderly	DCON	21	Settled By Contact
24-04200	Medical	AMAS	21	Transferred to Other A
24-04203	Mental Subject	MENT	21	Settled By Contact

07/01/24
12:21

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 3

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
24-04216	Domestic Viol	DOMV	21	Investigation Complete
24-04219	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04237	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-04238	Fireworks	FWKS	21	Settled By Contact
24-04249	Patrol Request	PATR	21	Active
24-04287	Medical	AMAS	21	Active
24-04290	Utility Problem	UTPB	21	Active
24-04301	Welfare Check	WELF	21	Cleared Adlt Exception

Total Incidents: 118

Report includes:

- All dates reported between `00:00:00 05/31/24` and `00:00:00 07/01/24`
- All agencies matching `SCSO`
- All nature of incidents
- All offenses observed
- All offenses reported
- All offense codes
- All dispositions
- All responsible officers
- All locations matching `21`

*** End of Report /tmp/rptM67dxK-rplwiar.r1_1 ***

2024 Overall												Totals	
	January	February	March	April	May	June	July	August	September	October	November	December	
Mileage													
County	18005	18056	15289	15827	18199	21752	0	0	0	0	0	0	105128
Stevenson	1580	1452	1327	1412	1448	1502	0	0	0	0	0	0	8721
N. Bonneville	719	572	620	523	801	813	0	0	0	0	0	0	4048
USFS	0	0	501	305	433	358	0	0	0	0	0	0	1607
Title 3	0	0	233	18	120	75	0	0	0	0	0	0	466
PP&L	0	0	153	20	863	1356	0	0	0	0	0	0	2392
TOTAL	20304	18980	18143	18105	21864	25866	0	0	0	0	0	0	122362
Hourly Report													
Vacation	111.50	0.00	123.00	94.00	10.25	175.00	0.00	0.00	0.00	0.00	0.00	0.00	513.75
Sick Leave	164.25	143.00	14.25	310.50	201.75	9.50	0.00	0.00	0.00	0.00	0.00	0.00	843.25
Training	122.50	36.50	27.00	77.50	353.00	131.50	0.00	0.00	0.00	0.00	0.00	0.00	748.00
Administration	182.00	145.00	172.00	157.00	185.00	161.00	0.00	0.00	0.00	0.00	0.00	0.00	1002.00
Patrol/Investigations													
Schools/Com Svc	0.00	0.00	0.00	0.00	1.75	4.00	0.00	0.00	0.00	0.00	0.00	0.00	5.75
K 9	24.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.25
County	876.50	752.00	796.50	1102.50	1193.75	1350.00	0.00	0.00	0.00	0.00	0.00	0.00	6034.25
Stevenson	401.00	399.00	453.25	399.25	372.25	430.25	0.00	0.00	0.00	0.00	0.00	0.00	2455.00
Stev Court	0.00	0.00	0.00	11.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
N. Bonneville	149.50	134.75	120.50	164.00	174.25	165.00	0.00	0.00	0.00	0.00	0.00	0.00	928.00
N. Bonn Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
District Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Superior Court	0.00	5.75	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.75
USFS	3.50	5.50	5.50	3.50	32.00	39.00	0.00	0.00	0.00	0.00	0.00	0.00	89.00
Gorge Scenic	151.50	119.75	91.00	129.50	105.25	131.75	0.00	0.00	0.00	0.00	0.00	0.00	728.75
PP&L	2.00	5.50	3.50	0.00	55.25	89.50	0.00	0.00	0.00	0.00	0.00	0.00	155.75
Drug	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Eradication County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
County Traffic Enforce	194.25	169.50	179.50	139.00	165.50	196.25	0.00	0.00	0.00	0.00	0.00	0.00	1044.00
SAR County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title 3													
Emergency Response	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
SAR Missions	0.00	0.00	14.75	8.00	5.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	33.75
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title 3 Subtotal	0.00	0.00	24.75	8.00	5.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	43.75
Subtotal Reg	2382.75	1919.75	1991.00	2587.75	2882.00	2904.75	0.00	0.00	0.00	0.00	0.00	0.00	14658.00
Overtime													
Schools/Com Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
County	111.75	82.00	142.08	108.50	76.00	57.25	0.00	0.00	0.00	0.00	0.00	0.00	577.58
Stevenson	21.25	9.75	6.50	18.75	5.00	7.50	0.00	0.00	0.00	0.00	0.00	0.00	68.75
Stevenson Court	0.00	0.00	0.00	0.00	3.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.50
N. Bonneville	2.00	0.50	2.00	0.00	6.75	1.50	0.00	0.00	0.00	0.00	0.00	0.00	12.75
N. Bonneville Court	0.00	0.00	0.00	0.00	1.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.25
District Court	0.00	0.00	2.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.25
Superior Court	0.00	21.25	12.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.25
USFS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Training	0.00	5.00	0.00	0.50	10.50	2.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00
Marine Patrol	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Drug	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PP&L	0.00	0.00	0.50	0.00	0.00	3.50	0.00	0.00	0.00	0.00	0.00	0.00	4.00
Eradication County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
County Traffic Enforce	1.25	2.25	1.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	5.50
Special Contracts	0.00	8.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.00
SAR County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SAR Title 3	0.00	0.00	5.50	7.00	31.00	20.50	0.00	0.00	0.00	0.00	0.00	0.00	64.00
Total Overtime	136.25	128.75	186.33	145.75	103.00	72.75	0.00	0.00	0.00	0.00	0.00	0.00	752.83
Total Title 3	0.00	0.00	30.25	15.00	36.00	26.50	0.00	0.00	0.00	0.00	0.00	0.00	107.75
TOT HRS	2859.00	2108.50	2147.58	2748.50	2991.00	3004.00	0.00	0.00	0.00	0.00	0.00	0.00	15658.58

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
Arrest, Search and Sei			Completed	2.0	Apr 1, 2024	Apr 30, 2024						Online
Child Safety upon Par		PTRL101	Completed	1.0	Apr 1, 2024	Apr 30, 2024						On-Line
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
Sexual Harassment Pr			Completed	1.0	Apr 1, 2024	Apr 1, 2024						Online
Violence/De-escalatio				8.0	Jun 21, 2024	Jun 21, 2024						J. Evans
				Total Hours: 17.0								

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			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
Sexual Harassment Pr			Completed	1.0	Apr 1, 2024	Apr 1, 2024						Online
				Total Hours: 4.0								

Employee ID **000021**
Employee **Childs, John B**

Training Course	Name	Course No.	Status	Grade Hours	Start	End	Certificate	Number	Effective	Expires	Offering ID	Instructor
Arrest, Search and Sei			Completed	2.0	Apr 1, 2024	Apr 30, 2024						Online
Child Safety upon Par		PTRL101	Completed	1.0	Apr 1, 2024	Apr 30, 2024						On-Line
Current Drug Trends			Completed	2.0	May 6, 2024	May 6, 2024						On-Line
Firearms Qualification			Completed	4.0	Apr 19, 2024	Apr 19, 2024						
Lewis River Cultural R			Completed	1.0	Jun 15, 2024	Jun 15, 2024						On-Line

Course Detail By Employee

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
Police Pursuit Fundam		N/A	Completed	2.0	May 30, 2024	May 30, 2024						Online
Sexual Harassment Pr			Completed	1.0	Apr 1, 2024	Apr 1, 2024						Online
				Total Hours: 13.0								

Employee ID **000018**
 Employee **Coltrane, Trevor**

Training Course	Name	Course No.	Status	Grade Hours	Start	End	Certificate	Number	Effective	Expires	Offering ID	Instructor
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
Police Pursuit Fundam		N/A	Completed	2.0	May 30, 2024	May 30, 2024						Online
Sexual Harassment Pr			Completed	1.0	Apr 1, 2024	Apr 1, 2024						Online
Violence/De-escalatio				8.0	Jun 21, 2024	Jun 21, 2024						J. Evans
				Total Hours: 14.0								

Employee ID **00004**
 Employee **Evans, Joshua Ross**

Training Course	Name	Course No.	Status	Grade Hours	Start	End	Certificate	Number	Effective	Expires	Offering ID	Instructor
ACCESS I Recertificat			Completed	2.0	Apr 2, 2024	Apr 2, 2024	ACCESS		Apr 2, 2024	Apr 1, 2026		On-Line
Arrest, Search and Sei			Completed	2.0	Apr 1, 2024	Apr 30, 2024						Online
Basic Homicide Investi			Completed	40.0	May 28, 2024	May 30, 2024	Homicide Investigati		May 30, 2024			David A. Newman
Child Safety upon Par		PTRL101	Completed	1.0	Apr 1, 2024	Apr 30, 2024						On-Line
Lewis River Cultural R			Completed	1.0	Jun 15, 2024	Jun 15, 2024						On-Line
Sexual Harassment Pr			Completed	1.0	Apr 1, 2024	Apr 1, 2024						Online

Course Detail By Employee

Apr 1, 2024 - Jul 2, 2024

Branch: Sheriff's Office Filter: All Unit: All All Employees

Employee ID **00004**
Employee **Evans, Joshua Ross**

Training Course	Name	Course No.	Status	Grade Hours	Start	End	Certificate	Number	Effective	Expires	Offering ID	Instructor
Total Hours: 47.0												

Employee ID **000010**
Employee **Frederickson, Spencer**

Training Course	Name	Course No.	Status	Grade Hours	Start	End	Certificate	Number	Effective	Expires	Offering ID	Instructor
Arrest, Search and Sei			Completed	2.0	Apr 1, 2024	Apr 30, 2024						Online
Child Safety upon Par		PTRL101	Completed	1.0	Apr 1, 2024	Apr 30, 2024						On-Line
Current Drug Trends			Completed	2.0	May 6, 2024	May 6, 2024						On-Line
Firearms Qualification			Completed	4.0	Apr 19, 2024	Apr 19, 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
Sexual Harassment Pr			Completed	1.0	Apr 1, 2024	Apr 1, 2024						Online
Violence/De-escalatio			Completed	8.0	Jun 12, 2024	Jun 12, 2024						J. Evans
				Total Hours: 21.0								

Employee ID **000011**
Employee **Helton, William Michael**

Training Course	Name	Course No.	Status	Grade Hours	Start	End	Certificate	Number	Effective	Expires	Offering ID	Instructor
Arrest, Search and Sei			Completed	2.0	Apr 1, 2024	Apr 30, 2024						Online
Child Safety upon Par		PTRL101	Completed	1.0	Apr 1, 2024	Apr 30, 2024						On-Line
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
Sexual Harassment Pr			Completed	1.0	Apr 1, 2024	Apr 1, 2024						Online
Violence/De-escalatio			Completed	8.0	Jun 12, 2024	Jun 12, 2024						J. Evans

Course Detail By Employee

Apr 1, 2024 - Jul 2, 2024

Branch: Sheriff's Office Filter: All Unit: All All Employees

Employee ID **000011**
 Employee **Helton, William Michael**

Training Course	Name	Course No.	Status	Grade Hours	Start	End	Certificate	Number	Effective	Expires	Offering ID	Instructor
Total Hours: 17.0												

Employee ID **000019**
 Employee **Kioroglo, Boris Vasilyevich**

Training Course	Name	Course No.	Status	Grade Hours	Start	End	Certificate	Number	Effective	Expires	Offering ID	Instructor
Arrest, Search and Sei			Completed	2.0	Apr 1, 2024	Apr 30, 2024						Online
Child Safety upon Par		PTRL101	Completed	1.0	Apr 1, 2024	Apr 30, 2024						On-Line
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
Sexual Harassment Pr			Completed	1.0	Apr 1, 2024	Apr 1, 2024						Online
Violence/De-escalatio				8.0	Jun 21, 2024	Jun 21, 2024						J. Evans
				Total Hours: 17.0								

Employee ID **000022**
 Employee **Lyle, Christian Steele**

Training Course	Name	Course No.	Status	Grade Hours	Start	End	Certificate	Number	Effective	Expires	Offering ID	Instructor
Arrest, Search and Sei			Completed	2.0	Apr 1, 2024	Apr 30, 2024						Online
Child Safety upon Par		PTRL101	Completed	1.0	Apr 1, 2024	Apr 30, 2024						On-Line
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
Sexual Harassment Pr			Completed	1.0	Apr 1, 2024	Apr 1, 2024						Online
Violence/De-escalatio				8.0	Jun 21, 2024	Jun 21, 2024						J. Evans

Course Detail By Employee

Apr 1, 2024 - Jul 2, 2024

Branch: Sheriff's Office Filter: All Unit: All All Employees

Employee ID **000022**
 Employee **Lyle, Christian Steele**

Training Course	Name	Course No.	Status	Grade Hours	Start	End	Certificate	Number	Effective	Expires	Offering ID	Instructor
Total Hours: 17.0												

Employee ID **00001**
 Employee **Scheyer, Summer Nicole**

Training Course	Name	Course No.	Status	Grade Hours	Start	End	Certificate	Number	Effective	Expires	Offering ID	Instructor
ACCESS I Recertificat			Completed	2.0	Apr 2, 2024	Apr 2, 2024	ACCESS		Apr 2, 2024	Apr 1, 2026		On-Line
Lewis River Cultural R			Completed	1.0	Jun 15, 2024	Jun 15, 2024						On-Line
Sexual Harassment Pr			Completed	1.0	Apr 1, 2024	Apr 1, 2024						Online
Violence/De-escalatio			Completed	8.0	Jun 12, 2024	Jun 12, 2024						J. Evans
Total Hours: 12.0												

Employee ID **00009**
 Employee **Schultz, Jeremy M.**

Training Course	Name	Course No.	Status	Grade Hours	Start	End	Certificate	Number	Effective	Expires	Offering ID	Instructor
Arrest, Search and Sei			Completed	2.0	Apr 1, 2024	Apr 30, 2024						Online
Child Safety upon Par		PTRL101	Completed	1.0	Apr 1, 2024	Apr 30, 2024						On-Line
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
Sexual Harassment Pr			Completed	1.0	Apr 1, 2024	Apr 1, 2024						Online
Violence/De-escalatio			Completed	8.0	Jun 12, 2024	Jun 12, 2024						J. Evans
Total Hours: 15.0												



Course Detail By Employee

Branch: Sheriff's Office Filter: All Unit: All All Employees

Employee ID	001730	Employee Name	Swanson, Alexander
Training Course	ACCESS I Recertificat	Grade Hours	2.0
	Lewis River Cultural R	Start	May 23, 2024
	Sexual Harassment Pr	End	May 23, 2024
		Certificate	ACCESS
		Number	1
		Effective	May 23, 2024
		Expires	May 22, 2026
		Offering ID	
		Instructor	On-Line
			On-Line
			Online
		Total Hours:	4.0

Employee ID	00005	Employee Name	Taylor, Ryan
Training Course	Arrest, Search and Sei	Grade Hours	2.0
	Child Safety upon Par	Start	Apr 1, 2024
	Current Drug Trends	End	Apr 30, 2024
	Lewis River Cultural R	Certificate	
	Police Pursuit Fundam	Number	1
	Sexual Harassment Pr	Effective	May 6, 2024
	Violence/De-escalatio	Expires	May 6, 2024
		Offering ID	
		Instructor	On-Line
			On-Line
			On-Line
			Online
			Online
			J. Evans
		Total Hours:	17.0

Employee ID	000016	Employee Name	Van Pelt, Brandon T.
Training Course	Advanced Roadside I	Grade Hours	16.0
	Arrest, Search and Sei	Start	May 15, 2024
	Child Safety upon Par	End	May 16, 2024
	Current Drug Trends	Certificate	
	Lewis River Cultural R	Number	2
		Effective	Apr 1, 2024
		Expires	Apr 30, 2024
		Offering ID	
		Instructor	On-Line
			On-Line
			On-Line
			On-Line
			On-Line
			On-Line
			Ryan Raymond



Employee ID **000016**
Employee **Van Pelt, Brandon T.**

Training Course	Name	Course No.	Status	Grade Hours	Start	End	Certificate	Number	Effective	Expires	Offering ID	Instructor
Police Pursuit Fundam		N/A	Completed	2.0	May 30, 2024	May 30, 2024						Online
Sexual Harassment Pr			Completed	1.0	Apr 1, 2024	Apr 1, 2024						Online
Violence/De-escalatio			Completed	8.0	Jun 12, 2024	Jun 12, 2024						J. Evans
				Total Hours: 33.0								

Employee ID **000015**
Employee **Vejar, Jennifer Lynn**

Training Course	Name	Course No.	Status	Grade Hours	Start	End	Certificate	Number	Effective	Expires	Offering ID	Instructor
Arrest, Search and Sei			Completed	2.0	Apr 1, 2024	Apr 30, 2024						Online
Child Safety upon Par		PTRL101	Completed	1.0	Apr 1, 2024	Apr 30, 2024						On-Line
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
Sexual Harassment Pr			Completed	1.0	Apr 1, 2024	Apr 1, 2024						Online
Violence/De-escalatio			Completed	8.0	Jun 12, 2024	Jun 12, 2024						J. Evans
				Total Hours: 17.0								



**SKAMANIA COUNTY BOARD
OF COMMISSIONERS**

Skamania County Courthouse
240 NW Vancouver Ave | PO Box 790
Stevenson, WA 98648

(509)427-3700

Richard Mahar
District 1

Tom Lannen
District 2

Asa Leckie
District 3

July 9th, 2024

To: The City of Stevenson

Re: Park Plaza Project

Skamania County recently received communication from the City of Stevenson regarding the Park Plaza project suggesting that the project was no longer moving forward. Members of the Skamania County Board of Commissioners who watched the previous City Council meeting are concerned that representations of certain City Council members regarding a supposed County plan to hold an advisory referendum on the Park Plaza project were misleading. These representations appear to be based on misunderstandings of individual, unofficial conversations between City Council and County Commissioner members. The County is concerned that the City relied on these unofficial, individual discussions in making decisions regarding the Plaza. This letter is intended to make clear Skamania County's intentions regarding the Plaza project so that the City Council can make future decisions without concerns regarding the County's commitment to the project.

First, and most generally, Skamania County understands that the County has made certain promises and commitments regarding the Plaza project (the MOU), and the County's role in moving that project forward. Furthermore, Skamania County understands that the City has made certain decisions and plans that relied on those promises and commitments. Skamania County intends to honor those agreements and commitments.

Skamania County has not made any decision, nor taken any steps toward including an advisory referendum on the Plaza project on a future Skamania County election ballot. To the extent that some of the current County Commission members believe that additional input from the public would help them make certain decisions, they may continue to discuss different ways of getting such input. However, Skamania County does not intend to withdraw any support it promised in the MOU with the City based on the results of such input. County support, to the extent agreed in the MOU, is not contingent on any future referendum or poll.

To the extent that the City and the County need to collaborate on decision making, the County commits to negotiating in good faith with the City and giving approval where such collaboration regarding plan, marketing, etc. are required by the MOU. The County appreciates





**SKAMANIA COUNTY BOARD
OF COMMISSIONERS**

Skamania County Courthouse
240 NW Vancouver Ave | PO Box 790
Stevenson, WA 98648

(509)427-3700

Richard Mahar
District 1

Tom Lannen
District 2

Asa Leckie
District 3

the previous cooperative decision making with the City and the City's decision to scale back the project, at least partly due to concerns from the County. The County will not use the ultimate approval process of the Plaza design in order to hinder or delay the project. We recognize that as part of the original MOU, the County approved a much more extensive footprint and design for the Plaza. The County will not disapprove any new City proposed Plaza design without specific feedback regarding aspects of the design which the County in good faith believes will hinder County operations and that cannot be mitigated by the City.

We want to emphasize that we value communication between the City and the County, and informal conversations can sometimes facilitate understanding. However, no single County Commissioner can speak for or take action on behalf of the County, unless the commission delegates that authority. We discourage individual City Council members from relying on any informal discussions with individual commissioners rather than official statements from the County (such as the MOU).

The County would also ask that the City communicate any important deadlines related to the Plaza project to the County so that we can ensure that we are acting in good faith and considering any issues that require County input in a timely matter.

Sincerely, the Skamania County Board of Commissioners,

Asa Leckie
Chair

Richard Mahar
Commissioner

T.W. Lannen
Commissioner





Local Programs State Funding Agreement Work by Public Agencies		Agency and Address City of Stevenson 7121 East Loop Road, PO Box 371 Stevenson, WA 98648
Agreement Number	Maximum Amount Authorized 800000	Location and Description of Work (See also Exhibit "A") Addition of sidewalks, stormwater controls, parking lanes and amenities to Lasher Street. Calm traffic at the Lasher/Jefferson intersection.
Participating Percentage 100	Project Number 1005-ST	

This AGREEMENT is made and entered into between the STATE OF WASHINGTON, Department of Transportation, acting by and through the Secretary of Transportation, hereinafter called the "STATE," and the above named organization, hereinafter call the "AGENCY."

WHEREAS, the AGENCY is planning the work shown above, and in connection therewith, the AGENCY has requested financial assistance for the project or program, and

WHEREAS, the AGENCY has requested funds for the above shown project or program, which has been selected by the STATE for funding assistance.

NOW THEREFORE, in consideration of the terms, conditions, covenants, and performances contained herein, or attached and incorporated and made a part hereof, IT IS MUTUALLY AGREE AS FOLLOWS:

Type of Work		Estimate of Funding		
		(1) Estimated Total Project Funds	(2) Estimated Agency Funds	(3) Estimated State Funds
PE	a. Agency	10000		10000
	b. Other Consultant Contract	339000		339000
	c. Other			
	d. State Services	1000		1000
	e. Total PE Cost Estimate (a+b+c+d)	350000	0	350000
Right of Way	f. Agency			
	g. Other			
	h. Other			
	i. State Services			
	J. Total R/W Cost Estimate (f+g+h+i)	0	0	0
Construction	k. Contract			
	l. Other			
	m. Other			
	n. Other			
	o. Agency			
	p. State Services			
	q. Total CN Cost Estimate (k+l+m+n+o+p)	0	0	0
r. Total Project Cost Estimate (e+j+q)	350000	0	350000	

**I
General**

The AGENCY agrees to perform the above described work in accordance with the Project Application attached hereto as "Exhibit A" and made a part of this AGREEMENT.

Plans, specifications, and cost estimates shall be prepared by the AGENCY in accordance with the current State of Washington Standard Specifications for Road, Bridge, and Municipal Construction and adopted design standards, unless otherwise noted. The AGENCY will incorporate the plans and specifications into the AGENCY's project and thereafter advertise the resulting project for bid and, assuming bids are received and a contract is awarded, administer the contract, or if the project is of a size which the AGENCY is authorized to perform with its own forces under the laws of the State of Washington, the AGENCY may proceed with its own forces.

All work performed under this AGREEMENT shall comply with the applicable provisions of state law.

**II
Payment**

The STATE, in consideration of the faithful performance of the work to be performed by the AGENCY, agrees to reimburse the AGENCY for the percentage of the actual direct and related indirect cost of the work shown above, up to the "MAXIMUM AMOUNT AUTHORIZED". The agency will comply with Governmental Accounting Auditing and Financial Reporting Standards and applicable state law and local regulations, policies and procedures. No payment will be made for work done prior to execution of this AGREEMENT.

Partial payments shall be made by the STATE, upon request of the AGENCY, to cover costs incurred. These payments are not to be more frequent than one (1) per month. It is agreed that any such partial payment will not constitute agreement as to the appropriateness of any item and that, at the time of the final audit, all required adjustments will be made and reflected in a final payment. The AGENCY agrees to submit a final bill to the STATE within forty-five (45) days after the AGENCY has completed work.

The AGENCY agrees that all costs in excess of the amount authorized and the AGENCY's matching funds shall be the responsibility of the AGENCY.

**III
Audit**

The AGENCY agrees that an audit may be conducted by the STATE. During the progress of the work and for a period not less than three (3) years from the date of final payment to the AGENCY, the records and accounts pertaining to the work and accounting thereof are to be kept available for inspection and audit by the STATE and copies of all records, accounts, documents, or other data pertaining to the project will be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claim, or audit finding has been resolved even though such litigation, claim, or audit continues past the three-year retention period.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the day and year last written below.

AGENCY

By: _____

Title:

Agency Date: _____

**IV
Legal Relations**

No liability shall attach to the AGENCY or the STATE by reason of entering into this AGREEMENT except as expressly provided herein.

**V
Nondiscrimination**

The AGENCY agrees to comply with all applicable state and federal laws, rules, and regulations pertaining to nondiscrimination and agrees to require the same of all subcontractors providing services or performing any work using funds provided under this AGREEMENT.

**VI
Venue**

For the convenience of the parties to this AGREEMENT, it is agreed that any claims and/or causes of action which the AGENCY has against the STATE, growing out of this AGREEMENT or the project or program with which it is concerned, shall be brought only in the Superior Court for Thurston County.

**VII
Termination**

The Secretary of the Department of Transportation may terminate this AGREEMENT if the funding becomes unavailable or if the Secretary determines that it is in the best interest of the STATE.

**VIII
Final Report and Final Inspection**

Within ninety (90) days following the completion of the project and submission of the final billing for the project, a final report and/or final inspection shall be submitted to the Director, Highways & Local Programs containing the following information:

Non-Capital Projects

1. A description of the project or program.
2. A summary of actual costs of the project or program.
3. An evaluation of the project or program. This should address aspects such as transportation and/or other benefits to the public.

Capital Projects

1. A final inspection is required.

**IX
Supplement**

This agreement may be modified or supplemented only in writing by parties.

STATE

By: _____

Director, Local Programs

Date: _____



City of Stevenson

Leana Kinley, City Administrator

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

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

To: City Council
From: Leana Kinley, City Administrator
RE: Affordable Housing Discussion
Meeting Date: July 18, 2024

Executive Summary:

The city has Housing ranked as priority #6 on the Strategic Plan. The issue of housing is complex and multi-layered. The city has no ability to influence many of these layers (ex. Market conditions, federal mortgage subsidies, banking practices, state and federal taxation). The city can influence infrastructure, zoning, and other layers as discussed below. The council wanted to discuss the tools that are available to help housing affordability within the city. Staff lacks the bandwidth to do a deep dive into the topic and a quick outline of options is below.

Overview of Items:

“Affordable Housing” (capital “A”) refers to people with low-moderate income, or 30% to 80% of the area median income (AMI). Stevenson’s median household income is \$84,000, which means low-income is \$25,200 and moderate-income is \$67,200. Housing affordable to these residents would have a combined rent and utility cost of between \$630 and \$1680 per month.

This is different from housing being affordable, or attainable, to the average person. Generally, housing is considered “affordable” (lower-case “a”) when a household—any household—pays no more than 30% of its income toward housing costs, including utilities.

MRSC has a page with resources on Housing and Homelessness, <https://mrsc.org/explore-topics/housing-homelessness>, which includes information on techniques and incentives available to local governments. A summarized list of options is below.

Density Bonuses – allows the developer to construct more units than otherwise possible in exchange for providing a public benefit, such as Affordable Housing, within the development.

- This is already included in our current codes, has been in place since 2017, and has not been leveraged.

Inclusionary Zoning – requires a given share of new construction to be affordable for people with low to moderate incomes.

- The city does not have this as the focus has been on incentives rather than requirements. Analysis of various codes and programs throughout the US has determined that effective change is realized through requirements rather than incentives.

Partnerships with Public Housing Authorities – to create and maintain Affordable Housing units.

- The city works with Mid-Columbia Housing Authority and Columbia Cascade Housing Corporation and other agencies. There are currently three Affordable Housing units in the city built and maintained through this model.

Permit Streamlining – expedites the process for projects addressing key community priorities, such as Affordable Housing.

- The city is focusing on improving the process for all applicants.

Reduction/Waiver of Fees – includes system development charges, building or planning fees.

- The city has chosen to not use this tool in the past, further discussion may be needed if this is a tool council wants to use.

Surplus Public Property – may be transferred to certain agencies for Affordable Housing projects.

- The city has not investigated this option recently.

Design Standards – created such that the stigma around the look of Affordable Housing units is removed.

- There is only a design standard overlay along the Rock Creek corridor for the development of three or more units. There are minimal design standards for accessory dwelling units.

Reducing Parking Standards – to reduce requirements for parking and increase the amount for developable space for housing.

- The city has reduced parking standards and is working on further reduction and a parking-in-lieu fee to provide greater parking flexibility. The fee may be waived for Affordable Housing units if council determines that is a tool they wish to use.

Pre-Approved Building Plans – which are compatible with meeting local market demands reduce costs and encourage builders to use the pre-approved plans rather than their own design.

- This has not been pursued by the city.

There are also funds available for Affordable Housing support, including voter-approved sales and property taxes. The city has implemented the Affordable Housing Tax Credit and will receive a maximum of \$4,807.77 per year until 2040. The current fund balance is almost \$18k with no current plans on how to leverage the funds.

Action Needed:

None.

TREASURER'S REPORT

Fund Totals

City Of Stevenson

Time: 16:31:29 Date: 07/11/2024

06/01/2024 To: 06/30/2024

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	1,763,397.12	105,642.29	104,090.07	1,764,949.34	21,946.77	36,931.35	0.00	1,823,827.46
010 General Reserve Fund	348,377.79	563.13		348,940.92	0.00	0.00	0.00	348,940.92
020 Fire Reserve Fund	1,927,774.77	3,830.16		1,931,604.93	0.00	0.00	0.00	1,931,604.93
030 ARPA	298,313.00	0.00		298,313.00	0.00	0.00	0.00	298,313.00
100 Street Fund	68,786.42	44,533.93	56,302.09	57,018.26	10,247.65	4,310.68	0.00	71,576.59
103 Tourism Promo & Develop Fund	1,455,932.36	53,491.14	31,380.07	1,478,043.43	0.00	7.68	0.00	1,478,051.11
105 Affordable Housing Fund	17,670.42	0.00		17,670.42	0.00	0.00	0.00	17,670.42
107 HEALing SCARS Fund	10,246.39	0.00		10,246.39	0.00	0.00	0.00	10,246.39
300 Capital Improvement Fund	280,089.65	4,210.55		284,300.20	0.00	0.00	0.00	284,300.20
311 First Street	-21,101.81	0.00		-21,101.81	0.00	0.00	0.00	-21,101.81
313 Park Plaza Fund	-191,915.53	0.00	6,987.15	-198,902.68	6,987.15	0.00	0.00	-191,915.53
400 Water/Sewer Fund	2,089,052.10	197,085.17	170,134.03	2,116,003.24	21,430.73	10,683.16	-2,765.34	2,145,351.79
406 Wastewater Short Lived Asset Res. Fund	87,116.00	0.00		87,116.00	0.00	0.00	0.00	87,116.00
408 Wastewater Debt Reserve Fund	61,191.00	0.00		61,191.00	0.00	0.00	0.00	61,191.00
410 Wastewater System Upgrades	-1,680,349.53	797,340.50	394,458.10	-1,277,467.13	0.00	0.00	0.00	-1,277,467.13
415 Cascade Avenue Utility Improvements	-1,577.60	0.00	16,089.40	-17,667.00	16,089.40	0.00	0.00	-1,577.60
420 Cascade Avenue Mitigation Fund	19,550.00	0.00		19,550.00	0.00	0.00	0.00	19,550.00
500 Equipment Service Fund	51,457.64	25,158.30	116,942.01	-40,326.07	1,122.68	684.80	0.00	-38,518.59
630 Stevenson Municipal Court	0.00	454.36	454.36	0.00	0.00	0.00	0.00	0.00
	<u>6,584,010.19</u>	<u>1,232,309.53</u>	<u>896,837.28</u>	<u>6,919,482.44</u>	<u>77,824.38</u>	<u>52,617.67</u>	<u>-2,765.34</u>	<u>7,047,159.15</u>

TREASURER'S REPORT

Account Totals

City Of Stevenson

06/01/2024 To: 06/30/2024

Time: 16:31:29 Date: 07/11/2024

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	1,114,957.85	1,231,605.83	857,833.81	1,488,729.87	-2,111.76	130,442.05	1,617,060.16
10	Xpress Bill Pay	78,467.70	48,565.12	99,000.00	28,032.82	-653.58	0.00	27,379.24
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	400.00	0.00	0.00	400.00	0.00	0.00	400.00
Total Cash:		1,193,925.55	1,280,170.95	956,833.81	1,517,262.69	-2,765.34	130,442.05	1,644,939.40
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	2,732,023.15	12,135.11	0.00	2,744,158.26	0.00	0.00	2,744,158.26
6	US Bank Safekeeping	2,658,061.49	0.00	0.00	2,658,061.49	0.00	0.00	2,658,061.49
Total Investments:		5,390,084.64	12,135.11	0.00	5,402,219.75	0.00	0.00	5,402,219.75
		6,584,010.19	1,292,306.06	956,833.81	6,919,482.44	-2,765.34	130,442.05	7,047,159.15

TREASURER'S REPORT
Fund Investments By Account

City Of Stevenson

06/01/2024 To: 06/30/2024

Time: 16:31:29 Date: 07/11/2024
Page: 3

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	663,207.87		2,945.84	2,945.84		666,153.71
010 000 General Reserve Fund	126,780.36		563.13	563.13		127,343.49
020 000 Fire Reserve Fund	862,298.23		3,830.16	3,830.16		866,128.39
100 000 Street Fund	23,661.45		105.10	105.10		23,766.55
103 000 Tourism Promo & Develop Fund	654,751.33		2,908.28	2,908.28		657,659.61
300 000 Capital Improvement Fund	187,351.64		832.18	832.18		188,183.82
400 000 Water/Sewer Fund	169,319.18		752.08	752.08		170,071.26
500 000 Equipment Service Fund	44,653.09		198.34	198.34		44,851.43
5 - LGIP	2,732,023.15	0.00	12,135.11	12,135.11		2,744,158.26
001 000 General Expense Fund	815,791.93					815,791.93
010 000 General Reserve Fund	217,710.22					217,710.22
020 000 Fire Reserve Fund	907,665.45					907,665.45
100 000 Street Fund	25,441.74					25,441.74
103 000 Tourism Promo & Develop Fund	605,162.79					605,162.79
300 000 Capital Improvement Fund	57,499.88					57,499.88
500 000 Equipment Service Fund	4,193.51					4,193.51
6 - US Bank Safekeeping	2,633,465.52	0.00	0.00			2,633,465.52
	5,365,488.67	0.00	12,135.11	12,135.11		5,377,623.78

TREASURER'S REPORT

Fund Investment Totals

City Of Stevenson

06/01/2024 To: 06/30/2024

Time: 16:31:29 Date: 07/11/2024

Page: 4

Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	1,478,999.80		2,945.84	2,945.84		1,481,945.64	283,003.70
010 General Reserve Fund	344,490.58		563.13	563.13		345,053.71	3,887.21
020 Fire Reserve Fund	1,769,963.68		3,830.16	3,830.16		1,773,793.84	157,811.09
030 ARPA						0.00	298,313.00
100 Street Fund	49,103.19		105.10	105.10		49,208.29	7,809.97
103 Tourism Promo & Develop Fund	1,259,914.12		2,908.28	2,908.28		1,262,822.40	215,221.03
105 Affordable Housing Fund						0.00	17,670.42
107 HEALing SCARS Fund						0.00	10,246.39
300 Capital Improvement Fund	244,851.52		832.18	832.18		245,683.70	38,616.50
311 First Street						0.00	-21,101.81
313 Park Plaza Fund						0.00	-198,902.68
400 Water/Sewer Fund	169,319.18		752.08	752.08		170,071.26	1,945,931.98
406 Wastewater Short Lived Asset Res. Fund						0.00	87,116.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-1,277,467.13
415 Cascade Avenue Utility Improvements						0.00	-17,667.00
420 Cascade Avenue Mitigation Fund						0.00	19,550.00
500 Equipment Service Fund	48,846.60		198.34	198.34		49,044.94	-89,371.01
	<u>5,365,488.67</u>		<u>12,135.11</u>	<u>12,135.11</u>		<u>5,377,623.78</u>	<u>1,541,858.66</u>
Ending fund balance (Page 1) - Investment balance = Available cash.							6,919,482.44

TREASURER'S REPORT

Outstanding Vouchers

City Of Stevenson

06/01/2024 To: 06/30/2024

As Of: 06/30/2024 Date: 07/11/2024

Time: 16:31:29 Page: 5

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	1609	06/30/2024	Util Pay	1		Xpress Billpay	167.00	Xpress Import - CC - 06-28-2024__daily_batch.csv
2024	1610	06/30/2024	Util Pay	1		Xpress Billpay	207.37	Xpress Import - CC - 06-29-2024__daily_batch.csv
2024	1612	06/30/2024	Util Pay	1		Xpress Billpay	1,737.39	Xpress Import - CC - 06-30-2024__daily_batch.csv
Receipts Outstanding:							<u>2,111.76</u>	
2024	1694	06/30/2024	Payroll	1	EFT	Dept of Labor & Industry	4,376.78	2ND Quarter L&I: 04/01/2024 - 06/30/2024
2024	1602	06/28/2024	Payroll	1	EFT	EFTPS Tax Payment	27,452.76	941 Deposit for Pay Cycle(s) 06/30/2024 - 06/30/2024
2024	1604	06/28/2024	Payroll	1	EFT	State of WA Dept of Social & Health Serv	738.43	Pay Cycle(s) 06/30/2024 To 06/30/2024 - WA Child Support
2024	1603	06/28/2024	Payroll	1	EFT	HRA VEBA Trust Contributions	600.00	Pay Cycle(s) 06/30/2024 To 06/30/2024 - HRA VEBA
2024	1696	06/30/2024	Payroll	1	EFT	Employment Security Dept	1,603.01	Pay Cycle(s) 04/01/2024 To 06/30/2024 - Long Term Care
2024	1600	06/28/2024	Payroll	1	EFT	Colonial Life	110.97	Pay Cycle(s) 06/30/2024 To 06/30/2024 - Disability; Pay Cycle(s) 06/30/2024 To 06/30/2024 - Life Insurance
2024	1470	06/20/2024	Claims	1	EFT	Xpress Billpay	367.83	May 2024 Statement
2024	1601	06/28/2024	Payroll	1	EFT	Department of Retirement Systems	15,331.45	Pay Cycle(s) 06/30/2024 To 06/30/2024 - PERS2; Pay Cycle(s) 06/30/2024 To 06/30/2024 - DCP
2024	1695	06/30/2024	Payroll	1	EFT	Employment Security Dept	1,443.67	Pay Cycle(s) 04/01/2024 To 06/30/2024 - PFML
2023	3215	12/11/2023	Payroll	1	17420	Sean M Hietpas	814.53	2023 Volunteer FF Pay
2023	3219	12/11/2023	Payroll	1	17424	Jacob Ledesma	9.23	2023 Volunteer FF Pay
2024	1473	06/20/2024	Claims	1	17842	Altec Industries Inc	43.56	Equipment Services Manlift Supplies
2024	1475	06/20/2024	Claims	1	17844	Azteca Systems Holdings, LLC	8,000.00	Contract for 9/15/2024-3/14/2025
2024	1478	06/20/2024	Claims	1	17847	CenturyLink	166.72	May 2024 Monthly Statement Kanaka Creek; May 2024 Monthly Statement WWTP
2024	1479	06/20/2024	Claims	1	17848	Centurylink Comm Inc	46.92	WWTP Phone Statement 5/19/2024
2024	1482	06/20/2024	Claims	1	17851	Class 5	327.22	June 2024 Monthly Billing
2024	1483	06/20/2024	Claims	1	17852	Clean Creek LLC	2,444.79	West End Cascade Ave Outfall
2024	1484	06/20/2024	Claims	1	17853	Cloudpermit	4,000.00	Land Use Module and Code Enforcement Module
2024	1486	06/20/2024	Claims	1	17855	Columbia Hardware Inc	759.30	May 2024 Monthly Statement
2024	1487	06/20/2024	Claims	1	17856	Columbia River Disposal	208.34	May 2024 Monthly Service
2024	1492	06/20/2024	Claims	1	17861	Flo Analytics	9,050.00	On-Call GIC Services Through May 31,2024
2024	1493	06/20/2024	Claims	1	17862	Gator Creek Gardens	85.62	Garden Soil
2024	1494	06/20/2024	Claims	1	17863	GeoTK	1,198.63	Geotextile Fabric
2024	1495	06/20/2024	Claims	1	17864	Stephanie D Goetz	96.00	2270.0 - 777 NEMONTELL TERRACE
2024	1496	06/20/2024	Claims	1	17865	Gorge Construction	133.69	2555.0 - 541 NWWANCOUVER AVENUE

TREASURER'S REPORT

Outstanding Vouchers

City Of Stevenson

06/01/2024 To: 06/30/2024

As Of: 06/30/2024 Date: 07/11/2024

Time: 16:31:29 Page: 6

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	1497	06/20/2024	Claims	1	17866	Grayling Engineers	16,089.40	Cascade Avenue Utility Improvements
2024	1498	06/20/2024	Claims	1	17867	Gregory Scott Cheney	720.00	May 2024 Public Defender Statement
2024	1502	06/20/2024	Claims	1	17871	Ty Hildenbrand	300.00	Timber Falling East End of Stevenson
2024	1503	06/20/2024	Claims	1	17872	Valerie F Hoy	122.22	Firehall Snacks
2024	1504	06/20/2024	Claims	1	17873	Jammie's Environmental Inc	3,231.00	May 2024 Monthly Statement
2024	1510	06/20/2024	Claims	1	17879	Munsen Paving LLC	571.90	Street Paving April 2024
2024	1512	06/20/2024	Claims	1	17881	One Call Concepts Inc	25.74	May 2024 Statement
2024	1517	06/20/2024	Claims	1	17886	Ricoh USA Inc	103.24	May 2024 Monthly Statement
2024	1520	06/20/2024	Claims	1	17889	Sea-Western Inc	218.20	Lion Thorogood Pull-On Rubber Structural Boots
2024	1523	06/20/2024	Claims	1	17892	Skamania County Economic Development	13,690.00	2024 First Half Contract/SBDC Representative/CFM Lobbyist
2024	1529	06/20/2024	Claims	1	17898	Timothy Charles Shell	2,368.00	Civil Engineering Consulting; Civil Engineering Consulting Civil Engineering Consulting; Civil Engineering Consulting
2024	1530	06/20/2024	Claims	1	17899	US Bank Safekeeping	32.00	May 2024 Safekeeping Fees
2024	1531	06/20/2024	Claims	1	17900	US Bank Voyager Fleet Systems	67.72	May 2024 Monthly Statement
2024	1532	06/20/2024	Claims	1	17901	US Bank	2,337.73	May 2024 Monthly Statement Card 2311; May 2024 Monthly Statement Card 4631; May 2024 Statement Card 8023
2024	1533	06/20/2024	Claims	1	17902	USA Bluebook	3,134.28	Stenner Series Pump; Stenner Series Pump and Supplies
2024	1534	06/20/2024	Claims	1	17903	Understory Landscape Architecture, LLC	6,987.15	Park Plaza Design
2024	1535	06/20/2024	Claims	1	17904	Verizon Wireless	164.18	May 2024 Cell Phone Charges
2024	1539	06/20/2024	Claims	1	17908	Waste Connections Vancouver District 2	26.91	May 2024 Statement
2024	1540	06/20/2024	Claims	1	17909	Wave Division Holdings LLC	706.09	WTP Statement 5/20/2024; WWTP Telephone Statement 5/20/2024; May 2024 Monthly Statement; May 2024 Monthly Statement; May 2024 Monthly Statement
2024	1588	06/30/2024	Payroll	1	17910	Anthony R Lawson	68.42	PP 06.01.24-06.30.24
2024	1605	06/28/2024	Payroll	1	17911	WGAP Washington Gorge Action Program	68.42	Pay Cycle(s) 06/30/2024 To 06/30/2024 - Food Bank
							130,442.05	
2024	1606	06/27/2024	Util Pay	10		Xpress Billpay	65.00	Xpress Import - EFT - 06-27-2024__daily_batch.csv
2024	1607	06/27/2024	Util Pay	10		Xpress Billpay	157.00	Xpress Import - iPay - 06-27-2024__daily_batch.csv
2024	1611	06/30/2024	Util Pay	10		Xpress Billpay	171.94	Xpress Import - EFT - 06-29-2024__daily_batch.csv
2024	1613	06/30/2024	Util Pay	10		Xpress Billpay	259.64	Xpress Import - EFT - 06-30-2024__daily_batch.csv

Receipts Outstanding: 653.58

TREASURER'S REPORT

Outstanding Vouchers

06/01/2024 To: 06/30/2024

As Of: 06/30/2024 Date: 07/11/2024

Time: 16:31:29 Page: 7

City Of Stevenson

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
							130,442.05	
Fund						Claims	Payroll	Total
001 General Expense Fund						21,946.77	36,931.35	58,878.12
100 Street Fund						10,247.65	4,310.68	14,558.33
103 Tourism Promo & Develop Fund						0.00	7.68	7.68
313 Park Plaza Fund						6,987.15	0.00	6,987.15
400 Water/Sewer Fund						21,430.73	10,683.16	32,113.89
415 Cascade Avenue Utility Improvements						16,089.40	0.00	16,089.40
500 Equipment Service Fund						1,122.68	684.80	1,807.48
						77,824.38	52,617.67	130,442.05

TREASURER'S REPORT

Signature Page

City Of Stevenson

06/01/2024 To: 06/30/2024

Time: 16:31:29 Date: 07/11/2024

Page: 8

We the undersigned officers for the City of Stevenson have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
City Administrator / Date Deputy Clerk-Treasurer / Date

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 1

001 General Expense Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	930,756.45	1,499,109.80	(568,353.35)	161.1%
102 Unemployment Reserve	33,413.82	33,414.00	(0.18)	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
308 Beginning Balances	1,015,305.40	1,583,658.93	(568,353.53)	156.0%
311 Property Tax	551,865.92	334,131.04	217,734.88	60.5%
313 Sales Tax	480,000.00	191,084.73	288,915.27	39.8%
316 Utility Tax	32,000.00	38,122.23	(6,122.23)	119.1%
317 Other Tax	16,000.00	16,579.38	(579.38)	103.6%
310 Taxes	1,079,865.92	579,917.38	499,948.54	53.7%
321 Licenses	2,900.00	3,471.65	(571.65)	119.7%
322 Permits	0.00	5.00	(5.00)	0.0%
320 Licenses & Permits	2,900.00	3,476.65	(576.65)	119.9%
330 Grants	25,000.00	97,338.13	(72,338.13)	389.4%
335 State Shared	11,000.00	0.00	11,000.00	0.0%
336 State Entitlements, Impact Payments & Taxe	19,657.15	11,844.79	7,812.36	60.3%
337 Interlocal Loan Repayments	20,200.00	0.00	20,200.00	0.0%
330 Intergovernmental Revenues	75,857.15	109,182.92	(33,325.77)	143.9%
341 Admin, Printing & Probation Fees	290,445.71	4,788.38	285,657.33	1.6%
342 Fire District 2	19,620.00	40,106.26	(20,486.26)	204.4%
345 Planning	4,500.00	2,055.00	2,445.00	45.7%
376 Parks	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	314,565.71	46,949.64	267,616.07	14.9%
350 Fines & Penalties	12,700.00	4,533.24	8,166.76	35.7%
000	0.00	50.00	(50.00)	0.0%
100 General Interest Income	5,500.00	25,459.99	(19,959.99)	462.9%
376 Parks	2,500.00	0.00	2,500.00	0.0%
360 Interest & Other Earnings	8,000.00	25,509.99	(17,509.99)	318.9%
380 Non Revenues	0.00	19,066.86	(19,066.86)	0.0%
390 Other Financing Sources	0.00	5,074.25	(5,074.25)	0.0%
Fund Revenues:	2,509,194.18	2,377,369.86	131,824.32	94.7%

Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	37,000.00	9,817.55	27,182.45	26.5%
512 Judicial	60,510.00	25,027.41	35,482.59	41.4%
513 Executive	153,889.18	66,034.73	87,854.45	42.9%
514 Financial, Recording & Elections	142,465.57	66,518.67	75,946.90	46.7%
515 Legal Services	16,500.00	6,599.24	9,900.76	40.0%
517 Employee Benefit Programs	10,525.00	73.11	10,451.89	0.7%
518 Centralized Services	122,173.32	84,142.92	38,030.40	68.9%
521 Law Enforcement	278,860.00	141,003.75	137,856.25	50.6%
202 Fire Department	167,207.50	47,894.26	119,313.24	28.6%
203 Fire District 2	90,750.00	21,309.83	69,440.17	23.5%

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 2

001 General Expense Fund Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 Fire Control	257,957.50	69,204.09	188,753.41	26.8%
524 Protective Inspections	0.00	2,000.00	(2,000.00)	0.0%
528 Dispatch Services	6,000.00	3,243.96	2,756.04	54.1%
553 Conservation	500.00	449.00	51.00	89.8%
560 Planning	297,398.75	94,627.60	202,771.15	31.8%
570 Economic Development	27,685.00	13,690.00	13,995.00	49.4%
558 Planning & Community Devel	325,083.75	108,317.60	216,766.15	33.3%
562 Public Health	10,000.00	0.00	10,000.00	0.0%
565 Welfare	10,000.00	0.00	10,000.00	0.0%
566 Substance Abuse	150.00	109.15	40.85	72.8%
573 Cultural & Community Activities	500.00	858.13	(358.13)	171.6%
576 Park Facilities	70,392.00	17,995.54	52,396.46	25.6%
580 Non Expenditures	0.00	11,025.67	(11,025.67)	0.0%
597 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%
100 Unreserved	897,138.73	0.00	897,138.73	0.0%
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.0%
104 Custodial Reserve	51,135.13	0.00	51,135.13	0.0%
999 Ending Balance	981,687.86	0.00	981,687.86	0.0%
Fund Expenditures:	2,509,194.18	612,420.52	1,896,773.66	24.4%
Fund Excess/(Deficit):	0.00	1,764,949.34		

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 3

010 General Reserve Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	335,258.75	344,042.65	(8,783.90)	102.6%
360 Interest & Other Earnings	0.00	4,898.27	(4,898.27)	0.0%

Fund Revenues:	335,258.75	348,940.92	(13,682.17)	104.1%
-----------------------	------------	------------	-------------	--------

Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	335,258.75	0.00	335,258.75	0.0%

Fund Expenditures:	335,258.75	0.00	335,258.75	0.0%
---------------------------	------------	------	------------	------

Fund Excess/(Deficit):	0.00	348,940.92		
-------------------------------	------	------------	--	--

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 4

020 Fire Reserve Fund		Months: 01 To: 06			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	1,778,960.29	1,902,519.12	(123,558.83)	106.9%	
360 Interest & Other Earnings	0.00	29,085.81	(29,085.81)	0.0%	
397 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%	
Fund Revenues:	1,803,960.29	1,931,604.93	(127,644.64)	107.1%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	1,803,960.29	0.00	1,803,960.29	0.0%	
Fund Expenditures:	1,803,960.29	0.00	1,803,960.29	0.0%	
Fund Excess/(Deficit):	0.00	1,931,604.93			

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 5

030 ARPA Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	298,313.00	298,313.00	0.00	100.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	298,313.00	298,313.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	298,313.00	0.00	298,313.00	0.0%
Fund Expenditures:	298,313.00	0.00	298,313.00	0.0%
Fund Excess/(Deficit):	0.00	298,313.00		

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 6

100 Street Fund		Months: 01 To: 06		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	268,025.50	81,567.58	186,457.92	30.4%
313 Sales Tax	458,000.00	176,943.95	281,056.05	38.6%
316 Utility Tax	70,000.00	36,774.54	33,225.46	52.5%
310 Taxes	528,000.00	213,718.49	314,281.51	40.5%
320 Licenses & Permits	600.00	1,221.00	(621.00)	203.5%
330 Grants	77,085.85	0.00	77,085.85	0.0%
336 State Entitlements, Impact Payments & Taxe	41,958.50	20,105.35	21,853.15	47.9%
330 Intergovernmental Revenues	119,044.35	20,105.35	98,939.00	16.9%
360 Interest & Other Earnings	0.00	1,098.08	(1,098.08)	0.0%
390 Other Financing Sources	0.00	7,528.44	(7,528.44)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	915,669.85	325,238.94	590,430.91	35.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Roadway	395,190.43	125,318.27	269,872.16	31.7%
543 Stormwater	34,330.00	23,311.03	11,018.97	67.9%
545 Lights, Signs, Paths, Landscaping	39,150.00	15,235.96	23,914.04	38.9%
546 Snow Removal	34,957.00	21,578.84	13,378.16	61.7%
542 Streets - Maintenance	503,627.43	185,444.10	318,183.33	36.8%
543 Streets Admin & Overhead	156,296.63	76,692.23	79,604.40	49.1%
544 Road & Street Operations	25,000.00	6,025.28	18,974.72	24.1%
566 Substance Abuse	0.00	59.07	(59.07)	0.0%
594 Capital Expenditures	145,000.00	0.00	145,000.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
999 Ending Balance	85,745.79	0.00	85,745.79	0.0%
Fund Expenditures:	915,669.85	268,220.68	647,449.17	29.3%
Fund Excess/(Deficit):	0.00	57,018.26		

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 7

103 Tourism Promo & Develop Fund			Months: 01 To: 06	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	862,978.52	1,384,100.01	(521,121.49)	160.4%
310 Taxes	487,190.00	216,592.78	270,597.22	44.5%
360 Interest & Other Earnings	0.00	24,387.12	(24,387.12)	0.0%
Fund Revenues:	1,350,168.52	1,625,079.91	(274,911.39)	120.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	477,139.30	123,741.48	353,397.82	25.9%
594 Capital Expenditures	10,000.00	23,295.00	(13,295.00)	233.0%
597 Interfund Transfers	332,252.00	0.00	332,252.00	0.0%
999 Ending Balance	530,777.22	0.00	530,777.22	0.0%
Fund Expenditures:	1,350,168.52	147,036.48	1,203,132.04	10.9%
Fund Excess/(Deficit):	0.00	1,478,043.43		

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 8

105 Affordable Housing Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	17,435.11	17,455.62	(20.51)	100.1%
310 Taxes	5,000.00	214.80	4,785.20	4.3%
Fund Revenues:	22,435.11	17,670.42	4,764.69	78.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	22,435.11	0.00	22,435.11	0.0%
Fund Expenditures:	22,435.11	0.00	22,435.11	0.0%
Fund Excess/(Deficit):	0.00	17,670.42		

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 9

107 HEALing SCARS Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	10,190.57	10,246.39	(55.82)	100.5%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%
Fund Revenues:	10,190.57	10,246.39	(55.82)	100.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	10,190.57	0.00	10,190.57	0.0%
Fund Expenditures:	10,190.57	0.00	10,190.57	0.0%
Fund Excess/(Deficit):	0.00	10,246.39		

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 10

300 Capital Improvement Fund		Months: 01 To: 06			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	205,190.20	265,030.70	(59,840.50)	129.2%	
310 Taxes	20,000.00	13,879.78	6,120.22	69.4%	
360 Interest & Other Earnings	0.00	5,389.72	(5,389.72)	0.0%	
Fund Revenues:	225,190.20	284,300.20	(59,110.00)	126.2%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
597 Interfund Transfers	19,699.00	0.00	19,699.00	0.0%	
999 Ending Balance	205,491.20	0.00	205,491.20	0.0%	
Fund Expenditures:	225,190.20	0.00	225,190.20	0.0%	
Fund Excess/(Deficit):	0.00	284,300.20			

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 11

311 First Street		Months: 01 To: 06			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	0.0%	
330 Intergovernmental Revenues	884,186.00	0.00	884,186.00	0.0%	
397 Interfund Transfers	19,699.00	0.00	19,699.00	0.0%	
Fund Revenues:	903,885.00	0.00	903,885.00	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	903,885.00	21,101.81	882,783.19	2.3%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	903,885.00	21,101.81	882,783.19	2.3%	
Fund Excess/(Deficit):	0.00	(21,101.81)			

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 12

312 Columbia Ave Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	(19,620.00)	19,620.00	0.0%
330 Intergovernmental Revenues	0.00	19,620.00	(19,620.00)	0.0%
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 13

313 Park Plaza Fund		Months: 01 To: 06			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	(82,612.07)	82,612.07	0.0%	
330 Intergovernmental Revenues	50,000.00	0.00	50,000.00	0.0%	
397 Interfund Transfers	332,252.00	0.00	332,252.00	0.0%	
Fund Revenues:	382,252.00	(82,612.07)	464,864.07	21.6%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
576 Park Facilities	0.00	3,859.05	(3,859.05)	0.0%	
594 Capital Expenditures	382,252.00	112,431.56	269,820.44	29.4%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	382,252.00	116,290.61	265,961.39	30.4%	
Fund Excess/(Deficit):	0.00	(198,902.68)			

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 14

400 Water/Sewer Fund		Months: 01 To: 06		
Revenues	Amt Budgeted	Revenues	Remaining	
400 Water/Sewer	1,446,600.22	1,050,601.86	395,998.36	72.6%
401 Water	575,571.75	607,546.75	(31,975.00)	105.6%
402 Sewer	225,830.18	247,035.18	(21,205.00)	109.4%
308 Beginning Balances	2,248,002.15	1,905,183.79	342,818.36	84.8%
343 Water	0.00	452.00	(452.00)	0.0%
344 Sewer	0.00	252.00	(252.00)	0.0%
320 Licenses & Permits	0.00	704.00	(704.00)	0.0%
343 Water	873,361.25	403,045.16	470,316.09	46.1%
344 Sewer	1,520,609.34	740,862.20	779,747.14	48.7%
340 Charges For Goods & Services	2,393,970.59	1,143,907.36	1,250,063.23	47.8%
343 Water	46,674.00	23,303.29	23,370.71	49.9%
344 Sewer	56,532.00	37,476.00	19,056.00	66.3%
400 Water/Sewer	4,000.00	2,813.79	1,186.21	70.3%
360 Interest & Other Earnings	107,206.00	63,593.08	43,612.92	59.3%
380 Non Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	4,749,178.74	3,113,388.23	1,635,790.51	65.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	931,036.15	405,589.60	525,446.55	43.6%
535 Sewer	1,192,732.10	479,568.39	713,163.71	40.2%
534 Water	60,738.17	41,701.87	19,036.30	68.7%
535 Sewer	82,249.18	41,124.60	41,124.58	50.0%
591 Debt Service	142,987.35	82,826.47	60,160.88	57.9%
534 Water	170,464.80	6,899.64	163,565.16	4.0%
535 Sewer	150,000.00	0.00	150,000.00	0.0%
594 Capital Expenditures	320,464.80	6,899.64	313,565.16	2.2%
597 Interfund Transfers	1,020,922.90	22,500.89	998,422.01	2.2%
400 Water/Sewer	446,427.51	0.00	446,427.51	0.0%
401 Water	562,245.75	0.00	562,245.75	0.0%
402 Sewer	132,362.18	0.00	132,362.18	0.0%
999 Ending Balance	1,141,035.44	0.00	1,141,035.44	0.0%
Fund Expenditures:	4,749,178.74	997,384.99	3,751,793.75	21.0%
Fund Excess/(Deficit):	0.00	2,116,003.24		

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 15

406 Wastewater Short Lived Asset Res. Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	87,116.00	87,116.00	0.00	100.0%
397 Interfund Transfers	21,779.00	0.00	21,779.00	0.0%
Fund Revenues:	108,895.00	87,116.00	21,779.00	80.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	108,895.00	0.00	108,895.00	0.0%
Fund Expenditures:	108,895.00	0.00	108,895.00	0.0%
Fund Excess/(Deficit):	0.00	87,116.00		

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 16

408 Wastewater Debt Reserve Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	61,191.00	61,191.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	61,191.00	61,191.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	61,191.00	0.00	61,191.00	0.0%
Fund Expenditures:	61,191.00	0.00	61,191.00	0.0%
Fund Excess/(Deficit):	0.00	61,191.00		

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 17

410 Wastewater System Upgrades			Months: 01 To: 06	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(1,080,600.53)	(759,760.33)	(320,840.20)	70.3%
330 Intergovernmental Revenues	4,771,374.53	550,270.09	4,221,104.44	11.5%
390 Other Financing Sources	2,672,048.05	1,596,373.36	1,075,674.69	59.7%
397 Interfund Transfers	999,143.90	22,500.89	976,643.01	2.3%
Fund Revenues:	7,361,965.95	1,409,384.01	5,952,581.94	19.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service	0.00	8,207.54	(8,207.54)	0.0%
594 Capital Expenditures	7,361,965.95	2,678,643.60	4,683,322.35	36.4%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	7,361,965.95	2,686,851.14	4,675,114.81	36.5%
Fund Excess/(Deficit):	0.00	(1,277,467.13)		

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 18

415 Cascade Avenue Utility Improvements Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	0.00	17,667.00	(17,667.00)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	17,667.00	(17,667.00)	0.0%
Fund Excess/(Deficit):	0.00	(17,667.00)		

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 19

420 Cascade Avenue Mitigation Fund Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	19,550.00	19,550.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	19,550.00	19,550.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	19,550.00	0.00	19,550.00	0.0%
Fund Expenditures:	19,550.00	0.00	19,550.00	0.0%
Fund Excess/(Deficit):	0.00	19,550.00		

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 20

500 Equipment Service Fund		Months: 01 To: 06		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	85,317.74	84,171.92	1,145.82	98.7%
340 Charges For Goods & Services	220,000.00	136,689.96	83,310.04	62.1%
360 Interest & Other Earnings	0.00	1,425.29	(1,425.29)	0.0%
390 Other Financing Sources	450,000.00	7,000.00	443,000.00	1.6%
Fund Revenues:	755,317.74	229,287.17	526,030.57	30.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	176,272.10	90,343.24	85,928.86	51.3%
591 Debt Service	29,000.00	210.00	28,790.00	0.7%
594 Capital Expenditures	530,000.00	179,060.00	350,940.00	33.8%
999 Ending Balance	20,045.64	0.00	20,045.64	0.0%
Fund Expenditures:	755,317.74	269,613.24	485,704.50	35.7%
Fund Excess/(Deficit):	0.00	(40,326.07)		

2024 BUDGET POSITION

City Of Stevenson

Time: 15:43:19 Date: 07/11/2024

Page: 21

630 Stevenson Municipal Court Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	1,308.16	(1,308.16)	0.0%
Fund Revenues:	0.00	1,308.16	(1,308.16)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	1,308.16	(1,308.16)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	1,308.16	(1,308.16)	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2024 BUDGET POSITION TOTALS

City Of Stevenson

Months: 01 To: 06

Time: 15:43:19 Date: 07/11/2024

Page: 22

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	2,509,194.18	2,377,369.86	94.7%	2,509,194.18	612,420.52	24%
010 General Reserve Fund	335,258.75	348,940.92	104.1%	335,258.75	0.00	0%
020 Fire Reserve Fund	1,803,960.29	1,931,604.93	107.1%	1,803,960.29	0.00	0%
030 ARPA	298,313.00	298,313.00	100.0%	298,313.00	0.00	0%
100 Street Fund	915,669.85	325,238.94	35.5%	915,669.85	268,220.68	29%
103 Tourism Promo & Develop Fund	1,350,168.52	1,625,079.91	120.4%	1,350,168.52	147,036.48	11%
105 Affordable Housing Fund	22,435.11	17,670.42	78.8%	22,435.11	0.00	0%
107 HEALing SCARS Fund	10,190.57	10,246.39	100.5%	10,190.57	0.00	0%
300 Capital Improvement Fund	225,190.20	284,300.20	126.2%	225,190.20	0.00	0%
311 First Street	903,885.00	0.00	0.0%	903,885.00	21,101.81	2%
312 Columbia Ave	0.00	0.00	0.0%	0.00	0.00	0%
313 Park Plaza Fund	382,252.00	-82,612.07	-21.6%	382,252.00	116,290.61	30%
400 Water/Sewer Fund	4,749,178.74	3,113,388.23	65.6%	4,749,178.74	997,384.99	21%
406 Wastewater Short Lived Asset Res.	108,895.00	87,116.00	80.0%	108,895.00	0.00	0%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	100.0%	61,191.00	0.00	0%
410 Wastewater System Upgrades	7,361,965.95	1,409,384.01	19.1%	7,361,965.95	2,686,851.14	36%
415 Cascade Avenue Utility Improvem	0.00	0.00	0.0%	0.00	17,667.00	0%
420 Cascade Avenue Mitigation Fund	19,550.00	19,550.00	100.0%	19,550.00	0.00	0%
500 Equipment Service Fund	755,317.74	229,287.17	30.4%	755,317.74	269,613.24	36%
630 Stevenson Municipal Court	0.00	1,308.16	0.0%	0.00	1,308.16	0%
	<u>21,812,615.90</u>	<u>12,057,377.07</u>	<u>55.3%</u>	<u>21,812,615.90</u>	<u>5,137,894.63</u>	<u>23.6%</u>

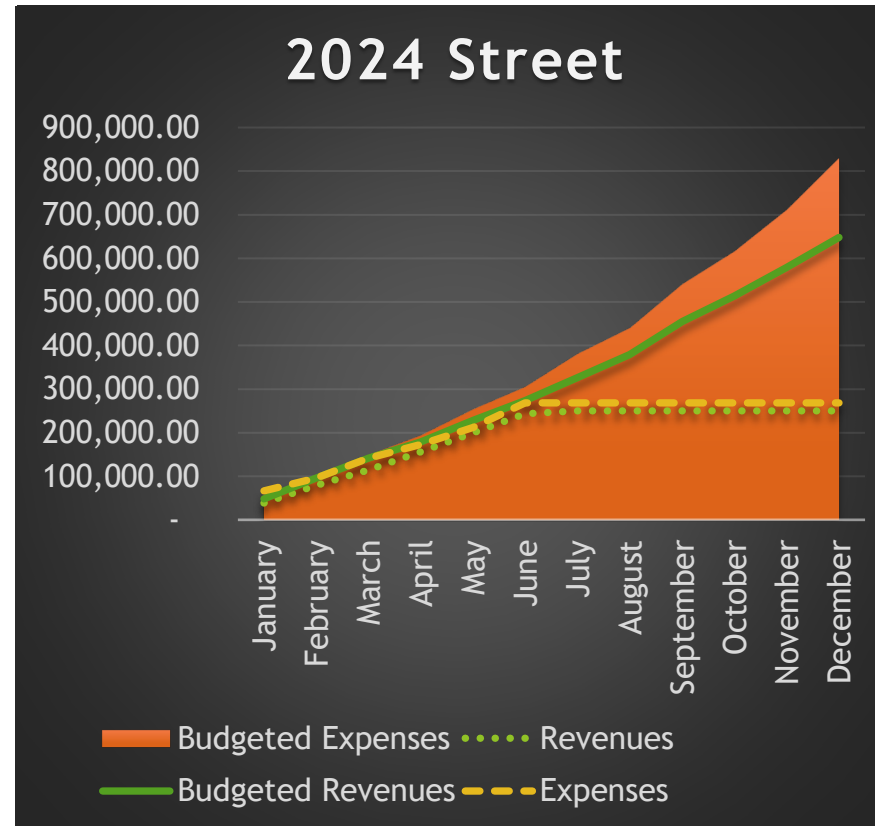
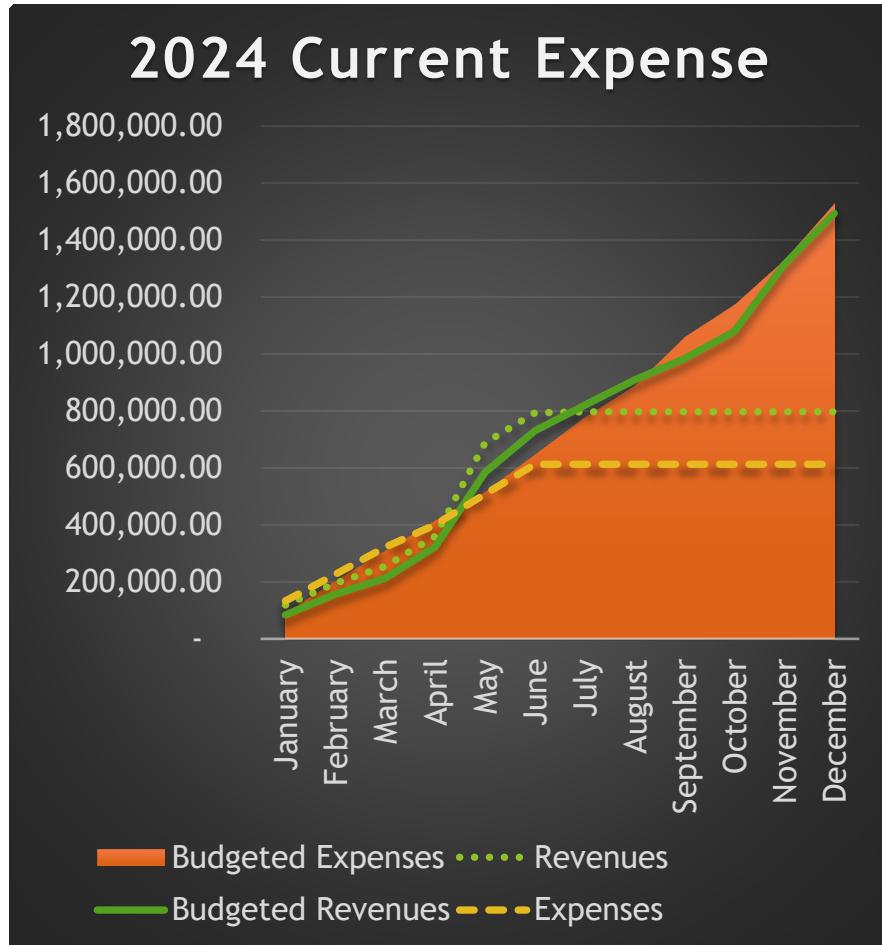
City of Stevenson

Q2 2024 Financial Report

Sales and Property Tax Dependent Funds

Current Expense revenues are slightly higher than expected and expenses are trending in line with budget.

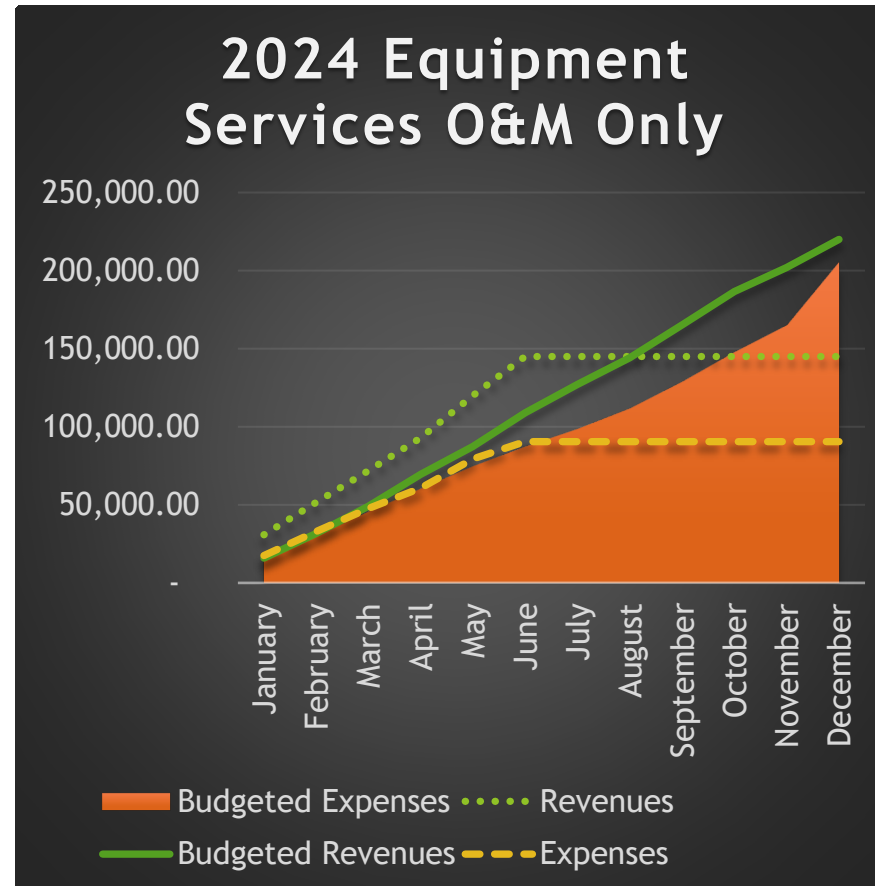
Street revenues are coming in lower than budgeted by about \$30k and expenses are under budget. This may be due to timing of grant funds and will be tracked to see if additional adjustments to expenses need to occur.



Restricted Revenue Funds

Tourism fund revenues are exceeding budget expectations and expenses are trending below budget. Most events take place over the summer and are invoiced by the end of the year.

Equipment Services revenues are trending higher than budgeted, and expenses are in-line with budget.

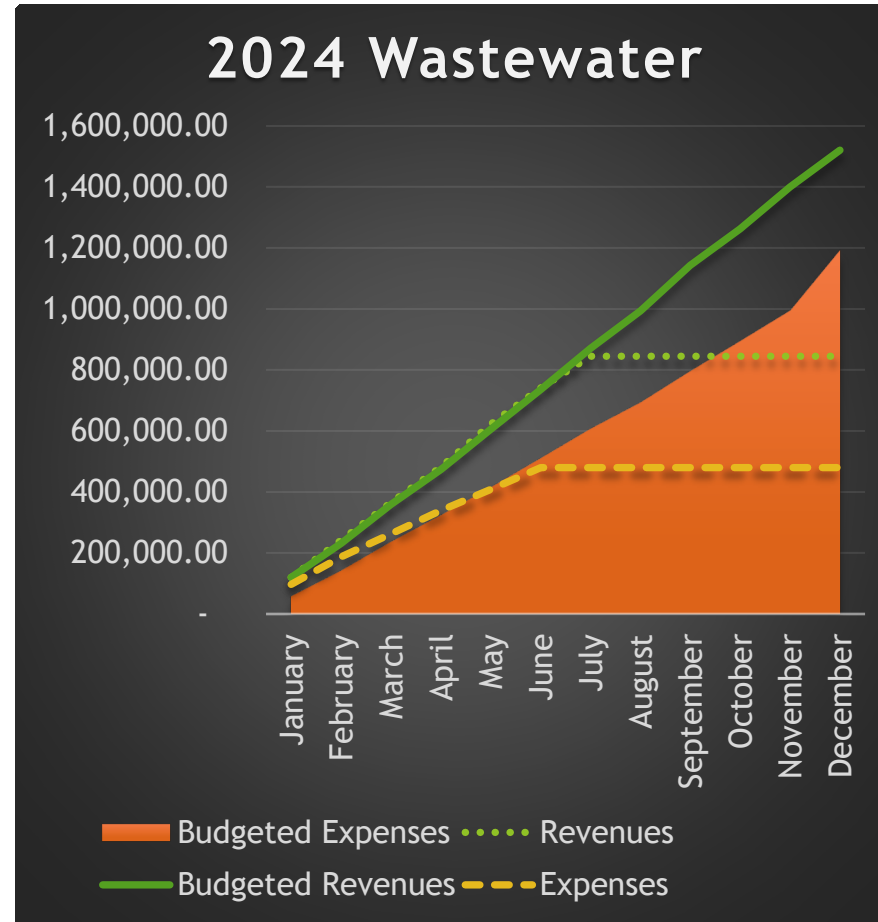
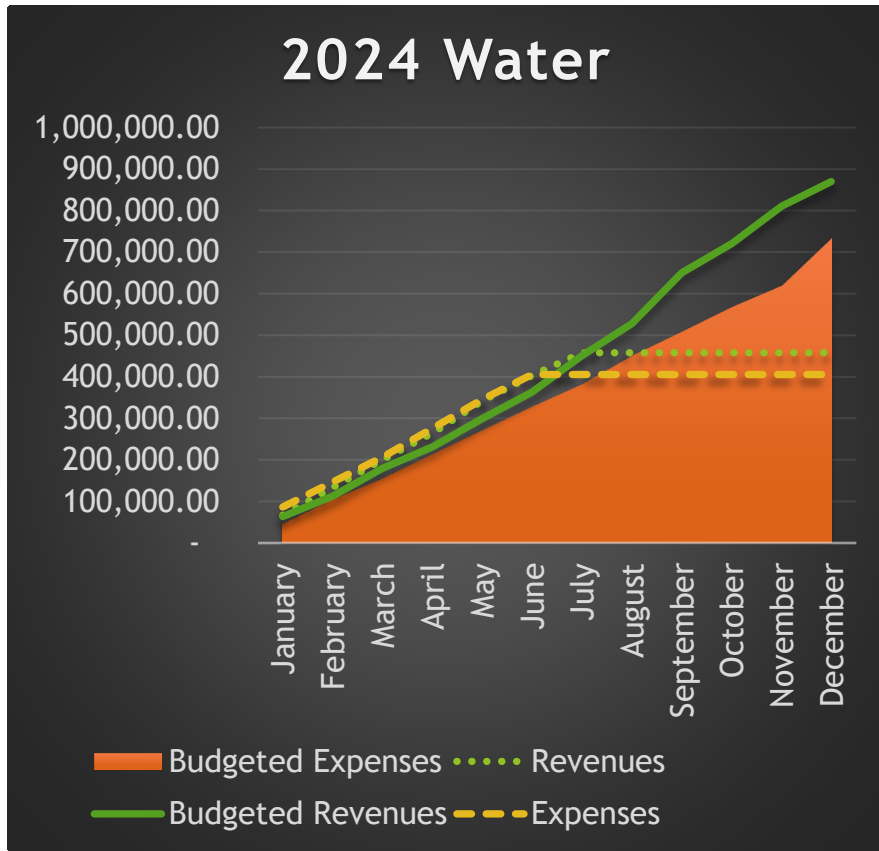


Proprietary Funds

Water revenues are trending above budget by 11% (\$40k) and expenses are currently 24% (\$78k) over the trend for budget spend currently.

Expenses will be adjusted in the next budget amendment for increased insurance and tax costs.

Sewer revenues and expenses are trending along budget expectations.



Washington Gorge Action Programs
Skamania County Housing Programs
 Jul-2024
 Submitted by Curt Gray

Rental Assistance

Outputs

	June
Number of households served	9
Number of individuals within those households	9
Total Number of bed nights provided	270

Housing and Essential Needs

Outputs

	June
Number of individuals served with Housing/Utilities	5
Number of individuals served with Essential Needs	15
Total Number of bed nights provided	150

Permanent Support Housing

	June
Number of individuals obtained employment	0
Number of individuals increasing their income	0
Number of individuals retained employment for 90 days or more	0
Number of HH removed Barriers that hindered individuals in obtaining job	0
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	1
Number of individuals completed Life Skills meeting	1
Number of individuals denied services	0

Outputs PSH

	June
Number of households served	2
Number of individuals within those households	2

Shelter

The shelter is open to individuals and families who are homeless. They are required to look for permanent housing during their stay.

Outputs

	June
Number of households served	7
Number of individuals within those households	9
Total Number of bed nights provided	169

Total Outcomes for all Programs

	June
Number of individuals obtained employment	1
Number of individuals increasing their income	1
Number of individuals retained employment for 90 days or more	0
Number of HH removed Barriers that hindered individuals in obtaining job	0
Number of HH moved into affordable permanent housing	1
Number of HH Received referral to mainstream resources	43
Number of individuals completed Life Skills meeting	40
Number of individuals denied services	0

Success Stories

June 2024:

1. No COVID outbreaks in our shelters
2. One (1) shelter household was issued a housing voucher, found housing.
3. One (1) shelter resident obtained employment

Washington Gorge Action Programs
Skamania County Housing Programs
 Jun-2024
 Submitted by Curt Gray

Rental Assistance

Outputs

	May
Number of households served	16
Number of individuals within those households	21
Total Number of bed nights provided	651

Housing and Essential Needs

Outputs

	May
Number of individuals served with Housing/Utilities	4
Number of individuals served with Essential Needs	16
Total Number of bed nights provided	124

Permanent Support Housing

	May
Number of individuals obtained employment	0
Number of individuals increasing their income	0
Number of individuals retained employment for 90 days or more	0
Number of HH removed Barriers that hindered individuals in obtaining job	0
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	1
Number of individuals completed Life Skills meeting	1
Number of individuals denied services	0

Outputs PSH

	May
Number of households served	2
Number of individuals within those households	2

Shelter

The shelter is open to individuals and families who are homeless. They are required to look for permanent housing during their stay.

Outputs

	May
Number of households served	6
Number of individuals within those households	6
Total Number of bed nights provided	91

Total Outcomes for all Programs

	May
Number of individuals obtained employment	0
Number of individuals increasing their income	0
Number of individuals retained employment for 90 days or more	0
Number of HH removed Barriers that hindered individuals in obtaining job	0
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	30
Number of individuals completed Life Skills meeting	37
Number of individuals denied services	1

Success Stories

May 2024:

1. No COVID outbreaks in our shelters
2. One (1) shelter household was issued a housing voucher, found housing, and is waiting to move in pending a successful HUD inspection

Contracts and/or Change Orders awarded above \$10,000
from November 9th, 2023 thru July 12th, 2024

Date	Contractor	Amount	Total Contract	Description of service
6/20/2024	Wallis Engineering	198,486.00	1,631,065.71	Amendment # 4 to the Wastewater Treatment Plant construction phase services for additional inspection and construction management services through 12/31/25.
5/10/2024	Wallis Engineering	48,511.12	765,788.36	Amendment #4 to the Wastewater Collection System Improvement Project for additional Archeological monitoring costs related to the Cascade Lift Station.



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

3 Squares Program Notice to End Lease

Linda Lee <lindalee1000@hotmail.com>

Mon, Jun 24, 2024 at 11:40 PM

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

Cc: Joanne Marquis <marquisjo@yahoo.com>, Cathee Geinert <egeinert@gorge.net>

Good morning, Leana.

This email will serve as a formal written notice that Shepherd of the Hills Lutheran Church in Stevenson, WA will no longer need the use of the space in the lower level of Stevenson City Hall for the 3 Squares Program. Our last day will be tomorrow Tuesday 6/25/24. Cathee and Erich Geinert will drop off the keys tomorrow.

It is hard to believe that our partnership has been in place, just shy of 6 years! The 3 Squares Program would not have been able to support the needs of our community, and our student clients if it had not been for the generosity of the City of Stevenson. Thank you so much for your support.

If you have any questions or concerns, please let me.

Sincerely,

Linda Lee
3 Squares Program Manager
Sent from my T-Mobile 4G LTE Device
Get [Outlook for Android](#)



WASHINGTON GORGE ACTION PROGRAMS

The Community Action Agency for Skamania and Klickitat Counties

P.O. Box 805, 115 W Steuben Street Bingen, WA 98605 509.493.3954 | 800.755.1192 | www.wagap.org

June 27, 2024

To Whom It May Concern,

This letter serves as formal notice that as of July 1st, 2024, Leslie Naramore will be stepping away as Washington Gorge Action Programs (WAGAP) Executive Director. Jennifer Pauletto will be stepping into the role.

Jennifer has been with WAGAP for two years now serving as Associate Director and we anticipate a seamless transition. Leslie will be serving in an advisory capacity through July 25th.

Please update the lead agency contact from Leslie Naramore to Jennifer Pauletto.

Jennifer's contact information:

Jennifer@wagap.org

509-493-2662 ext: 215

We have appreciated your support and partnership and look forward to our continuing work together.

Sincerely,

Leslie Naramore
Executive Director

&

Debra Van Camp
WAGAP Board President



City of Stevenson

Fire Department – Rob Farris, Chief

(509) 427-5970

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

June 23rd, 2024

Leana,

Please accept this letter as formal notice of my resignation as Volunteer Fire Chief, effective **January 1st, 2025**. I have let the volunteers know the date of my resignation and will be working with them on choosing a new Fire Chief. Once a new Chief is chosen, I will start working with you on the transition plan.

I am proud to have served this community and led our department to significant advancements. My accomplishments include:

- Replacing SCBAs with NFPA-compliant equipment, ensuring crew safety and compliance.
- Building a solid social media presence, enhancing community engagement and department visibility.
- Securing State DNR grants to replace both brush rigs and purchase wildland PPE, enhancing our wildland response capabilities.
- Designing and purchasing a new 2500-gallon pumper/tender using a FEMA AFG grant, improving our firefighting capacity.
- Acquiring a Command Rig through Department of Ecology grant funding, enhancing incident command capabilities.
- Developing and implementing the Department's Fire Strategic Plan, guiding our future growth and development.
- Strengthening relationships with mutual aid response partners, ensuring a unified emergency response.

I am grateful for the opportunities and experiences during my tenure. I have confidence in the department's continued success and growth.

Sincerely,

Rob Farris, Fire Chief

Stevenson Fire Department
Skamania County Fire District 2
Stevenson, Washington
Phone: (509)427-5970
Email: firechief@ci.stevenson.wa.us



City of Stevenson

Public Works Department

(509)427-5970

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

TO: City Council
FROM: Carolyn Sourek, Public Works Director
DATE: Meeting Date July 18, 2024
SUBJECT: Council Update

Water:

- Contract in the works for reservoir cleaning and inspection
- 2 inch and larger meters inspection in the next month
- PFAs testing kit on its way, expect to sample in the next month
- Scope of work for long term water supply being finalized
- Will likely switch to Rock Creek Intake in the next couple of weeks
- Report in to DOH for approval for short term improvements to Hegewald Well so it can be used this summer if supply issues develop

WW:

- Pump station project - Fairgrounds pump station has been started up, still some site work to be completed (paving), Kanaka to start up early August, Cascade to begin work mid-August
- WWTP status – lab move in was bumped due to plumbing failure
- Working on the pipe inspection and cleaning contract
- Outfall inspection completed and everything looks great – no repairs recommended

Streets:

- Resurfacing - going well on the west end (big thank you to the County Rd Dept)
- Lake View Road paving in the coming weeks
- TIB applications are due first week in August - downtown streets (Seymour, Railroad, Leavens, Ash Alley)
- 1st street project - NTP issued, street will shut down on Monday 7/22 - notice in paper, additional notification through TextMyGov and FaceBook
- Adding 25 MPH signs on Rock Creek Dr and Ryan Allen Rd
- WSDOT putting up compression brake sign on west end

Equipment:

- Loader purchased - \$106k
- Sweeper identified - \$260k

Parks:

- No updates

Staff:

- Hosted centrifugal pump training last week
- Cody pass his WWTP Level 1 certification exam
- Devon will be out on medical leave for a couple of weeks
- Carolyn out for a couple of weeks

CHECK REGISTER

City Of Stevenson

Time: 15:44:27 Date: 07/17/2024

06/21/2024 To: 07/18/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1766	07/18/2024	Claims	1	17938	Jammie's Environmental Inc	11,308.50	May 2024 Sludge Hauling
1767	07/18/2024	Claims	1	17939	Jeffrey D Barrar PS	1,458.33	Court Appointed Attorney Costs June 2024; June 2024 Statement
1768	07/18/2024	Claims	1	17940	Kilmer, Voorhees & Laurick P.C.	18,570.00	June 2024 Statement Professional Services; May 2024 Statement Professional Services; 11313-004: WA- Appeal of CUP; 11313-004: WA- Appeal of CUP; Matter 11313-003: WA-Repar v, City of Stevenson, et al
1769	07/18/2024	Claims	1	17941	Lakeside Industries, Inc.	26,778.89	Chipseal West End; Chipseal West End; 2024 Chipseal West End
1770	07/18/2024	Claims	1	17942	Les Schwab Tire Center	2,581.74	2015 International 4400 Dump Truck
1771	07/18/2024	Claims	1	17943	Main Street - Singh	2,577.77	June 2024 Fuel Statement
1772	07/18/2024	Claims	1	17944	Office of State Treasurer-Cash Mgmt Di	1,260.58	July 2024 Remittance
1773	07/18/2024	Claims	1	17945	One Call Concepts Inc	31.59	Excavation Notification for June 2024
1774	07/18/2024	Claims	1	17946	PUD No 1 of Skamania County	6,535.07	Statement 06/18/2024; Statement 06/26/2024; Statement 06/18/2024; Statement 06/26/2024; Statement 06/26/2024; Statement 07/08/2024; Statement 07/08/2024
1775	07/18/2024	Claims	1	17947	Print It! Inc	306.95	Courthouse Park Plaza Decal
1776	07/18/2024	Claims	1	17948	QCL Inc	120.00	Breath Alcohol Test
1777	07/18/2024	Claims	1	17949	RADCOMP Technologies	3,857.33	Monthly Blling for July, 2024; WWTP Lab
1778	07/18/2024	Claims	1	17950	Ricoh USA Inc	53.77	June 2024 Statement
1779	07/18/2024	Claims	1	17951	Sea Reach Ltd	255.00	Signage
1780	07/18/2024	Claims	1	17952	Sea-Western Inc	2,183.73	Lion Legacy Helmets; Pull-On Rubber Structural Boots
1781	07/18/2024	Claims	1	17953	Skamania County Building Division	6,437.90	June 2024 Passthrough Building Permit Fees
1782	07/18/2024	Claims	1	17954	Skamania County Chamber of Commerce	26,936.66	June 2024 Monthly Contract & other reimburseables
1783	07/18/2024	Claims	1	17955	Skamania County Probation	529.18	June 2024 Probation Costs
1784	07/18/2024	Claims	1	17956	Skamania County Prosecutor	1,500.00	July 2024 Remittance
1785	07/18/2024	Claims	1	17957	Skamania County Sheriff	1,667.00	July 2024 Remittance
1786	07/18/2024	Claims	1	17958	Skamania County Treasurer	21,045.10	July 2024 Remittance
1787	07/18/2024	Claims	1	17959	Anders C Sorestad	643.66	Professional Development II June 16-21, 2024 Travel Reimbursement
1788	07/18/2024	Claims	1	17960	Stellar J Corporation	173,211.75	Wastewater Treatment Plant Construction
1789	07/18/2024	Claims	1	17961	Stevenson Downtown Association	18,750.00	Q2 2024 LTAC Operations
1790	07/18/2024	Claims	1	17962	Traffic Safety Supply Co	4,392.94	Street Name Sign for Doug Fir; Street Sign Materials; Street Name Sign- Doug Fir Street
1791	07/18/2024	Claims	1	17963	US Bank Safekeeping	32.00	June 2024 Safekeeping Fees
1792	07/18/2024	Claims	1	17964	US Bank Voyager Fleet Systems	690.44	June 2024 Statement
1793	07/18/2024	Claims	1	17965	US Bank	5,456.05	June 2024 Statement Card 2311; June 2024 Statement Card 4631; June 2024 Statement Card 8023
1794	07/18/2024	Claims	1	17966	US Postmaster	100.00	PO BOX Yearly Rent

CHECK REGISTER

City Of Stevenson

Time: 15:44:27 Date: 07/17/2024

06/21/2024 To: 07/18/2024

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1795	07/18/2024	Claims	1	17967	USA Bluebook	655.39	Respirators and Vapor & Acid Gas Cartridges
1796	07/18/2024	Claims	1	17968	Understory Landscape Architecture, LLC	1,140.43	Park Plaza Design
1797	07/18/2024	Claims	1	17969	Verizon Wireless	204.48	June 2024 Cell Phone Charges
1798	07/18/2024	Claims	1	17970	Vestis	48.48	Weekly Statement 06/27/2024; Weekly Statement 06/20/2024; Weekly Statement 7/11/2024
1799	07/18/2024	Claims	1	17971	WSP USA Inc	11,585.63	1st St Ped Amenities Overlook Pre-Construction Design Engineering
1800	07/18/2024	Claims	1	17972	Wallis Engineering PLLC	41,864.60	Wastewater Treatment Plant Construction Phase Services; Wastewater Collection System Engineering
1801	07/18/2024	Claims	1	17973	Waste Connections Vancouver District 2	26.91	June 2024 Statement
1802	07/18/2024	Claims	1	17974	Wave Division Holdings LLC	555.81	Statement 07/01/2024; Statement 06/20/2024; WWTP June 2024 Statement; FireHall June 2024 Statement
		001 General Expense Fund				67,330.60	
		100 Street Fund				43,180.93	
		103 Tourism Promo & Develop Fund				63,371.19	
		311 First Street				15,491.64	
		313 Park Plaza Fund				1,910.43	
		400 Water/Sewer Fund				62,404.20	
		410 Wastewater System Upgrades				652,823.75	
		415 Cascade Avenue Utility Improvements				10,980.00	
		500 Equipment Service Fund				115,796.28	
		630 Stevenson Municipal Court				1,283.36	
						1,034,572.38	Claims: 1,034,572.38

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)

Task Name

July 25, 2024 Special Council Meeting

Roles & Responsibilities

August 8/22, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

Waiving of Stipend Ordinance/Policy

Transportation Benefit District-Public Hearing & Adoption

DNR Undergrounding Grant Contract

2024 Budget Amendment-First St. Project, etc.

SBA Funds Transfer to Chamber-Agreement

Correction to Well Property Legal Description-Approval?

Columbia Realignment Follow-up Discussion

PUD Franchise Agreement-First Touch

August 22, 2024 Special Council Meeting

Public Records Act

September 10, 2024 Special Joint FD2 & Council Meeting

Fire Dept Update

Future of the Stevenson Fire Department-Committee Update

Resolution of Intent

Fire Hall

September 19, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

Preliminary Budget to Council

PH on Assumption of Powers-Stevenson TBD & Ordinance Adoption

Parking Regulation Updates

September 26, 2024 Special Council Meeting

Open Public Meetings Act

October 17, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

Resolution for TBD Sales Tax Ballot Measure (Feb 11, 2025)

1st 2025 Budget PH

October 24, 2024 Special Council Meeting

No agenda items to date

November 14, 2024 Special Council Meeting

2025 Budget

November 21, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

2nd 2025 Budget PH

Property Tax PH

December 10, 2024 Special Joint FD2 & Council Meeting

Fire Dept Update

Future of the Stevenson Fire Department-Committee Update

December 19, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

2024 Final Budget Amendment-If needed

2025 Final Budget Adoption



CITY COUNCILMEMBER APPLICATION

Application is due by 11:59 p.m., July 17, 2024

Name Sam Kniesteadt

Are you a registered voter? Yes

Are you a resident of the City of Stevenson? Yes

Length of residence in Stevenson? 5+ years

1. List your educational background (or attach resume). _____
BS in Computer Science - Oregon State Univ

2. Please state your occupational background, beginning with your current occupation and employer (or attach resume). _____

See attached resume
Software Engineer, Project Manager, Manager

3. Describe your community activities and volunteer work (or attach resume).__

Boy Scout Leader
Coach multiple sports / age levels when kids were younger
Officer Parent Teacher Assoc at kids Highschool
Ran the intership program for ADP in the Portland area for 2 years

4. Describe your special qualifications applicable to City Council. _____

1) Love of stevenson city and the people that live here
2) My professional career has been focused helping others and wish to continue that in in the Stevenson community

5. Why do you want to serve on the Stevenson City Council? _____

1) Want to give back to the city we have come to enjoy very much
2) Retiring soon and my goal is to be more involved in community
3) Since we have lived in Stevenson we have formed many close friends and love the character of the city and want to be a part of what makes this a great place to live.

6. Specify any activities that might create a conflict of interest if you should be appointed to the City Council. _____

None that I am aware of

7. Briefly explain what you believe are the most important issues facing the Stevenson community at this time and the role the City Council can play in addressing each issue.

- 1) Balancing the needs & want's of the local community with the need to drive tourism in the community to generate jobs and a thriving town
- 2) Water & Sewer rates that are the highest of any place we have ever lived and the impact to lower income / fixed income residents
- 3) Allocating tax dollars to maximum benefit to the community (Quality of life, strong economy, ...)

I declare under penalty of perjury under the laws of the State of Washington that the information provide herein is true and correct.


Signature

7/8/24
Date

Sam Kniesteadt

Stevenson, WA 98648

Summary

- My passion is to help other people and teams be more successful in what they do
 - It's how I decide if I've had a good day
 - Successful people are happy people & happy people are more productive
- Advanced Certified ScrumMaster through Scrum Alliance
- Firm believer in the Agile Manifesto
- 14+ years' experience working in agile environment
- Trained and coached multiple teams in their agile journey from first exposure to running independently with a self-sustaining culture
- Track record delivering on commitments for large and small scale development projects.

Key Skills

Waterfall and Agile Development, Conflict Resolution, Global Perspective, Project and Program Management, Team Management, Stakeholder Engagement, Risk Management, Strategic Planning, Process Improvement, Budget Management, Leadership, Training and Development, Cross Team Collaboration, Problem Solving, Strategic Thanking, Communication

Technical Skills

Software, Technical Leadership, Agile, Waterfall, TDD, Jira, VersionOne, Azure, DevOps, MS project, Kanban, Scrum, Confluence, SharePoint,

Experience

US Bank, (Remote) Scrum Master

Mar 2019 - Present

Accelerated transition to new processing solution leveraging continuous improvement methodologies over 5 scrum teams across the world. Advanced US Bank's transaction processing applications leveraging Windows and Linux environments. Converting teams to Agile methodologies modeling a LeSS framework.

Avista, Spokane, Washington Scrum Master

Nov 2018 – Mar 2019

Delivered Avista's customer facing web application across a wide range of browsers and hardware including support for mobile devices. Core features include online bill payment, billing history, historical usage.

Ciena, Spokane, Washington Manager Software Engineering / Scrum Master

Nov 2016 – Nov 2018

Ciena develops network equipment for a variety of industrial applications including wireless backhaul, Ethernet aggregation, enterprise VPN, long haul submarine, high-speed terabit networks and more.

CDK Global, Portland, Oregon

2007 – Oct 2016

Manager / Project Manager / Scrum Master – DSDA

Leadership for CDK's Document Management & Scanning solutions installed at over 10000 automotive dealerships across North America.

Responsibilities include roadmap vision, Product Owner, Epic definitions, and Scrum Master in an agile development model.

Technologies: HTML, CSS, JavaScript, RESTful API

ADP Dealer Services, Portland, Oregon

2003 - 2007

Manager / Project Manager – IP Telephony

Project leadership for the IP Telephony program as it relates to development and productization of the integration between applications and Cisco's IP Telephony offering.

- Work closely with the leads from each program area to define schedules, dependencies, architecture and rollout strategies to bring these offerings to market.
- Analysis and definition of technical solutions, education and deployment of solutions to other teams.

Education

Oregon State University

Bachelor of Science, Computer Science

Corvallis, Oregon



CITY COUNCILMEMBER APPLICATION

Application is due by 11:59 p.m., July 17, 2024

Name Michael Leckie

Are you a registered voter? Yes

Are you a resident of the City of Stevenson? Yes

Length of residence in Stevenson? 3 years

1. **List your educational background (or attach resume).** _____

MSOD - Pepperdine University, 1997

BA, Psychology - Vanguard University, 1989

2. **Please state your occupational background, beginning with your current occupation and employer (or attach resume).** _____

Silverback Partners, LLC - Founding Partner - May 2016 to Present

Virgo Investment Group - Managing Director - May 2024 to Present

Chief Learning Officer - Bloomberg, LLC - Mar 2019 to Jun 2019

Chief Learning Officer, Digital Industrial - GE - Mar 2016 to Mar 2019

Managing Vice President (and other roles)- Gartner, Inc. - Oct 2004 to Mar 2016

Managing Director - Stuart Levine & Assoc, LLC - Aug 2002 to Oct 2004

Senior Manager - Arthur Andersen - Jan 2000 to Aug 2002

VP, HR & OD - Abitibi Consolidate - Jan 1996 to Jan 2000

Other roles include Senior Consultant - Anderson & Anderson

and Eligibility Specialist - Orange County Social Services Agency

3. Describe your community activities and volunteer work (or attach resume). _____

Currently active in Eagles #1744 and
Pro-bono executive coaching and advisory work
Previous member of DeMolay in Billings MT, holding all offices including Master Councilor
Boy Scouts of America - various roles

4. Describe your special qualifications applicable to City Council. _____

Familiarity with government management institutions
Long history in challenging management roles making decisions with limited resources

5. Why do you want to serve on the Stevenson City Council? _____

To represent constituents fairly and in a non-partisan manner
To help further the health of the town of Stevenson as it grows and evolves
To "give something back" via meaningful community service

6. Specify any activities that might create a conflict of interest if you should be appointed to the City Council. _____

None that I can think of

7. Briefly explain what you believe are the most important issues facing the Stevenson community at this time and the role the City Council can play in addressing each issue.

The long-term financial health of the community

The changing economics of living and owning a home in the community

The infrastructure needed to keep the community safe and vibrant

Lined area for writing answers to the question.

I declare under penalty of perjury under the laws of the State of Washington that the information provide herein is true and correct.



Signature

July 8, 20224

Date



CITY COUNCILMEMBER APPLICATION

Application is due by 11:59 p.m., July 17, 2024

Name Charles K. Oldfield (Chuck)

Are you a registered voter? Yes

Are you a resident of the City of Stevenson? Yes

Length of residence in Stevenson? 7 years 6 months

1. List your educational background (or attach resume). _____

Bachelor of Arts in Psychology - California State University of Fullerton - 1982

Master of Arts in Teaching (MAT) - Chapman University - City of Orange, CA - 2001

Post Graduate Work toward a Tier 1 Administrative Credential (never completed)

(in excess of 30 units completed beyond MAT)

2. Please state your occupational background, beginning with your current occupation and employer (or attach resume). _____

June 2016 to present - Retired

July 1997 - June 2016 - Teacher - Rowland Unified School District, Rowland Heights, CA

Teacher settings - 6th grade self contained and team teacher settings

- 7 grade Math Teacher

- Teacher in Charge

- Temporary Vice Principal

June 1982 - July 1997 - Branch Manager - Downey Savings and Loan Association

During these years I managed 4 different offices, my last was the Downey Branch, the largest of some 150 offices, a 400 million dollar office with 32 plus full time employees.

Prior Banking experience was with Bank of America while completing initial degree - experience

includes Teller, Proofing Operator, Operations Assistant, Management Trainee

Other previous experience: Manufacturer's Rep (Sales) Automotive Tooling,

1970 - 1976 - Ralphs Market- Boxer, Apprentice, Journeyman Clerk

3. Describe your community activities and volunteer work (or attach resume). _

Aside from City Sewer Committee and small issues previously brought before City Council and Planning Committee, my contributions to Stevenson have largely centered around our church since retiring and moving to Stevenson (Stevenson United Methodist Church). Prior to retirement I was involved with both local Chambers of Commerce and local Kiwanis chapters

4. Describe your special qualifications applicable to City Council. _____

Having spent half my life working in the private (business) sector, the other half working in the public sector in service to students and parents, I have a unique business acumen that has been molded by my experience of working in the public sector. In business, I honestly felt in my naivety, I never had a problem I couldn't either solve, or get rid of. Working in the public sector was humbling, and I had to learn how to work with existing resources and problems that required strategies and not necessarily solutions. I tend to be very analytical. I ask questions, and look for solutions. I view problems as obstacles to overcome, not reasons to do nothing. I don't appreciate my time being wasted, and I don't like perseverating on issues that are already decided, or are beyond my pervue

5. Why do you want to serve on the Stevenson City Council? _____

The entire second half of my career was always been about service to others: students, parents, and the communities that serve them. It was always fulfilling work. I am now retired and willing to continue this service to our community. I see our city at an inflection point. As we grow (and yes we will continue to grow), it is up to us to decide how that growth will take place. I would like to be a part of transforming our city into a place that attracts others that want to be a part of it as well. I know there are some that prefer our city never change. If in the future, voters were to make a determination of my continued tenure in this position, based upon this premise, I would ask they never consider me. You plan for success. Lacking this foresight, is a plan for failure.

6. Specify any activities that might create a conflict of interest if you should be appointed to the City Council. _____

Barring any issues that may affect me as a homeowner in our community, I see no conflicts.

7. Briefly explain what you believe are the most important issues facing the Stevenson community at this time and the role the City Council can play in addressing each issue.

I think our city struggles with its identity. How do we plan for growth by ensuring we will have the resources to create a healthy and beautiful community for people to live in. We need to create a community that will attract people to visit (tourism) and to be a permanent part of our city...a place where people want to live. We need to attract investment in our community. (BTW targeting retired tourists to Stevenson with cash equity in existing homes to reinvest in our city, would not necessarily be a bad thing...just saying).

Making a better assessment of our existing city's assets and ensuring that we can adequately care and nurture these assets. Ensuring that all public projects are adequately funded by line item on a city budget. We should never rob Peter to pay Paul on any new ideas. The city should exercise all appropriate financial means to take care of existing infrastructure.

Okay, okay specifics: If not already done so, the city council should finalize all issues related to sewer upgrades and costs to constituents. Be done with it.

-City Council should do what it can to finish revisions to Strategic Plan, then prioritize steps, and concentrate on those priorities.

-It is my understanding that the issue of the Court House improvements is a done deal, so I won't bore you with my opinion.

-As an adjunct to our Stevenson Downtown Association, I think City Council might consider instituting a committee for the entire city of Stevenson. Its purpose would be the beautification of our entire city.

-Complimenting this aspiration would be appropriate city code enforcement. This would include providing adequate funding and delineating, in specific terms, job related goals and requirements.

-Plan and form a city Storm Water Management district. While, this is not currently required because of the size of our community, it will be likely be a state requirement as we grow. We have properties and facilities related to this management that are not being appropriately cared for or managed. This could possibly create litigation issues in the future should be systems fail.

-As far as immediate concerns for Council: This Council needs to find a congenial path toward collaboration. Each member needs to first understand that we are to support the needs of our community by supporting one another, that we are in the business of service to that end and nothing more.

I declare under penalty of perjury under the laws of the State of Washington that the information provide herein is true and correct.

Charles K. Oldfield

Digitally signed by Charles K. Oldfield
DN: cn=Charles K. Oldfield, o=Stevenson United
Methodist Church, ou=Trustee,
email=chuckoldf@aol.com, c=US
Date: 2024.07.10 16:27:38 -0700'

Signature

Date