

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**December 15, 2022**  
**6:00 PM, City Hall and Remote**

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

Information in parentheses after the agenda item reference the 2021-2022 council goal the item relates to.  
Items with an asterisk (\*) have been added or modified after the initial draft publication of the Agenda.

---

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

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

**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) \* 12/14 changes include:

- Addition of Liquor License Renewals (items 4b-d)
- Added presentation slides for MCHC Presentation (item 5a)
- Addition of One Prevention Alliance lease renewal (item 9f)
- Addition of Pool District Loan Forgiveness Request (item 9g)
- Addition of HEALing SCARS program discussion (item 9h)
- Addition of Housing Programs Report (item 10c)
- Addition of Planning Commission Minutes (item 10d)
- Addition of Planning Commission Communication (item 10e)
- Addition of Contracts Approved over \$10,000 (item 10f)
- Addition of Vouchers (item 12a)

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

- a) **Approve WAGAP Contract** - City Administrator Leana Kinley presents the contract with Washington Gorge Action Programs for 2023-2024 services in the amount of \$10,000. There are no changes from the previous two-year contract.
- b) **\*Liquor License Renewal** - Skamania Lodge
- c) **\*Liquor License Renewal** - Big River Grill
- d) **\*Liquor and Cannabis License Renewal** - High-5 Cannabis
- e) **Minutes** of November 17th regular council meeting and November 29th special joint meeting with Skamania County Commissioners.

MOTION: To approve consent agenda items a-e.

#### 5. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **\*Mid-Columbia Houseless Collaborative** - Leslie Naramore and Kenny LaPoint will present the attached Mid-Columbia Houseless Collaborative 5-Year Strategic Plan. It is also available online at [midcolumbiahouselesscollaborative.org](http://midcolumbiahouselesscollaborative.org).

#### 6. PUBLIC HEARINGS:

- a) **Proposed 2022 Budget Amendment #2** - City Administrator Leana Kinley presents proposed changes to the 2022 budget based on revised estimates due to changes in programming, approved contracts, and projected expenses for public comment and council consideration. These amendments need to be approved by the end of the year and cannot wait for a second reading.

MOTION: To approve ordinance 2022-1184 amending the 2022 budget.

- b) **2023 Sewer Rates** - City Administrator Leana Kinley presents the staff memo and ordinance 2022-1190 for public comment and council consideration. The rates proposed include a 15% increase to all fees for 2023 as discussed during the 2023 budget process and included in the 2023 budget.

MOTION: To approve ordinance 2022-1190 revising the sewer rates.

#### 7. SITUATION UPDATES:

- a) **Sewer Plant Update (1)** - Staff will present an update on the Stevenson Wastewater System and Compliance Schedule.

#### 8. UNFINISHED BUSINESS:

- a) **Approve Park Plaza Contract** - City Administrator Leana Kinley presents the Park Plaza Interlocal Agreement with Skamania County for consideration. It is on the Dec. 13th

BOCC agenda for approval. If there are any changes made, the packet will be updated with the revised contract.

MOTION: To approve the memorandum of interlocal agreement for operation and maintenance of Skamania County Courthouse Plaza with Skamania County as presented.

- b) 2023 Proposed Budget Ordinance - First Reading** - City Administrator Leana Kinley presents the 2023 proposed budget and ordinance 2022-1191 based on items discussed at the October 12 and November 17, 2022 public hearings and the November 1, 2022 special meeting. Major changes include revising the Sheriff's contract amount, adding TIB grants received to the street fund, updating Tourism fund for approved grant awards, and updating the Equipment Services fund for revised vehicle costs. The 2023 budget needs to be approved by the end of 2022.

MOTION: To approve ordinance 2022-1191 adopting the 2023 budget as presented.

## 9. COUNCIL BUSINESS:

- a) Strategic Plan Q4 2022 Update** - City Administrator Leana Kinley presents the attached update to the Strategic Plan established over the summer.
- b) Approve 2023 Salary Schedule** - City Administrator Leana Kinley presents resolution 2022-404 adopting the salary schedule for 2023 and 2024 for council review and consideration. As discussed in previous meetings, the schedule represents a Cost of Living Adjustment of 5% for 2023 and 2024 rather than implementing an 8% COLA based on the CPI as done in the past. There is also an adjustment of salaries based on an analysis of similar positions in similar sized agencies ranging from 2%-13%. These updates are included in the 2023 proposed budget.

MOTION: To approve resolution 2022-404 adopting the 2023-24 salary schedule.

- c) Approve Personnel Policy Update** - City Administrator Leana Kinley presents resolution 2022-405 revising the personnel policy for council consideration. The changes update the job descriptions for the Deputy Clerk Treasurer II and Deputy Clerk Treasurer I, adds the position of Planning and Public Works Assistant, and adds certification pay for a Professional Engineer.

MOTION: To approve resolution 2022-405 revising the personnel policy.

- d) Approve 2023 Interlocal Agreement Extension for Law Enforcement** - City Administrator Leana Kinley recommends extending the Interlocal Agreement with Skamania County Sheriff's Office for law enforcement services for one year as allowed in section 3 of the contract. This will allow Sheriff Elect Summer Scheyer time to get up to speed on the contract. Upon approval, a letter will be drafted and sent to the Skamania County Commissioners for their consent.

MOTION: To approve the one-year extension under section 3.0 of the interlocal agreement with Skamania County for law enforcement services.

- e) Approve Waiving Back-Billing** - City Administrator Leana Kinley presents a customer request to waive the back-billing for a second unit for council review and consideration.

MOTION: To approve waiving the back-billing for Svetlana Heinz for a total amount of \$XXX.

- f) \*Approve Lease Agreement for One Prevention Alliance** - City Administrator Leana Kinley presents the agreement between the City and Educational Services District 112 on behalf of One Prevention Alliance to renew the two-year lease of 500 square feet of the basement of city hall for their operations and storage for council consideration.

MOTION: To approve the two-year lease agreement with Educational Services District 112 as presented.

- g) \*Pool District Loan Forgiveness Request** - City Administrator Leana Kinley presents a request from the Stevenson Community Pool District to forgive \$25,000 of the \$40,000 loan provided in 2022. These funds were set aside initially for Pool support from prior years, before the District was established, and were intended as a grant rather than a loan. The District requested it be a loan and the change was made. An email is attached explaining the reason behind their request.

MOTION: To forgive \$25,000 of the \$40,000 principal loan provided to the Stevenson Community Pool District.

- h) \*HEALing SCARS Program Discussion** - Community Development Director Ben Shumaker presents the staff memo requesting direction on the Helping Adjacent Landowners Sewer Connection and Replumbing Stipend program.

#### 10. INFORMATION ITEMS:

- a) Chamber of Commerce Report** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in the prior month.
- b) Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.
- c) \*Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.
- d) \*Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior months.

**e)** \***Planning Commission Communication Regarding Snow Management** - A memo from the Planning Commission is enclosed regarding a strategic priority recommendation for snow plowing and snow shoveling.

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

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

- a) Ben Shumaker, Community Development Director
- b) Leana Kinley, City Administrator

**12. VOUCHER APPROVAL:**

**a)** \*November 2022 payroll and December 2022 AP checks have been audited and are presented for approval. November payroll checks 16468 thru 16471 total \$102,431.90 which includes EFT payments. December 2022 AP checks 16467, 16472 thru 16553 total \$1,440,637.17, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

**13. MAYOR AND COUNCIL REPORTS:**

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

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

=====

**UPCOMING MEETINGS AND EVENTS:**

- December 26, 2022, City Offices Closed in Observance of Christmas Day
- January 2, 2023, City Offices Closed in Observance of New Years Day
- January 9, 2023, 6 pm Planning Commission Meeting
- January 12, 2023, 6 pm City Council Workshop
- January 16, 2023 City Hall Closed in Observance of Martin Luther King Jr. Day
- January 19, 2023, 6 pm Regular City Council Meeting

**CITY OF STEVENSON- WASHINGTON GORGE ACTION PROGRAMS  
SERVICE CONTRACT  
2023 and 2024**

**THIS CONTRACT**, by and between **CITY OF STEVENSON**, a municipal corporation, hereinafter referred to as the "**CITY**", and **WASHINGTON GORGE ACTION PROGRAMS**, a non-profit corporation, hereinafter referred to as the "**CONTRACTOR**",

**RECITALS**

Under RCW 35A.74.010 RCW the City of Stevenson may provide for the relief of the poor and destitute including the support of food banks and other emergent services.

**WITNESSETH THAT:**

1. **AUTHORITY TO CONTRACT.**

- A. The **CONTRACTOR** covenants that the person whose signature appears as the representative of the **CONTRACTOR** on the signature page of this contract is the **CONTRACTOR'S** contracting officer and is authorized to sign on behalf of the **CONTRACTOR** and, in addition, to bind the **CONTRACTOR** in any subsequent dealings with regard to this contract, such as modifications, amendments, or change orders.
- B. The **CONTRACTOR** covenants that all licenses, tax I.D. Nos., bonds, industrial insurance accounts, or other matters required of the **CONTRACTOR** by federal, state or local governments in order to enable the **CONTRACTOR** to do the business contemplated by this agreement, have been acquired by the **CONTRACTOR** and are in full force and effect.
- C. The **CITY** represents that the services contracted for herein have been, or will be, appropriately budgeted for and that the **CITY** has the authority to contract for such services; that the contracting officer for the **CITY** is the Mayor of the City of Stevenson. Changes that require a change in the amount of the contract price shall require the approval of the Stevenson City Council.

2. **INDEPENDENT CONTRACTOR STATUS**

- A. The parties intend the **CONTRACTOR** to be an independent contractor, responsible for its own employer/employee benefits such as Workman's Compensation, Social Security, Unemployment, and health and welfare insurance. The parties agree that the **CONTRACTOR'S** personal labor is not the essence of this contract; that the **CONTRACTOR** will own and supply its own equipment necessary to perform this contract; that the **CONTRACTOR** will employ its own employees; and that, except as to defining the work and setting the parameters of the work, the **CONTRACTOR** shall be free from control or direction of the **CITY** over the performance of such services.
- B. The **CONTRACTOR** represents that it is capable of providing the services contracted for herein; that it is the usual business of the **CONTRACTOR** to provide such services.

3. **SERVICES TO BE RENDERED.**

- A. The work to be performed by the **CONTRACTOR** consists of those services that are fully described in the contract documents marked Attachment A, consisting of a total of one (1) page which has been initialed by the parties, attached hereto, and by this reference incorporated herein.
- B. Amendments, modifications, or change orders to this contract must be in writing and signed by the parties designated in this contract to be the contracting officers.

4. **TERM OF CONTRACT**

The contract shall begin on January 1, 2023 and terminate on December 31, 2024; PROVIDED that, in the event this contract is a personal services contract, not exempt under Chapter 39.29 of the Revised Code of Washington, this contract shall not be effective until the requirements of said statute have been met. This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date of termination.

5. **PAYMENTS FOR SERVICES.**

- A. The consideration for the services to be performed by the **CONTRACTOR** shall not exceed \$10,000.00 per year, including Washington sales tax,
- B. Payment on the account of the contracted services shall be made each year as follows:
  - 1-July @ \$3,334.00
  - 2-September @ \$3,333.00
  - 3-December @ \$3,333.00Payments are due within thirty (30) days of submission of accepted detailed invoice. A written report shall be submitted to the City as set forth in Attachment A.
- C. The **CONTRACTOR** agrees that funds received from the **CITY** can be expended for only public purposes and the **CONTRACTOR** will keep identifiable financial and performance books and records of all funds received pursuant to this contract from the **CITY** detailing the receipts and expenditures of such funds; that these detailed accounting records shall be made available at all reasonable times to any county, state, or federal auditor, whose duties include auditing these funds.

6. **INSURANCE**

The **CONTRACTOR** agrees to save the **CITY** harmless from any liability that might otherwise attach to the **CITY** arising out of any activities of the **CONTRACTOR** pursuant to this contract and caused by the **CONTRACTOR'S** negligence. The **CONTRACTOR** further agrees to provide the **CITY** with evidence of general liability insurance naming the **CITY, its elected and appointed officials, agents, employees, and volunteers** as an additionally insured party in the amount of \$1,000,000.

7. **INDEMNIFICATION**

**CONTRACTOR** agrees to indemnify and hold harmless the **CITY** and its respective employees, agents, licensees and representatives, from and against any and all suits, claims, actions, losses, costs, penalties, damages, attorneys' fees and all other costs of defense of whatever kind or nature arising out of injuries of or death of any and all persons (including

Subcontractors, agents, licensees or representatives, and any of their employees) or damage of or destruction of any property (including, without limitation, Owner's property, Contractor's property, or any Subcontractor's property) in any manner caused by, resulting from, incident to, connected with or arising out of **CONTRACTOR'S** performance of its work, unless such injury, death or damage is caused by the sole negligence of the City.

In any situation where the damage, loss or injury is caused by the concurrent negligence of the **CONTRACTOR** or its agents and employees and the **CITY** or its appointed and elected officials, agents and employees, then the **CONTRACTOR** expressly and specifically agrees to hold the **CITY** harmless to the extent of the **CONTRACTOR** or its agents' and employees' concurrent negligence.

The **CONTRACTOR** specifically waives its immunity against the **CITY** under Title 51 RCW (Industrial insurance statute), and acknowledges that this waiver of immunity was mutually and expressly negotiated by the parties, and expressly agrees that this promise to indemnify and hold harmless applies to all claims filed by and/or injuries to the Contractor's own employees against the **CITY**. This provision is not intended to benefit any third parties.

If a Subcontractor is used, then the Contractor shall ensure that all Subcontracts also provide that the Contractor or Subcontractor will waive its immunity under Title 51 RCW.

**8. GOVERNING LAW.**

The parties agree that this contract shall be governed by the laws of the State of Washington and that venue for any action pursuant to this contract, either interpreting the contract or enforcing a provision of the contract, or attempting to rescind or alter the contract, shall be brought in Skamania County, Washington; that the prevailing party shall be entitled to all costs, including reimbursement for attorney's fees at a reasonable rate.

**9. ASSIGNABILITY.**

The **CONTRACTOR** shall not assign nor transfer any interest in this contract.

**10. EQUAL EMPLOYMENT OPPORTUNITY.**

A. The **CONTRACTOR** shall not discriminate on the basis of race, color religion, sex, national origin, age, disability, marital or veteran status, political affiliation, or any other legally protected status in employment or the provision of services.

B. The **CONTRACTOR** shall not, on the grounds of race, color, sex, religion, national origin, creed, age or disability:

1. Deny an individual any services or other benefits provided under this agreement.
2. Provide any service(s) or other benefits to an individual which are different, or are provided in a different manner from those provided to others under this agreement.
3. Subject an individual to unlawful segregation, separate treatment, or discriminatory treatment in any manner related to the receipt of any service(s), and/or the use of the contractor's facilities, or other benefits provided under this agreement.
4. Deny any individual an opportunity to participate in any program provided by this agreement through the provision of services or otherwise, or afford an opportunity



to do so which is different from that afforded others under this agreement. The **CONTRACTOR**, in determining (1) the types of services or other benefits to be provided or (2) the class of individuals to whom, or the situation in which, such services or other benefits will be provided or (3) the class of individuals to be afforded an opportunity to participate in any services or other benefits, will not utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, sex, religion, national origin, creed, age, or disability.

**11. NONCOMPLIANCE WITH NONDISCRIMINATION PLAN**

In the event of the **CONTRACTOR**'s noncompliance or refusal to comply with the above nondiscrimination plan, this contract may be rescinded, canceled or terminated in whole or in part, and the contractor may be declared ineligible for further contracts with the **CITY**. The **CITY** shall, however, give the **CONTRACTOR** reasonable time to cure this noncompliance. Any dispute may be resolved with the "Disputes" procedure set forth herein.

**12. DISPUTES**

Except as otherwise provided in this contract, when a genuine dispute arises over an issue related to the contract between the **CITY** and the **CONTRACTOR** and it cannot be resolved, either party may submit a request for a dispute resolution to the City Council of the City of Stevenson. The parties agree that this resolution process shall precede any action in a judicial and quasi-judicial tribunal. A party's request for a dispute resolution must:

- A. be in writing; and
- B. state the disputed issues; and
- C. state the relative positions of the parties; and
- D. state the **CONTRACTOR'S** name, address, and the **CITY** department the contract is with; and
- E. be mailed to the City of Stevenson, P.O. Box 371 Stevenson, Washington 98648, within thirty (30) calendar days after the party could reasonably be expected to have knowledge of the issue which he/she now disputes. This dispute resolution process constitutes the sole administrative remedy available under this contract.

**13. WAGE AND HOUR COMPLIANCE.**

The **CONTRACTOR** shall comply with all applicable federal and state provisions concerning wages and conditions of employment, fringe benefits, overtime, etc., as now exists or is hereafter enacted during the term of this contract, and shall save the City harmless from all actions, claims, demands, and expenses arising out of the **CONTRACTOR'S** failure to so comply.

**14. DEFAULT/TERMINATION/DAMAGES.**

- A. If the **CONTRACTOR** shall fail to fulfill in a timely manner any of the covenants of this agreement, the **CITY** shall have the right to terminate this agreement by giving the **CONTRACTOR** seven (7) days' notice, in writing, of the **CITY'S** intent to terminate and the reasons for said termination.
- B. Upon termination for whatever reason, all finished and unfinished documents, data, studies, drawings, service maps, models, photographs and other work product resulting

from this agreement shall, at the option of the **CITY**, become the **CITY'S** property. The **CONTRACTOR** shall be entitled to payment for work completed and this contract shall terminate.

- C. In the event the **CONTRACTOR** is determined to be in default of this contract the **CITY** shall be entitled to damages, computed by subtracting from the cost to the City in completing any unfurnished work, the unpaid balance of the agreed upon contract price, and the **CITY** may withhold any payments owed to the **CONTRACTOR** for the purposes of set off until such time as the exact amount of damages can be computed.

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

**CITY OF STEVENSON**

**WASHINGTON GORGE  
ACTION PROGRAMS**

\_\_\_\_\_  
**Scott Anderson, Mayor**

\_\_\_\_\_  
**Date**

**ATTEST:**

\_\_\_\_\_  
**Leana Kinley, City Clerk**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Kenneth B Woodrich, PC  
City Attorney**

**ATTACHMENT “A”  
SCOPE OF WORK  
CONTRACT BETWEEN WASHINGTON GORGE ACTION PROGRAMS  
AND CITY OF STEVENSON FOR STEVENSON FOOD BANK**

It is recognized by both parties that the \$10,000.00 per year in City funds for this contract is to be used to supplement food bank services in Skamania County and shall not in any way negatively affect the amount of other funds or services made available for the Stevenson Food Bank by the Contractor.

In consideration of the \$10,000.00 received per year, the Contractor shall provide the following services at the Stevenson Food Bank:

1. Operate a food bank open to the public at least one day per week, six hours per day of operation. Contract funds may be used to pay staff, rent, utility costs, and food acquisition.
2. Provide food to qualified persons when food is available through the food bank.
3. Screen all persons requesting assistance for need based on state and federal criteria.
4. Provide referral service, following Contractor guidelines, to other social services agencies for persons identified as needing service beyond those of the food bank.
5. Provide administrative support for the Stevenson Food Bank, including the preparation and administration of grants that affect the Stevenson Food Bank. Provide quarterly reports to the City and the Stevenson Food Bank Committee that describe the services provided for the month and the expenditure of contract funds for the month and contract-to-date. Reports shall also include information regarding all food bank activity and distribution for Washington Gorge Action Programs for Klickitat and Skamania Counties. Reports shall be due 10 days after the last day of the month. Up to \$1,000 per year (10% of the total contract amount) may be used for administrative services costs.
6. Work cooperatively with the Stevenson Food Bank Committee in determining services to be provided, budgeting and other matters affecting the Stevenson Food Bank.

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**November 17, 2022**  
**6:00 PM, City Hall and Remote**

---

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

**Elected officials attending:** Mayor Scott Anderson; Councilmembers Dave Cox, Michael Johnson, Kristy McCaskell, David Wyatt, Paul Hendricks.

**Staff attending:** City Administrator Leana Kinley; Public Works Director Carolyn Sourek; Community Development Director Ben Shumaker; City Attorney Ken Woodrich.

**Public attending:** Mary Repar

2. **PUBLIC COMMENTS:**

>Mary Repar commented on City Hall hours, the Bridge of the Gods, and the upcoming budget.

3. **CHANGES TO THE AGENDA:**

- a) **11/16 changes include:** Revision of Park Plaza Contract to Discussion (item 7d); Addition of Shell Engineering contract (item 7e); Addition of HHPR contract (item 7f); Addition contract report (item 8e.)

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

- a) **Liquor License Renewal** - Red Bluff Brewing, LLC.  
b) **Water Adjustment** - Ann Lueders (meter no. 203850) requested a water adjustment of \$301.37 for a water leak which they have since repaired.  
c) **Water Adjustment** - James Woodford (meter no. 600420) requested a water adjustment of \$184.66 for a water leak which they have since repaired.  
d) **Minutes** of October 12th regular council meeting and November 1, 2022 special council meeting.

**MOTION** to approve consent agenda items a-d was made by **Councilmember Hendricks**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Cox, Johnson, McCaskell, Wyatt, Hendricks**

## 5. PUBLIC HEARINGS:

- a) **Public Hearing 2023 Proposed Property Tax Levy - City Administrator Leana Kinley** presented and explained resolution 2022-403 and ordinance 2022-1188 proposing the maximum 1% property tax increase for public comment and council consideration. As both are time sensitive, they must be approved by November 30<sup>th</sup>, 2022 to take effect in 2023.

**The public hearing opened at 6:09 p.m.**

>Mary Repar encouraged reduced spending by the city vs raising taxes.

**The public hearing closed at 6:11 p.m.**

**MOTION** to approve resolution 2022-403 authorizing an increase in property taxes for fiscal year 2023 was made by **Councilmember Hendricks**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Cox, Johnson, McCaskell, Wyatt, Hendricks**.

**MOTION** to approve ordinance 2022-1188 fixing the amount to be raised by ad valorem taxes and levied for fiscal year 2023 was made by **Councilmember Hendricks**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Cox, Johnson, McCaskell, Wyatt, Hendricks**.

- b) **Second Hearing 2023 Proposed Budget - City Administrator Leana Kinley** presented and explained the 2023 proposed budget and associated documents based on items discussed at the October 12, 2022 public hearing and the November 1, 2022 special meeting. It is available online at <https://city-stevenson-wa-budget-book.cleargov.com/7549>. A pdf version was uploaded prior to the meeting.

**The public hearing opened at 6:15**

>No public comments were received.

**The public hearing closed at 6:20 p.m.**

An ordinance regarding the 2023 budget will be presented in December.

## 6. SITUATION UPDATES:

- a) **Sewer Plant Update - Public Works Director Carolyn Sourek** presented an update on the Stevenson Wastewater System and Compliance Schedule. Recent heavy rainstorms affected the WWTP work. No overflow occurred. A vac truck has been purchased-its first job will be to clean pump stations. Several pumps have needed repairs.
- b) **City Administrator Kinley** is working on an application for a \$2.5M federal appropriation to help pay costs of the WWTP work.

## 7. COUNCIL BUSINESS:

- a) **Approval of 2023 Tourism Funding Awards** - **City Administrator Leana Kinley** presented the Tourism Advisory Committee's 2023 funding recommendations for council approval in the total amount of \$495,200.

**MOTION** to approve the 2023 lodging tax requests as recommended by the Tourism Advisory Committee in the amount of \$495,200 was made by **Councilmember Hendricks**, seconded by **Councilmember McCaskell**.

Voting aye: **Councilmembers Cox, Johnson, McCaskell, Wyatt, Hendricks**.

- b) **Approve Title VI Non-Discrimination Agreement** - **City Administrator Leana Kinley** presented and explained an updated Title VI Non-Discrimination Agreement, changing the responsible party from Leana Kinley and Karl Russell to Leana Kinley and Carolyn Sourek, for council review and consideration. This agreement, last updated in 2019, is required to receive funds from the Washington State Department of Transportation.

**MOTION** to approve the updated Title VI Non-Discrimination Agreement with the Washington State Department of Transportation was made by **Councilmember Hendricks**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Cox, Johnson, McCaskell, Wyatt, Hendricks**.

- c) **Approve Bridge of the Gods Letter** - **City Administrator Leana Kinley** presented a draft letter in support of the Port of Cascade Locks efforts to attain funding for the Bridge of the Gods seismic strengthening needs from Washington State. Port of Cascade Locks Government Affairs Director Mark Johnson had provided an update on the Bridge of the Gods seismic retrofitting and strengthening improvements at the October 12<sup>th</sup>, 2022 regular City Council meeting.

**MOTION** to approve, as presented, the letter of support for the Port of Cascade Locks request to Washington State for funding for seismic strengthening to the Bridge of the Gods was made by **Councilmember Johnson**, seconded by **Councilmember Hendricks**.

Voting aye: **Councilmembers Cox, Johnson, McCaskell, Wyatt, Hendricks**.

- d) **Discuss Park Plaza Contract** – The Council discussed the Park Plaza Interlocal Agreement with Skamania County ahead of a requested workshop with the County commissioners. A workshop will be held on November 29<sup>th</sup>, 2022 at 4 p.m. as a special meeting.
- e) **Approve Shell Engineering On-Call Contract** - **City Administrator Leana Kinley** presented and explained the three-year contract with Shell Engineering for on-call development review and engineering standards update support services for a cost not to exceed \$64,030. This contract was selected through the city's recent RFQ process for on-call engineering services. There will be

individual scopes of work for each project identified which falls under this contract, not to exceed the maximum amount as set forth in the contract unless amended according to the city's procurement policy.

**MOTION** to approve the contract with Shell Engineering for on-call development review and engineering standards update support services for a cost not to exceed \$64,030 was made by **Councilmember Hendricks**, seconded by **Councilmember Wyatt**.

Voting aye: **Councilmembers Cox, Hendricks, Johnson, McCaskell, Wyatt.**

- f) Approve Harper Houff Peterson Righellis Inc. (HHPR) Engineering On-Call Contract**  
**City Administrator Leana Kinley** presented the three-year contract with HHPR for on-call street engineering services for a cost not to exceed \$315,925. This contract was selected through the city's recent RFQ process for on-call engineering services. There will be individual scopes of work for each project identified which falls under this contract, not to exceed the maximum amount as set forth in the contract unless amended according to the city's procurement policy. Engineering services will include most street projects, including paving of gravel roads.

**Kinley** noted at the Infrastructure Assistance Coordinating Council Conference she learned of funding opportunities for bridge work, and has included that in the contract. She is preparing to apply for a grant to replace the Rock Creek Bridge and the Kanaka Creek underpass.

**MOTION** to approve the contract with HHPR for on-call street engineering services for a cost not to exceed \$315,925 was made by **Councilmember Cox**, seconded by **Councilmember Johnson**.

Voting aye: **Councilmembers Cox, Johnson, McCaskell, Wyatt, Hendricks**

**8. INFORMATION ITEMS: The following items and reports were presented for council review.**

- a) The Skamania County Sheriff's Report** for activity within Stevenson city limits for the prior month.
- b) Skamania County Chamber of Commerce Report** for activities conducted in the prior month. Council agreed to have the current monthly reports by the Chamber be presented quarterly.
- c) Housing Programs Report** on housing services provided by Washington Gorge Action Programs in Skamania County in the prior month.
- d) Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month.
- e) Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month was attached.

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

- a) Ben Shumaker, Community Development Director** presented a brief update.
  - i)** He has seen an increase in the number of pre-development meetings taking place.

- ii) He is working on planning for public access to shoreline areas, and updating programs for boundary line adjustments, short plats, etc.
- b) **Carolyn Sourek, Public Works Director** reported the following:
- i) Anticipating sediment from recent heavy rain, Public Works switched to the Hegewald well.
  - ii) Holiday decorations are being installed on the city's lampposts.
  - iii) A utility maintenance position will be filled soon.
  - iv) The walkway on Rock Creek Bridge will be closed to foot traffic for approximately 10 days to allow repairs to take place.
- c) **Leana Kinley, City Administrator** provided the following information:
- i) She expects to hear by December 31, 2022 regarding an application recently submitted to the state's Recreation and Conservation Office for a planning grant to support a parks plan project. If awarded it will provide for additional grant and funding opportunities, and allow the Downtown Association to access funds for the project.  
**Mayor Anderson** highlighted the opportunities provided by RCO offering both planning and park project grants.  
**Kinley** added local agencies that manage lands for recreation, including the Port of Skamania County, Stevenson-Carson School District, and Skamania County have agreed to partner in the process.
  - ii) The laser fiche project is up and running. It will provide a more transparent and publicly accessible database for long term/permanent documents to aid in public information requests.
  - iii) Staff has been attending training on informed consent the last three days. **Kinley** noted the training will be useful on upcoming projects, and will help the city develop clear and recognizable mission statements for the city and each department.
  - iv) A financial audit for 2021 has started and will finish in mid-December. There will be an exit interview upon completion. A clean audit is required for the state drinking water revolving fund loan program.

**10. VOUCHER APPROVAL:**

- a) **October 2022 payroll and November 2022 AP checks** have been audited and are presented for approval. October payroll checks 16378 and 16402 through 16406 total \$123,818.73 which includes EFT payments. November 2022 AP checks 16379 thru 16401 and 16407 thru 16466 total \$984,220.76, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

**MOTION** to approve the vouchers as presented was made by **Councilmember Hendricks**, seconded by **Councilmember Wyatt**.

Voting aye: **Councilmembers Cox, Johnson, McCaskell, Wyatt, Hendricks**.



**11. MAYOR AND COUNCIL REPORTS:**

- a) **Dave Cox** acknowledged the hard work Johanna Roe does as the Minute Taker for the City.
- b) **Mayor Anderson** reported the city's presentation on Safe Routes to Schools and other projects at the IACC was received favorably. Positive networking resulted in good information on grant writing possibilities.
- c) **Councilmember Johnson** shared he attended the recent Stevenson Planning Commission meeting and complimented their efforts in addressing complex issues.

**12. ISSUES FOR THE NEXT MEETING:** None

**13. ADJOURNMENT – Mayor Anderson** adjourned the meeting at 7:14 p.m.

---

Scott Anderson, Mayor

Date

**MINUTES**  
**CITY OF STEVENSON SPECIAL JOINT WORKSHOP WITH SKAMANIA COUNTY**  
**November 29, 2022**  
**4:00 PM, Skamania County Commissioners' Chambers and Remote**  
**240 NW Vancouver Avenue, Stevenson, WA 98648**

---

**1. CALL TO ORDER**

Skamania County Commission Chair Richard Mahar called the meeting to order at 4:07pm.

**PRESENT**

Councilmembers Kristy McCaskell, Michael D. Johnson, and David Wyatt. Mayor Scott Anderson, City Attorney Ken Woodrich and City Administrator Leana Kinley were also present.

Skamania County Commissioners Richard Mahar and Bob Hamlin as well as Clerk of the Board Lisa Sackos and Prosecuting Attorney Adam Kick were present on behalf of Skamania County.

**ABSENT**

Councilmembers Paul Hendricks and Dave Cox

**2. WORKSHOP WITH SKAMANIA COUNTY AND STEVENSON DOWNTOWN ASSOCIATION TO DISCUSS PARK PLAZA PROJECT**

Prosecuting Attorney Adam Kick provided some background on the project and process to date. A high-level overview of the main sections of the agreement were discussed. The goal is to have the agreement approved by the end of the year to access \$150,000 in funding for the project. A revised version of the contract will be provided to the city on November 30th for review. The agreement will be on the December 6th Commissioners' agenda for approval and on the December 15th Council agenda for approval.

**3. ADJOURNMENT**

The meeting was adjourned at 4:38pm.

---

Scott Anderson, Mayor

Date

# Destination: Home

A COORDINATED APPROACH TO HOUSING AND  
HOUSELESSNESS IN THE MID-COLUMBIA REGION

---

FIVE-YEAR STRATEGIC PLAN, 2022-2027



# Background

To date, there have been multiple, localized efforts to collaborate on work to prevent and end homelessness. However, this work has yet to be thoroughly coordinated across the five-county Mid-Columbia region, resulting in fragmentation across communities.

That's why the Mid-Columbia Houseless Collaborative was founded.

- Rising rates of housing insecurity and homelessness in Oregon and Washington
- Housing supply has lagged while demand has grown
- Investors have begun buying up more single-family homes
- Rents have sky-rocketed
- Homelessness has become more complex—chronically homeless population has greater needs
- Disproportionate impacts on traditionally underserved communities

# Collaborative Planning Participants

Mid-Columbia Community Action Council (MCCAC) and Washington Gorge Action Programs (WAGAP), the lead homeless service providers in the Mid-Columbia region, convened the Collaborative beginning in early 2022.



White Salmon Valley Community Library



White Salmon Valley School District



Youth Empowerment Shelter



City of Bingen



City of Goldendale



City of Hood River and Hood River Homeless Stakeholders Coalition



City of Stevenson



City of The Dalles and The Dalles Unhoused Taskforce



City of White Salmon



Columbia Gorge Education Service District



Columbia Gorge Health Council/Bridges to Health Pathways Program



Father's House



GEM Immigrant Relief Fund



Guided Path Shelter



HAVEN from Domestic and Sexual Violence



Helping Hands Against Violence



Hood River County



Hood River County Library District



Hood River Shelter Services



# Collaborative Planning Participants

Nearly 40 organizations, plus individuals with lived experience with houselessness, helped build the foundation for the Collaborative and create a strategic plan between January – September, 2022.

Beginning July 1, 2022, HB 4123 (Oregon) funds supported launch of Office of Housing Stabilization to help coordinate this effort.



Klickitat County Homeless Housing Council



Mid-Columbia Community Action Council



Mid-Columbia Center for Living



Mid-Columbia Housing Authority



Mid-Columbia Economic Development District



Mid-Columbia Medical Center



Nch'i Wana Housing



One Community Health



Oregon Human Development Corporation



PacificSource / Columbia Gorge Coordination Care Organization



Providence Hood River Memorial Hospital



Wasco County Sheriff's Office



Sherman County Sheriff's Office



Skamania County Homeless Housing Council



St. Paul's Episcopal Church | The Dalles



The Next Door, Inc.



Wasco County



Washington Gorge Action Programs



# Vision

The Mid-Columbia Houseless Collaborative envisions a region with equitable opportunities and support, where everyone who needs stable housing can find and afford it—especially communities who have faced disproportionate barriers to housing—so everyone can achieve the best quality of life possible.

# Mission

Through collaboration and advocacy, we work to reduce homelessness in the Gorge by expanding housing capacity and ensuring supportive services are provided in culturally affirming ways that uphold human dignity.



# Values

**Compassion and humanity** are at the core of our work. As a collaborative, we recognize the hardships that houseless community members experience and the common humanity we all share, regardless of our housing status.

We value **collaboration and partnership**; working together helps us provide greater support to houseless and unstably housed community members.

**Advocacy** allows us to do more to support the vulnerable populations we serve when we champion strategic investments, projects, and policy changes.

We elevate **diversity, equity, and lived experience**. We cannot do this work without acknowledging the disproportionate barriers the housing crisis has created for communities of color and other traditionally marginalized populations. We cannot effectively advocate for solutions without lifting up the voices of those who are or have been houseless.

We value **tenacity and perseverance**. Houselessness is a complex issue that cannot be solved overnight; we acknowledge that this work requires visionary leadership and resilience.



# Equity Statement

## Owning our History

The Mid-Columbia Houseless Collaborative is aware that housing inequities are rooted in our country's history. When colonizers displaced the first people of these lands, a base of racial and other inequities was built for future generations who call this place home. Our Collaborative recognizes not every person is born with the same opportunities to succeed, and because we care about people and our human rights, we must adjust our work to help solve these disparities. Further, we know each of us holds onto beliefs about people that are biased, flawed, and need to be challenged in a healthy and just way.

## Committing to Equity

We know our differences in race, ethnicity, national origin, ancestry, language, skin color, disability, family or marital status, gender identity, sexual orientation, language, physical or mental ability, traumas, politics, religion, socio-economic status, veteran status, and other identities make each of us unique and valuable members of our community. We believe basic human rights include equitable access to safe and easy to afford housing, and other tools that help people get into and stay in housing: health care, education, living wage jobs, social services, and more. We also believe inclusion is key to helping all people in our community to feel valued and have a sense they belong. As a Collaborative, we commit to equity by working with partners in our region to engage fully in efforts to end poverty and homelessness. To achieve equity in our housing work, we will:

- Find and address root cause(s) of inequity, in our work and our own lives
- Improve housing systems where personal identities predict inequitable outcomes
- Use data to drive decisions and focus resources so equity is not just a concept, but a practice
- Include the voices of people who are or have been houseless, with a focus on communities of Black, Indigenous, and other People of Color (BIPOC)

# Strategic Plan

## Four key goal areas:

- Shelter
- Services
- Housing
- Advocacy

# Goal Area 1: Shelter

When someone becomes houseless, having a safe place to go matters. So do services that help people get back into housing quickly. We must make sure shelters in our area have the funding they need to keep their doors open. We can also set shelter guests up for more success if we help cover the costs for them to find housing again. Most importantly, we should give them other tools they need to stay housed.

## Strategic Priorities:

- ❑ Build better systems to coordinate shelter placements and services that help end houselessness
- ❑ Make sure our region has enough funding to provide shelter, treat shelter staff well, and help shelter guests find housing quickly

## Goal Area 2: Services

Tools that enhance people's overall way of life make them more likely to find housing, and to avoid being houseless again. Those resources could relate to housing—like help paying rent. Or they could address other needs—like job training, affordable childcare, a reliable way to travel to work, mental health services, or paperwork in a language someone knows. To help houseless people get and stay housed, we should expand services in our area. Service providers can also be the most helpful if we respect people's cultures and their experience being houseless.

### Strategic Priorities:

- ❑ Improve access to resources houseless people need by asking them what would be helpful, and by valuing their culture
- ❑ Add more services in our area that help people who need behavioral health care, support after leaving jail or prison, housing that makes it easier to recover after a health event, and resource navigation
- ❑ Make it simpler for service providers to coordinate care

# Goal Area 3: Housing

For too many people in our region, especially people of color and other underserved communities, paying for housing has become very tough. Housing supply does not match demand, investors are buying more homes, and prices are high. Rent is going up. The idea of becoming houseless is getting more familiar for our friends, families, and neighbors. We cannot address houselessness if we do not protect and expand accessible housing that people can afford.

## Strategic Priorities:

- ❑ Make it easier to build housing that low-income households can afford— and construct at least 262 affordable, accessible housing units in the five-county Mid-Columbia region by 2027
- ❑ Preserve the region’s existing supply of affordable housing
- ❑ Help people of color and other underserved populations access housing
- ❑ Help leaders and the public understand the need for more affordable, accessible housing

# Goal Area 4: Advocacy

We need support at all levels to do this work. Growing homelessness is not an individual problem. It affects us all. It also costs our economy resources that we could save by working together. We need to address this issue with the help of the public, non-profits, small businesses, community leaders, governments, tribes, landlords, programs that do culturally responsive work, private donors, and people with first-hand experience being homeless.

## Strategic Priorities:

- Explain the need for our work to build community support
- Use data to challenge myths about homelessness and teach people about the impact our region's housing shortage has on all of us
- Advocate for funding and policies that help us make real progress on these issues

# Implementation

We will continue to convene regularly to execute detailed work plans in each of our strategic goal areas, evaluate our progress, and make updates to the plan as new challenges and opportunities arise.

- Support workgroups to act on specific goal areas and strategic priorities
- Fully staff the Mid-Columbia Office of Housing Stabilization and develop/execute workplans
- Coordinate work with relevant partner organizations/governments
- Provide Collaborative members, including lived experience workgroup and House Bill 4123 Advisory Board members, with quarterly reports linked to the goals outlined in strategic plan
- Conduct annual listening sessions to get feedback about headway made on the Collaborative's strategic plan and equity commitments



# Other Key Projects that will Promote Housing Stabilization in our Region

## Navigation Center

(Timeline: open by late 2023)

MCCAC's SERVICE PARTNERS:

Oregon Human Development Corporation

Columbia Gorge Health Council/Bridges to  
Health Pathways Program

Oregon Department of Human Services

Nch'i Wana Housing

Mid-Columbia Center for Living

One Community Health





# Other Key Projects that will Promote Housing Stabilization in our Region

## Project Turnkey 2.0 Site

(Timeline: open by early 2023)

Transitional housing units (24-50)

Set-aside units for houseless clients enrolled in partner organizations' programs

Drop-in office/meeting space for Navigation Center and other partners to provide on-site casework

# Questions?

---

# Contact us!

[www.midcolumbiahouselesscollaborative.org](http://www.midcolumbiahouselesscollaborative.org)

---

DIRECTOR, OFFICE OF HOUSING STABILIZATION: KELLI HORVATH: [KHORVATH@MCCAC.COM](mailto:KHORVATH@MCCAC.COM)

MCCAC EXECUTIVE DIRECTOR: KENNY LAPOINT: [KLAPOINT@MCCAC.COM](mailto:KLAPOINT@MCCAC.COM)

WAGAP EXECUTIVE DIRECTOR: LESLIE NARAMORE: [LESLIE@WAGAP.ORG](mailto:LESLIE@WAGAP.ORG)

# Destination: Home

---

A COORDINATED APPROACH TO HOUSING AND  
HOUSELESSNESS IN THE MID-COLUMBIA REGION

Five-Year  
Strategic Plan  
2022-2027



# Contents

## Background

Introduction.....	2
Words and Phrases to Know .....	4
Mid-Columbia Houseless Collaborative Vision, Mission, and Values.....	8
Mid-Columbia Houseless Collaborative Equity Statement.....	9
Mid-Columbia Houseless Collaborative Planning Participants.....	10

## Strategic Plan

Goal Area #1: Shelter .....	12
Goal Area #2: Services.....	14
Goal Area #3: Housing.....	17
Goal Area #4: Advocacy.....	20

## Implementation

Next Steps.....	22
-----------------	----

# Introduction

Across Oregon and Washington, communities are facing rising rates of housing insecurity and homelessness. For too many families, staying in housing has become increasingly difficult, if not impossible. Housing supply has lagged while demand has grown. Investors have begun buying up more and more single-family homes. Rents have sky-rocketed. As a result, the idea of being just one illness or car repair away from eviction has become all too familiar to our friends, families, and neighbors.

The issue of homelessness has also become more complex than it used to be. Increasing numbers of unhoused individuals are chronically homeless, meaning they have experienced homelessness for at least a year, or multiple times throughout their lives. Additionally, a growing portion of the homeless population has untreated mental illnesses or substance use disorders that make rehousing more difficult without intensive case management and other supports.

Like with any crisis, homelessness hits some communities harder than others. People of color, LGBTQ+ people, and other historically underserved communities are overrepresented in the homeless population. Families experiencing homelessness are typically headed by women, many of whom are young parents with children, and some of whom are fleeing domestic or sexual violence. People who have been incarcerated are more likely to experience homelessness and struggle to access housing stabilization resources than the general public due to their criminal records.

The Mid-Columbia region is unfortunately not immune from these trends. Preventing and ending homelessness in our area requires urgent, thoughtful work—and most importantly, partnership. Although this is a daunting task, our communities are up to the challenge. To date, there have been multiple, localized efforts to collaborate on work to prevent and end homelessness. However, this work has yet to be thoroughly coordinated across the five-county Mid-Columbia region, resulting in fragmentation across communities. That's why the Mid-Columbia Homeless Collaborative was founded.

In early 2022, Mid-Columbia Community Action Council (MCCAC) hired a consulting team, Sarah Kellems and Heidi Venture, to develop and convene a Collaborative of organizations and local governments from Hood River, Wasco, Sherman, Skamania, and Klickitat Counties working to address homelessness. With supportive leadership from Washington Gorge Action Programs (WAGAP) and generous funding from Providence, the consultants and MCCAC guided members of the Collaborative through a strategic planning process over the next nine months.



The plan included here represents the work members of the Mid-Columbia Houseless Collaborative will do over the next five years to develop a more strongly connected regional houselessness response system that provides the highest level of service to our most vulnerable community members. It explains how we will leverage and coordinate existing efforts throughout the region, and how we'll partner to enhance sorely needed services that will help our communities prevent and respond to houselessness more effectively.

This document also serves as the official work plan for MCCAC's Office of Housing Stabilization. This office was established in July, 2022 with funding from the Oregon Legislature following the passage of House Bill 4123, which allocated resources to a handful of communities across Oregon, including in Hood River, Wasco, and Sherman Counties, to strengthen their regional houselessness response systems.

As we begin the work of implementing this plan, we need support from the entire, five-county Mid-Columbia community. Growing houselessness is not simply an individual problem with individual solutions. This issue affects the families and children who are unhoused. It impacts our neighborhoods and divides our communities. And it costs our local and statewide economies significant resources that could be saved if we implemented more proactive interventions. At the end of the day, preventing and ending houselessness is our collective responsibility. It requires a unified, systems-level commitment from key community leaders, local governments, housing developers, tribal leaders, social service agencies, landlords, organizations that provide culturally responsive services to underserved populations, private sector partners, and people who have been or are houseless.

Members of the Mid-Columbia Houseless Collaborative have already demonstrated they are ready to make that commitment by writing this plan, and we look forward to the next phase of our efforts together to implement it. As we work to address one of the most complex challenges of our time, we invite you to join us so we can make the Mid-Columbia region the most vibrant community possible for everyone who calls this place home.

Onward,

Kelli Horvath  
Director of the Office of Housing Stabilization  
Mid-Columbia Community Action Council

September, 2022

# Words and Phrases to Know

**In an effort to make our strategic plan as accessible as possible to all audiences, Mid-Columbia Houseless Collaborative planning participants requested the inclusion of the following definitions:**

## **Affordable and Accessible Housing**

Affordable and accessible housing includes features that make it usable for people with disabilities or limited mobility and allows residents to spend no more than 30% of their income to live there. In this strategic plan, we also define “affordable” housing to mean housing that is reserved for households making 80% or less of the Area Median Income.

## **Area Median Income (AMI)**

The household income for the “middle” household in a geographic region. Half of the families in a region earn more than the AMI, and half earn less. The U.S. Department of Housing and Urban Development calculates and defines the AMI for specific geographic areas across the country every year. Housing providers then use this number as a reference point when setting local income and affordability requirements for available housing units.

## **Acquisition and Rehabilitation/Rehab**

The process of gaining ownership and management rights over a real estate property and renovating existing units rather than developing new units. Acquisition and rehab are valuable tools used by proponents of affordable housing and preservation.

## **BIPOC**

An acronym that stands for “Black, Indigenous, and people of color.” This is a term used to describe communities of color, while centering the experience of Black and Indigenous people, who experience disproportionately high institutional barriers.

## **Chronically Houseless**

Experiencing houselessness for at least a year, or repeatedly over time, while struggling with a disabling condition like a serious mental illness, substance use disorder, or physical disability.

## **Construction Excise Taxes**

A charge placed on new construction (except for affordable and accessible housing projects) or additions to existing structures, the revenue from which can be used to fund incentives for building affordable housing and other housing-related programs.

## **Coordinated Entry**

A process developed to ensure that all people experiencing a housing crisis have fair and equal access to resources and are quickly assessed for, referred, and connected to housing and other assistance based on their vulnerabilities and strengths.

## **Culturally Responsive/Culturally Specific Services**

Being able to understand and consider the different cultural backgrounds of clients, and respecting clients' customs, experiences, perspectives, and language when assisting them to access resources.

## **Equity/Equitable**

While an equal approach means giving everyone the same resources, an equitable approach acknowledges that each person has different circumstances, needs, and institutional barriers they have faced. Equity means allocating resources and opportunities in a way that creates equal outcomes.

## **General Obligation Bonds**

Municipal bonds (debt obligations issued by government entities) that provide a way for state and local governments to raise money for public projects that may not yield revenue. General obligation bonds are backed by the state or local government's ability to use taxes to pay bondholders.

## **Houseless/Houselessness**

Lacking a place to live. Many housing and social service providers have begun using this term instead of "homeless," because many people who are or have been unhoused prefer it. This is because "home" is more than a building where a person lives; it represents community, social connections, memories, friends, family, or more. People who lack a physical house often still identify strongly with a place they call home.

## **Housing Stabilization**

The process of connecting to a wide range of individualized services—not just those that are directly related to housing—that help facilitate a person's ability to find and/or stay in housing.

## **Impact Fees**

Fees charged to property developers by local governments for the new infrastructure that must be built to accommodate new development.

## **Jail Diversion**

Community-based services that are designed to keep individuals, especially those with behavioral health issues, from becoming incarcerated by connecting them to other community-based resources like mental health support, substance abuse services,

employment services, and housing. Jail diversion aims to minimize the contact individuals have with law enforcement and help them avoid or reduce jail time.

### **LGBTQ+**

An abbreviation for lesbian, gay, bisexual, transgender, queer or questioning, and more. These terms are used to describe a person's sexual orientation or gender identity.

### **Lived Experience (With Houselessness)**

Personal knowledge about houselessness that has been gained because of going through houselessness first-hand rather than through representations constructed by others.

### **Medical Respite**

Medical respite care is short-term residential care for people experiencing houselessness who are too ill or frail to recover from an illness or injury on the streets, but not ill enough to be in a hospital. Medical respite care helps people rest and recover in a safe environment while accessing medical care and other supportive services.

### **Point in Time Count**

Also known as the PIT Count, this is the annual count of sheltered and unsheltered people experiencing houselessness across the U.S. during the last ten days of January.

### **Preservation**

The process of retaining existing affordable housing, whether at subsidized or fair market costs, and protecting its affordability for current and future tenants.

### **Rapid Re-Housing**

A type of housing assistance that quickly helps people experiencing houselessness to get into housing with the help of application fees, security deposit funding, time-limited rent assistance, incentives to encourage landlords to place clients in their units, and case management services.

### **Reintegration After Incarceration**

The process a person goes through to re-enter society and become a productive member of the community after serving time in jail or prison.

### **Services/Supportive Services**

Aid that makes it easier for someone to get into and stay in housing long-term by enhancing their overall way of living. Examples include help directly related to housing—such as rent assistance—or other resources, such as reliable transportation, affordable childcare, food assistance, training in budgeting and money management, health care, job training, mental health services, or substance abuse treatment.

## **Supportive Housing**

The combination of ongoing affordable housing assistance, such as rent subsidies, with flexible and supportive services for people experiencing homelessness. The goal of supportive housing is to help people stay housed and live a more productive life in the community. There are multiple models of supportive housing: it could include the construction or renovation of new housing, setting aside units in privately-owned buildings, or leasing individual apartments throughout a specific geographic area where clients can receive services from supportive case managers.

## **System Development Charges**

Fees charged on new development, and in some cases on redevelopment. Revenue raised by these fees can help fund new infrastructure or upgrades to existing infrastructure.

## **Traditional Health Workers**

Frontline public health workers who work in health care clinic or community to assist individuals to achieve positive, health-related outcomes. Examples of traditional health workers include community health workers, personal health navigators, peer support specialists, and peer wellness specialists. Traditional health workers may have a particular specialty area or background, such as being a peer support specialist who uses their personal experience recovering from addiction to help a client struggling with a substance use disorder. Or they may promote health on a more holistic level by helping clients navigate multiple supportive services, including those that are not related to health care but contribute to overall well-being and stability.

## **Urban Renewal**

A set of plans and activities, often attached to public financing mechanisms, to upgrade neighborhoods that are in a state of disrepair or decay.

# Vision, Mission, and Values

## Vision

The Mid-Columbia Houseless Collaborative envisions a region with equitable opportunities and support, where everyone who needs stable housing can find and afford it—especially communities who have faced disproportionate barriers to housing—so everyone can achieve the best quality of life possible.

## Mission

Through collaboration and advocacy, we work to reduce houselessness in the Gorge by expanding housing capacity and ensuring supportive services are provided in culturally affirming ways that uphold human dignity.

## Values

Compassion and humanity are at the core of our work. As a collaborative, we recognize the hardships that houseless community members experience and the common humanity we all share, regardless of our housing status.

We value collaboration and partnership; working together helps us provide greater support to houseless and unstably housed community members.

Advocacy allows us to do more to support the vulnerable populations we serve when we champion strategic investments, projects, and policy changes.

We elevate diversity, equity, and lived experience. We cannot do this work without acknowledging the disproportionate barriers the housing crisis has created for communities of color and other traditionally marginalized populations. We cannot effectively advocate for solutions without lifting up the voices of those who are or have been houseless.

We value tenacity and perseverance. Houselessness is a complex issue that cannot be solved overnight; we acknowledge that this work requires visionary leadership and resilience.

# Equity Statement

## Owning our History

The Mid-Columbia Houseless Collaborative is aware that housing inequities are rooted in our country's history. When colonizers displaced the first people of these lands, a base of racial and other inequities was built for future generations who call this place home.

Our Collaborative recognizes not every person is born with the same opportunities to succeed, and because we care about people and our human rights, we must adjust our work to help solve these disparities. Further, we know each of us holds onto beliefs about people that are biased, flawed, and need to be challenged in a healthy and just way.

## Committing to Equity

We know our differences in race, ethnicity, national origin, ancestry, language, skin color, disability, family or marital status, gender identity, sexual orientation, language, physical or mental ability, traumas, politics, religion, socio-economic status, veteran status, and other identities make each of us unique and valuable members of our community.

We believe basic human rights include equitable access to safe and easy to afford housing, and other tools that help people get into and stay in housing: health care, education, living wage jobs, social services, and more. We also believe inclusion is key to helping all people in our community to feel valued and have a sense they belong.

As a Collaborative, we commit to equity by working with partners in our region to engage fully in efforts to end poverty and houselessness. To achieve equity in our housing work, we will:

- Find and address root cause(s) of inequity, in our work and our own lives
- Improve housing systems where personal identities predict inequitable outcomes
- Use data to drive decisions and focus resources so equity is not just a concept, but a practice
- Include the voices of people who are or have been houseless, with a focus on communities of Black, Indigenous, and other People of Color (BIPOC)

# Collaborative Planning Participants

- **City of Bingen**
- **City of Goldendale**
- **City of Hood River and Hood River Homeless Stakeholders Coalition**
- **City of Stevenson**
- **City of The Dalles and The Dalles Unhoused Taskforce**
- **City of White Salmon**
- **Columbia Gorge Education Service District**
- **Columbia Gorge Health Council/Bridges to Health Pathways Program**
- **Father's House**
- **GEM Immigrant Relief Fund**
- **Gorge Native American Collaborative**
- **Guided Path Shelter**
- **HAVEN from Domestic and Sexual Violence**
- **Helping Hands Against Violence**
- **Hood River County**
- **Hood River County Library District**
- **Hood River Shelter Services**
- **Klickitat County Homeless Housing Council**
- **Mid-Columbia Community Action Council**
- **Mid-Columbia Center for Living**
- **Mid-Columbia/Columbia Gorge Housing Authority**
- **Mid-Columbia Economic Development District**
- **Mid-Columbia Medical Center**
- **Nch'i Wana Housing**
- **One Community Health**
- **Oregon Human Development Corporation**
- **PacificSource/Columbia Gorge Coordination Care Organization**
- **Providence Hood River Memorial Hospital**
- **Sherman County**
- **Sherman County Sheriff's Office**
- **Skamania County Homeless Housing Council**
- **St. Paul's Episcopal Church (The Dalles)**
- **The Next Door, Inc.**
- **Wasco County**
- **Wasco County Sheriff's Office**
- **Washington Gorge Action Programs**
- **White Salmon Valley Community Library**
- **White Salmon Valley School District**
- **Youth Empowerment Shelter**

**The Collaborative also includes volunteers and people who are or have been houseless.**



# Strategic Plan



**Goal Area #1: Shelter**

**Goal Area #2: Services**

**Goal Area #3: Housing**

**Goal Area #4: Advocacy**

# Goal Area #1: Shelter

**Objective: Stabilize the region’s shelter system and improve coordination between shelters and service providers**

## Strategic Priorities

### **1: Unite agencies in the 5-county Mid-Columbia region to better coordinate shelter placement and supportive services**

**Strategy: Shelter and re-house people more quickly by creating a shared system for tracking shelter openings and aligning referral and intake processes**

Actions:

- ❑ Convene subcommittee of shelter staff and service providers by October 15<sup>th</sup>, 2022, to review existing coordinated entry procedures, develop a common intake process and improved tracking of shelter openings, and explore options for shared referral and case management platforms
- ❑ By March 31<sup>st</sup>, 2023, choose and begin implementing improved system to track shelter openings and coordinate intake, referrals, and case management
- ❑ By June 30<sup>th</sup>, 2023, research shelter and houseless services hotlines in other rural areas and write report to outline resources that would be needed for our region to create one

### **2: Prioritize stable shelter funding, rapid re-housing funding, and staff support**

**Strategy: Stabilize shelter system and rapid re-housing program funding**

Actions:

- ❑ Partner with domestic violence survivor advocacy organizations, other shelter service providers, and local elected officials in the region to apply and advocate for shelter and rapid re-housing funding
- ❑ By November 1<sup>st</sup>, 2022, hire a staff member based in MCCAC’s Office of Housing Stabilization to lead fundraising efforts for the Collaborative’s shelter, rapid-re-housing, and other priorities
- ❑ Pursue Project Turnkey funds in Oregon in 2022 to increase the number of shelter and transitional housing units in the Mid-Columbia region; pursue similar funding opportunities in Washington at the local and state levels when possible

## **Strategy: Enhance training and support for shelter staff and caseworkers**

### Actions:

- By December 31, 2022, convene subcommittee and conduct survey to address supports needed for shelter staff and caseworkers
- Each January, publish report on the region's shelter and housing casework staff compensation and benefits; include suggestions on how to improve staff support
- At least once a year, host trauma-informed convenings for shelter and casework staff to attend trainings and share best practices

# Goal Area #2: Services

**Objective: Ensure the region’s supportive services meet client needs in a culturally responsive way**

## Strategic Priorities

### **1: Increase accessibility of services with a focus on needs identified by clients**

#### **Strategy: Provide culturally responsive and bilingual services**

Actions:

- Regularly work with The Next Door, Inc. and use online readability tools to screen regional housing assistance forms for accessible, plain language
- Hire local interpreters to translate housing assistance and other services enrollment documents into English and Spanish, and pair houseless clients with caseworkers who speak their native language whenever possible
- Support Collaborative partner organizations to use tools such as bilingual pay differentials to diversify shelter and casework staff
- At least once per year, provide trainings about culturally responsive care to help service providers better serve the region’s diverse houseless population
- By January 1<sup>st</sup> of each year, coordinate to create annual, Collaborative-wide fundraising strategy to support and expand culturally responsive services that promote housing stabilization

#### **Strategy: Elevate the voices of people with lived experience and use client feedback to improve services**

Actions:

- By October 1, 2022, establish a workgroup of people with lived experience with houselessness to advise on the Collaborative’s work and share feedback on services
- By December 31, 2022, support lived experience workgroup to publish a conversation template that caseworkers and shelter staff can use to create more client-led housing stabilization plans
- By December 31, 2022, publish a toolkit to help Collaborative partner organizations collect feedback from houseless clients about improving services
- Coordinate with lived experience workgroup to organize annual opportunities for community leaders, service providers, and law enforcement officers to experience a day in the life of a houseless person

- ❑ Support Collaborative partner organizations to identify people with lived experience with houselessness to serve on hiring panels for shelter and casework staff
- ❑ Secure funding to provide stipends for lived experience workgroup members
- ❑ Encourage policymakers to provide opportunities for houseless individuals and frontline caseworkers to give policy input

## 2: Address gaps in services for houseless clients

### **Strategy: Improve access to existing services in the region that promote housing stabilization**

Actions:

- ❑ By December 31, 2022, create and distribute a bilingual (English and Spanish) flowchart or other user-friendly document to depict key services in the region and how to access them
- ❑ Update supportive services document at least annually and re-distribute to regional partner organizations for use by caseworkers and clients
- ❑ Coordinate at least two informational sessions about rapid re-housing program offerings in the region to area social service agencies, property management companies, and independent landlords by March 31<sup>st</sup>, 2023
- ❑ Explore ways to enhance transportation options for houseless clients who need caseworkers to accompany them to enroll in services
- ❑ Find flexible resources to pay for gift cards and other incentives to help build trust and help houseless clients feel more comfortable accessing services

### **Strategy: Secure resources for services that need to be created or enhanced to improve support for the region’s houseless community**

Actions:

- ❑ Regularly seek funding to sustain and improve services houseless people reliably connect to like shelter, street outreach services, emergency medical care, and law enforcement
- ❑ Advocate to improve and expand services houseless people struggle to connect to reliably, such as supportive housing, medical respite care, jail diversion and reintegration after incarceration, and wraparound case management
- ❑ Involve Collaborative members in regional plans focused on expanding behavioral health and substance use disorder support services
- ❑ Support behavioral health providers to advocate for the resources needed to expand the region’s behavioral health programs, especially crisis response services

- ❑ Support Providence Hood River to ensure strong coordination of services during and after their launch of the [Better Outcomes thru Bridges Program](#) in the Mid-Columbia region
- ❑ Pursue funding to increase the number of Traditional Health Workers—especially Peer Support Specialists—in our region who can provide housing, behavioral health, and other navigation services to houseless clients
- ❑ Develop plan and resources to provide more educational opportunities for houseless clients, such as renter education classes and know your rights trainings focused on interactions with law enforcement
- ❑ Invest in making resources such as those offered by the [PCC CLEAR Clinic](#) more accessible to houseless clients in our region to help them clear criminal and eviction records

### 3: Strengthen communication between service providers

**Strategy: Decrease barriers to services by enhancing coordination of client intake processes, referrals, and case management**

Actions:

- ❑ Include service providers in the subcommittee that will assess technology platforms before choosing and implementing a shared intake, referral, and case management system for houseless clients by March 31<sup>st</sup>, 2023
- ❑ Support subcommittee to propose and test case conferencing models to improve coordination of care, especially for chronically houseless clients and those with significant behavioral health or substance abuse needs

# Goal Area #3: Housing

**Objective: Preserve and expand affordable, accessible housing**

## Strategic Priorities

### **1: Increase the supply of housing units that low-income households (80% Area Median Income or below) can afford**

**Strategy: Advocate to increase funding and lower costs for affordable and accessible housing development**

Actions:

- By December 31<sup>st</sup>, 2022, convene subcommittee to conduct research on the best ways to enhance funding for affordable housing in the region, especially in rural and unincorporated areas
- By March 31<sup>st</sup>, 2023, publish report about subcommittee's research and recommendations
- Advocate with relevant local governments to waive system development charges and impact fees
- Advocate with relevant local governments to establish and use construction excise taxes
- Engage Collaborative members in urban renewal funding discussions and encourage use of urban renewal funds to build affordable, accessible housing
- Work with service providers and local elected officials to secure adequate supportive services and rent assistance to align with funding used to construct affordable housing

**Strategy: Take public actions to support Columbia Cascade Housing Corporation, tribal housing authorities, local governments, and other partners to build at least 262 affordable, accessible housing units in the region by 2027**

Actions:

- Support completion of the [Rand Road project](#) in Hood River (129 units total, 39 of which will be for households at or below 30% AMI and 90 of which will be for households at or below 60% AMI)
- Help complete the Westgate Market project in The Dalles (75 units total, all of which will be for households at or below 80% AMI and a portion of which will be reserved specifically for low-income veterans)

- ❑ Support completion of the White Salmon Assisted Living Facility project (52 units total with 13 at or below 50% AMI and the rest at or below 120% AMI with a potential for some below 80% AMI pending future funding)
- ❑ Support completion of the Wishram Project (45 units total, all of which will be for households at or below 50% AMI and 23 of which will be reserved for houseless applicants)
- ❑ Explore and foster private land donations for affordable, accessible housing development

## 2: Use preservation, acquisition, and rehabilitation to protect the region’s existing supply of affordable, accessible housing

### Strategy: Advocate for relevant funding, policies, and projects

#### Actions:

- ❑ Support completion of the Rhine Village acquisition and rehab project in White Salmon (36 units total, 35 units for households at or below 60% AMI)
- ❑ Support completion of the Columbia View acquisition and rehab project in Cascade Locks (12 units total, all of which will be for households at or below 60% AMI)
- ❑ By June 30<sup>th</sup>, 2023, work with the Columbia Cascade Housing Corporation to write regional report on affordable, accessible housing preservation opportunities; include advice about new acquisition and rehabilitation projects to pursue
- ❑ In coordination with local elected officials, governments, and agencies, apply for funding to support eligible projects
- ❑ Work with local governments to pass policies that promote affordable and accessible housing preservation, such as preserving mobile home parks and closing loopholes on short-term apartment rentals
- ❑ Find and work with local supportive governments and organizations to advocate for the Community Development Block Grant program and housing rehabilitation loan programs

## 3: Prioritize access to affordable, accessible housing units for communities of color and other traditionally underserved populations

### Strategy: Partner with organizations who serve culturally specific populations to ensure equitable access to affordable housing

#### Actions:

- ❑ By March 31<sup>st</sup>, 2023, convene subcommittee to identify strategies to make access to affordable housing more equitable, such as preference policies for applicants referred by providers serving culturally specific populations



- ❑ Seek additional funding for tools to enhance the ability of organizations who provide culturally specific services to place client in vacant housing units, such as housing placement service fees
- ❑ Ensure robust marketing to traditionally underserved communities when units are made available, including through creation and use of a language access plan

#### **4: Educate elected officials, community leaders, and the public about why our region needs more affordable and accessible housing**

##### **Strategy: Collect and share data and personal stories to educate people about houselessness and highlight the need for more housing**

###### Actions:

- ❑ Support MCCAC and WAGAP to expand the annual Point in Time Count, including by involving providers who provide culturally specific services to underserved populations, and those who support clients with behavioral health needs
- ❑ By November 30<sup>th</sup>, 2022, publish local report with personal stories from people in our area who have been houseless and data on regional housing needs from the Corporation for Supportive Housing, Oregon Affordable Housing Inventory, recent regional studies on land and affordable housing inventory, and the National Low Income Housing Coalition’s “Out of Reach” report
- ❑ By January 1<sup>st</sup>, 2023, have meetings with local and state elected officials in our region to share the report, highlight its impact on our communities, and ask them to support the Collaborative’s housing goals during the 2023 legislative session and beyond

# Goal Area #4: Advocacy

## Objective #4: Advocate, engage the community, and build support for the region's efforts to address houselessness

### Strategic Priorities

#### 1: Communicate to build awareness and support

##### **Strategy: Develop and implement a strategic communications plan**

Actions:

- By November 1<sup>st</sup>, 2022, hire at least a half-time staff member based in MCCAC's Office of Housing Stabilization to implement a strategic communications plan and coordinate the Collaborative's community relations work
- Regularly collect and publicly share real stories of people who have experienced houselessness or struggled to access services

#### 2: Use accurate data to inform people of the realities of houselessness and to address opposition to the Collaborative's priorities

##### **Strategy: Collect and share data about regional houselessness and housing**

Actions:

- Secure stable, long-term funding to pay at least one staff member to support the Collaborative's data collection and reporting needs
- Coordinate with local hospitals, law enforcement, employers, and organizations who provide culturally specific services to collect and share data about the impact of houselessness—and of houselessness prevention and response services—on the community
- Publish annual press release in English and Spanish to highlight regional houselessness statistics, emphasize success stories, dispel myths about affordable housing and houselessness, and share progress on the Collaborative's equity commitments

#### 3: Advocate for funding and policies that support the Collaborative's strategic investments

##### **Strategy: Participate in statewide, regional, and local task forces focused on houselessness**

Actions:

- Advocate to secure appointments on task forces for members of the Collaborative
- Provide opportunities at monthly Collaborative meetings for task force members to report on their work and ensure institutional memory is not lost when their time on task forces ends and new members are appointed
- Leverage policy tools and resources for the region

**Strategy: Pursue public funding at the federal, state, and local level**

Actions:

- Work closely with local elected officials and governments to identify additional government funding opportunities to support the Collaborative’s long-term priorities
- Every year, coordinate a delegation of local leaders to meet with their representatives and advocate for funding at the state and federal level
- By January of 2023, develop and begin training an advocacy team made up of people who are or have experienced houselessness to publicly share their stories and lobby decision-makers
- Meet at least quarterly with state or federal agency staff to nurture relationships and strengthen applications for grants they administer

**Strategy: Seek foundation and other private funding opportunities**

Actions:

- By December 31<sup>st</sup>, 2022, create a region-wide grant pipeline and direct the Collaborative’s fundraising staff to coordinate its implementation
- Include strategy for cultivating foundation relationships in grant pipeline and regularly engage Collaborative members in meetings with potential funders

**Strategy: Build a committed base of donors to support the Collaborative’s objectives**

Actions:

- Direct the Collaborative’s fundraising staff to develop and begin implementing a major donor strategy by March 31<sup>st</sup>, 2023
- By June 30<sup>th</sup>, 2023, launch a small donor fundraising program to enhance flexible resources for the Collaborative’s work and build community support for the region’s houselessness response and prevention efforts
- By October 31<sup>st</sup>, 2023, secure enough sponsorships to host the first annual Collaborative fundraising event to raise money for the Collaborative’s priorities, highlight the impact of our work, and publicly thank supporters

# Implementation

**The completion of this strategic plan represents the first step of the Mid-Columbia Houseless Collaborative’s work together over the next five years. The only way we can accomplish the goals we have outlined is by building on the momentum we have created.**

## **Next Steps:**

**We will continue to convene regularly to execute detailed work plans in each of our strategic goal areas, evaluate our progress, and make updates to the plan as new challenges and opportunities arise.**

## **In practice, this means:**

- ❑ Presenting our plan and providing updates as needed to local government bodies and relevant organizations in the Mid-Columbia region
- ❑ Appointing and convening subcommittees comprised of Collaborative planning participants to begin acting on specific goal areas and strategic priorities
- ❑ Coordinating with Mid-Columbia Community Action Council and Washington Gorge Action Programs to fully staff the Mid-Columbia Office of Housing Stabilization and develop detailed workplans to execute strategic plan initiatives
- ❑ Directing staff to coordinate work on specific goal areas with relevant partner organizations/governments on an individual or small group basis as needed
- ❑ Providing the full group of Collaborative planning participants, including the lived experience workgroup and House Bill 4123 Advisory Board members, with quarterly reports linked to the goals and strategies outlined in the strategic plan
- ❑ Conducting annual listening sessions to get feedback from community leaders and partners about headway made on the Collaborative’s strategic plan and equity commitments
- ❑ Reviewing the strategic plan annually with the full group of Collaborative planning participants to evaluate progress, update established metrics if needed, and revise the plan to ensure it continues to be responsive to the community’s needs

# Strategic Plan Summary



To build the best community possible for everyone who calls this area home, the Mid-Columbia Houseless Collaborative works together to address houselessness. From January—September 2022, we wrote a five-year plan on the best ways to do that. Entitled *Destination: Home—A Coordinated Approach to Housing and Houselessness in the Mid-Columbia Region*, the plan serves as a roadmap for action on four key goal areas: shelter, services, housing, and advocacy.

# What is the Mid-Columbia Houseless Collaborative?



## Background

Over the years, there have been several, local efforts to work together to prevent and end houselessness. But this work has never been coordinated across all five counties in Oregon and Washington in the Mid-Columbia area. So, in 2022 the region's leading houselessness assistance providers, Mid-Columbia Community Action Council and Washington Gorge Action Programs, founded the Mid-Columbia Houseless Collaborative. They brought together nearly 40 organizations, local governments, and individuals from Hood River, Wasco, Sherman, Skamania, and Klickitat Counties to write a five-year strategic plan to improve our response to houselessness. Now, the Collaborative is partnering to make it a reality.

## Vision

The Mid-Columbia Houseless Collaborative envisions a region with equitable opportunities and support, where everyone who needs stable housing can find and afford it—especially communities who have faced disproportionate barriers to housing—so everyone can achieve the best quality of life possible.

## Mission

Through collaboration and advocacy, we work to reduce houselessness in the Mid-Columbia region by expanding housing capacity and ensuring supportive services are provided in culturally affirming ways that uphold human dignity.

# Strategic Plan Summary

## Goal Area #1: Shelter

**When someone becomes houseless, having a safe place to go matters. So do services that help people get back into housing quickly. We must make sure shelters in our area have the funding they need to keep their doors open. We can also set shelter guests up for more success if we help cover the costs for them to find housing again. Most importantly, we should give them other tools they need to stay housed.**

### To do that, we will:

- Build better systems to coordinate shelter placements and services that help end houselessness
- Make sure our region has enough funding to provide shelter, treat shelter staff well, and help shelter guests find housing quickly

## Goal Area #2: Services

**Tools that enhance people’s overall way of life make them more likely to find housing, and to avoid being houseless again. Those resources could relate to housing—like help paying rent. Or they could address other needs—like job training, affordable childcare, a reliable way to travel to work, mental health services, or paperwork in a language someone knows. To help houseless people get and stay housed, we should expand services in our area. Service providers can also be the most helpful if we respect people’s cultures and their experience being houseless.**

### To do that, we will:

- Improve access to resources houseless people need by asking them what would be helpful, and by valuing their culture
- Add more services in our area that help people who need behavioral health care, support after leaving jail or prison, housing that makes it easier to recover after a health event, and resource navigation
- Make it simpler for service providers to coordinate care

## Goal Area #3: Housing

**For too many people in our region, especially people of color and other underserved communities, paying for housing has become very tough. Housing supply does not match demand, investors are buying more homes, and prices are high. Rent is going up. The idea of becoming houseless is getting more familiar for our friends, families, and neighbors. We cannot address houselessness if we do not protect and expand accessible housing that people can afford.**

### To do that, we will:

- Make it easier to build housing that low-income households can afford—and construct at least 262 affordable, accessible housing units in the five-county Mid-Columbia region by 2027
- Preserve the region’s existing supply of affordable housing
- Help people of color and other underserved populations access housing
- Help leaders and the public understand the need for more affordable, accessible housing

## Goal Area #4: Advocacy

**We need support at all levels to do this work. Growing houselessness is not an individual problem. It affects us all. It also costs our economy resources that we could save by working together. We need to address this issue with the help of the public, non-profits, small businesses, community leaders, governments, tribes, landlords, programs that do culturally responsive work, private donors, and people with first-hand experience being houseless.**

### To do that, we will:

- Explain the need for our work to build community support
- Use data to challenge myths about houselessness and teach people about the impact our region’s housing shortage has on all of us
- Advocate for funding and policies that help us make real progress on these issues



# Questions?

## Want to get involved?

Fill out the contact form on our website at:  
[www.midcolumbiahouselesscollaborative.org](http://www.midcolumbiahouselesscollaborative.org)

Or email our Director of the Office of Housing  
Stabilization at:  
[khorvath@mccac.com](mailto:khorvath@mccac.com)

## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:48:20 Date: 12/04/2022

Page: 1

313 11 00 0100	Additional .5% Sales Tax	403,931.09	280,000.00	405,000.00	125,000.00	144.6%	Revised estimate
316 42 00 0000	PUD Excise Tax	59,138.51	45,000.00	60,000.00	15,000.00	133.3%	Revised Estimate
542 39 10 0000	Road Maintenance - Sal	105,532.17	79,570.00	111,570.00	32,000.00	140.2%	Increased for additional PWD time.
542 39 20 0000	Road Maintenance - Ber	51,765.21	38,150.00	55,000.00	16,850.00	144.2%	Increased for additional PWD time.
542 39 45 0099	Eq Rental - Road Mainte	43,200.98	25,000.00	45,000.00	20,000.00	180.0%	Increased for additional PWD time.
543 10 10 0000	General Administration	29,536.66	2,180.00	35,000.00	32,820.00	*****%	Increased for additional PWD time.
543 10 20 0000	General Administration	12,560.23	817.50	15,000.00	14,182.50	*****%	Increased for additional PWD time.
543 31 41 0001	Contracted Servcies	39,090.00	25,000.00	50,000.00	25,000.00	200.0%	Transportation Study Completion & GIS
594 42 31 0000	Street Maint. Equipment	6,320.90	0.00	6,321.00	6,321.00	0.0%	Line Striper/Paint Sprayer
508 51 00 0100	Streets-Unreserved Endi	0.00	58,862.39	51,688.89	(7,173.50)	87.8%	
367 27 00 0000	HS-Contributions and D	10,190.57	0.00	10,190.57	10,190.57	0.0%	Rock Creek Outfall Mitigation
508 31 00 0107	HEALingSCARS-Ending E	0.00	0.00	10,190.57	10,190.57	0.0%	
334 03 10 0000	DOE Forgivable Principa	0.00	0.00	562,947.38	562,947.38	0.0%	
591 35 72 0001	WWTP Design-DOE Prin	9,588.54	30,678.05	593,625.43	562,947.38	*****%	\$562,947.38 Principal Forgiveness
391 90 00 0410	DOE Construction Loan	2,366,171.18	8,500,000.00	8,100,000.00	(400,000.00)	95.3%	Reduced to keep ending cash \$0.
397 05 00 0410	Transfer In from Water/S	304,004.18	100,000.00	500,000.00	400,000.00	500.0%	To match transfer out from W/S fund
548 65 32 0000	Gas and Oil	26,023.69	20,000.00	30,000.00	10,000.00	150.0%	Increase gas costs
508 51 00 0500	ES-Ending Cash	0.00	45,358.72	35,358.72	(10,000.00)	78.0%	

## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

### Fund Totals

Time: 11:48:20 Date: 12/04/2022

Page: 2

Fund	YTD	Budgeted	Proposed	Difference	
001 General Expense Fund	0.00	0.00	0.00	0.00	0.0%
010 General Reserve Fund	0.00	0.00	0.00	0.00	0.0%
020 Fire Reserve Fund	0.00	0.00	0.00	0.00	0.0%
030 ARPA	0.00	0.00	0.00	0.00	0.0%
100 Street Fund	463,069.60	325,000.00	465,000.00	140,000.00	143.1%
103 Tourism Promo & Develop Fund	0.00	0.00	0.00	0.00	0.0%
105 Affordable Housing Fund	0.00	0.00	0.00	0.00	0.0%
107 HEALing SCARS Fund	10,190.57	0.00	10,190.57	10,190.57	0.0%
300 Capital Improvement Fund	0.00	0.00	0.00	0.00	0.0%
309 Russell Ave	0.00	0.00	0.00	0.00	0.0%
311 First Street	0.00	0.00	0.00	0.00	0.0%
312 Columbia Ave	0.00	0.00	0.00	0.00	0.0%
400 Water/Sewer Fund	0.00	0.00	562,947.38	562,947.38	0.0%
406 Wastewater Short Lived Asset Res. Ft	0.00	0.00	0.00	0.00	0.0%
408 Wastewater Debt Reserve Fund	0.00	0.00	0.00	0.00	0.0%
410 Wastewater System Upgrades	2,670,175.36	8,600,000.00	8,600,000.00	0.00	100.0%
500 Equipment Service Fund	0.00	0.00	0.00	0.00	0.0%
630 Stevenson Municipal Court	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>3,143,435.53</b>	<b>8,925,000.00</b>	<b>9,638,137.95</b>	<b>713,137.95</b>	<b>108.0%</b>
001 General Expense Fund	0.00	0.00	0.00	0.00	0.0%
010 General Reserve Fund	0.00	0.00	0.00	0.00	0.0%
020 Fire Reserve Fund	0.00	0.00	0.00	0.00	0.0%
030 ARPA	0.00	0.00	0.00	0.00	0.0%
100 Street Fund	288,006.15	229,579.89	369,579.89	140,000.00	161.0%
103 Tourism Promo & Develop Fund	0.00	0.00	0.00	0.00	0.0%
105 Affordable Housing Fund	0.00	0.00	0.00	0.00	0.0%
107 HEALing SCARS Fund	0.00	0.00	10,190.57	10,190.57	0.0%
300 Capital Improvement Fund	0.00	0.00	0.00	0.00	0.0%
309 Russell Ave	0.00	0.00	0.00	0.00	0.0%
311 First Street	0.00	0.00	0.00	0.00	0.0%
312 Columbia Ave	0.00	0.00	0.00	0.00	0.0%
400 Water/Sewer Fund	9,588.54	30,678.05	593,625.43	562,947.38	*****%
406 Wastewater Short Lived Asset Res. Ft	0.00	0.00	0.00	0.00	0.0%
408 Wastewater Debt Reserve Fund	0.00	0.00	0.00	0.00	0.0%
410 Wastewater System Upgrades	0.00	0.00	0.00	0.00	0.0%
500 Equipment Service Fund	26,023.69	65,358.72	65,358.72	0.00	100.0%
630 Stevenson Municipal Court	0.00	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>323,618.38</b>	<b>325,616.66</b>	<b>1,038,754.61</b>	<b>713,137.95</b>	<b>319.0%</b>
<b>Excess/(Deficit):</b>	<b>2,819,817.15</b>	<b>8,599,383.34</b>	<b>8,599,383.34</b>		

## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 1

001 General Expense Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
----------	-----	----------	----------	------------	---------

308 Beginning Balances

308 91 00 0001 Unreserved Cash & Inve	1,047,784.22	1,047,784.22	1,047,784.22	0.00	100.0%
100 Unreserved	1,047,784.22	1,047,784.22	1,047,784.22	0.00	100.0%
308 51 01 0001 Reserved Cash - Unemp	33,413.82	33,413.82	33,413.82	0.00	100.0%
102 Unemployment Reserve	33,413.82	33,413.82	33,413.82	0.00	100.0%
308 31 02 0001 Reserved Cash - Custodi	51,135.13	51,135.13	51,135.13	0.00	100.0%
104 Custodial Reserve	51,135.13	51,135.13	51,135.13	0.00	100.0%
<b>308 Beginning Balances</b>	<b>1,132,333.17</b>	<b>1,132,333.17</b>	<b>1,132,333.17</b>	<b>0.00</b>	<b>100.0%</b>

310 Taxes

311 10 00 0000 General Property Tax	502,529.49	501,569.36	501,569.36	0.00	100.0%
311 Property Tax	502,529.49	501,569.36	501,569.36	0.00	100.0%
313 11 00 0000 Sales Tax	403,931.13	280,000.00	280,000.00	0.00	100.0%
313 71 00 0000 Local Criminal Justice Ta	28,616.24	20,000.00	20,000.00	0.00	100.0%
313 Sales Tax	432,547.37	300,000.00	300,000.00	0.00	100.0%
316 43 00 0000 Natural Gas Utility Tax	15,667.65	13,500.00	13,500.00	0.00	100.0%
316 45 00 0000 Garbage Utility Tax	10,952.75	7,500.00	7,500.00	0.00	100.0%
316 46 00 0000 Cable TV Utility Tax	2,226.90	3,000.00	3,000.00	0.00	100.0%
316 47 00 0000 Telephone Utility Tax	11,702.02	8,000.00	8,000.00	0.00	100.0%
316 Utility Tax	40,549.32	32,000.00	32,000.00	0.00	100.0%
317 20 00 0000 Leasehold Tax	26,944.06	16,000.00	16,000.00	0.00	100.0%
317 21 00 0000 Rock Cove ALF In-Lieu T.	263.21	0.00	0.00	0.00	0.0%
317 Other Tax	27,207.27	16,000.00	16,000.00	0.00	100.0%
<b>310 Taxes</b>	<b>1,002,833.45</b>	<b>849,569.36</b>	<b>849,569.36</b>	<b>0.00</b>	<b>100.0%</b>

320 Licenses & Permits

321 99 01 0000 Business Licenses	1,979.99	1,400.00	1,400.00	0.00	100.0%
321 99 02 0000 Peddlers & Solicitors Per	0.00	0.00	0.00	0.00	0.0%
321 99 03 0000 Vacation Rental Licenses	3,350.00	1,500.00	1,500.00	0.00	100.0%

## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 2

001 General Expense Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
<b>320 Licenses &amp; Permits</b>					
321 Licenses	5,329.99	2,900.00	2,900.00	0.00	100.0%
322 10 00 0000 Building Permits	143.25	0.00	0.00	0.00	0.0%
322 Permits	143.25	0.00	0.00	0.00	0.0%
<b>320 Licenses &amp; Permits</b>	<b>5,473.24</b>	<b>2,900.00</b>	<b>2,900.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>330 Intergovernmental Revenues</b>					
333 14 51 0001 CDBG Housing Rehab Gi	92,758.20	92,758.20	92,758.20	0.00	100.0%
334 03 10 0002 DOE-Shoreline Access G	0.00	20,000.00	20,000.00	0.00	100.0%
330 Grants	92,758.20	112,758.20	112,758.20	0.00	100.0%
335 00 91 0000 PUD Privilege Tax (in Lie	15,574.34	11,000.00	11,000.00	0.00	100.0%
335 04 01 0000 LE & CJ Leg One-Time C	0.00	0.00	0.00	0.00	0.0%
335 State Shared	15,574.34	11,000.00	11,000.00	0.00	100.0%
336 06 21 0000 Criminal Justice - Low Pc	1,000.00	1,000.00	1,000.00	0.00	100.0%
336 06 25 0000 Criminal Justice - Contra	3,130.14	2,500.00	2,500.00	0.00	100.0%
336 06 26 0000 Criminal Justice - Specia	1,858.36	1,891.00	1,891.00	0.00	100.0%
336 06 42 0000 Marijuana Excise Tax	2,604.88	2,272.25	2,272.25	0.00	100.0%
336 06 51 0000 DUI/Other Crim Justice /	174.64	0.00	0.00	0.00	0.0%
336 06 94 0000 Liquor Excise Tax	10,782.10	9,836.25	9,836.25	0.00	100.0%
337 40 00 0000 Private Harvest Tax	11.15	0.00	0.00	0.00	0.0%
336 State Entitlements, Impact P	19,561.27	17,499.50	17,499.50	0.00	100.0%
<b>330 Intergovernmental Revenues</b>	<b>127,893.81</b>	<b>141,257.70</b>	<b>141,257.70</b>	<b>0.00</b>	<b>100.0%</b>
<b>340 Charges For Goods &amp; Services</b>					
341 43 00 0000 General Admin Services	0.00	276,935.13	276,935.13	0.00	100.0%
341 81 00 0000 Printing/Photocopy Serv	22.20	0.00	0.00	0.00	0.0%
342 33 05 0000 Active Probation Fee	5,007.52	7,000.00	7,000.00	0.00	100.0%
341 Admin, Printing & Probation	5,029.72	283,935.13	283,935.13	0.00	100.0%
342 21 00 0000 Fire District II Fire Contr	27,173.00	32,700.00	32,700.00	0.00	100.0%

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 3

001 General Expense Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
<b>340 Charges For Goods &amp; Services</b>					
342 Fire District 2	27,173.00	32,700.00	32,700.00	0.00	100.0%
345 83 00 0000 Planning Fees	15,966.36	4,500.00	4,500.00	0.00	100.0%
345 Planning	15,966.36	4,500.00	4,500.00	0.00	100.0%
345 83 01 0000 N Bonn Bldg Inspect Rei	0.00	0.00	0.00	0.00	0.0%
345 83 02 0000 Skamania County Reimb	0.00	0.00	0.00	0.00	0.0%
346 Building	0.00	0.00	0.00	0.00	0.0%
341 93 00 0000 Port of Cascade Locks-Fi	5,951.54	0.00	0.00	0.00	0.0%
376 Parks	5,951.54	0.00	0.00	0.00	0.0%
<b>340 Charges For Goods &amp; Services</b>	<b>54,120.62</b>	<b>321,135.13</b>	<b>321,135.13</b>	<b>0.00</b>	<b>100.0%</b>
<b>350 Fines &amp; Penalties</b>					
353 10 00 0000 Traffic Infractions/Parkin	1,564.94	5,000.00	5,000.00	0.00	100.0%
353 70 00 0000 Non-Traffic Infractions	500.00	100.00	100.00	0.00	100.0%
355 20 00 0000 DUI Fines	366.53	1,000.00	1,000.00	0.00	100.0%
355 80 00 0000 Criminal Traffic Fines	2,826.42	1,000.00	1,000.00	0.00	100.0%
356 90 00 0000 Criminal Non-Traffic Fine	4,164.71	600.00	600.00	0.00	100.0%
357 37 00 0000 Court Cost Recoupment	3,209.67	5,000.00	5,000.00	0.00	100.0%
<b>350 Fines &amp; Penalties</b>	<b>12,632.27</b>	<b>12,700.00</b>	<b>12,700.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>360 Interest &amp; Other Earnings</b>					
361 11 00 0000 Interest Income/General	9,001.23	5,000.00	5,000.00	0.00	100.0%
361 40 00 0000 Sales Tax Interest	676.35	200.00	200.00	0.00	100.0%
362 00 00 0000 Park Rentals	2,500.00	2,500.00	2,500.00	0.00	100.0%
369 91 00 0000 Miscellaneous Income	1,181.83	300.00	300.00	0.00	100.0%
<b>360 Interest &amp; Other Earnings</b>	<b>13,359.41</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Revenues:</b>	<b>2,348,645.97</b>	<b>2,467,895.36</b>	<b>2,467,895.36</b>	<b>0.00</b>	<b>100.0%</b>
<b>Expenditures</b>	<b>YTD</b>	<b>Budgeted</b>	<b>Proposed</b>	<b>Difference</b>	<b>Remarks</b>

## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 4

001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>511 Legislative</b>					
511 30 41 0000 Ordinance Codification	2,355.00	2,500.00	2,500.00	0.00	100.0%
511 30 44 0000 Legislative Publishing	6,566.87	3,500.00	3,500.00	0.00	100.0%
511 60 10 0000 Council Salary	11,850.00	12,000.00	12,000.00	0.00	100.0%
511 60 20 0000 Council Benefits	906.64	1,000.00	1,000.00	0.00	100.0%
511 60 43 0000 Travel/Lodging Council	658.60	500.00	500.00	0.00	100.0%
511 60 49 0000 Tuition Council	0.00	5,000.00	5,000.00	0.00	100.0%
<b>511 Legislative</b>	<b>22,337.11</b>	<b>24,500.00</b>	<b>24,500.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>512 Judicial</b>					
512 52 10 0001 Court Clerk Salary	3,966.85	5,000.00	5,000.00	0.00	100.0%
512 52 20 0001 Court Clerk Benefits	731.40	2,000.00	2,000.00	0.00	100.0%
512 52 31 0000 Court Supplies	0.00	0.00	0.00	0.00	0.0%
512 52 41 0001 Jury Management/Court	725.01	1,200.00	1,200.00	0.00	100.0%
512 52 41 0002 Interpreter Fees	0.00	500.00	500.00	0.00	100.0%
512 52 41 0003 Municipal Court Contrac	18,333.00	20,000.00	20,000.00	0.00	100.0%
512 52 51 0000 Sheriff Warrant Service C	0.00	250.00	250.00	0.00	100.0%
515 35 41 0000 Prosecuting Attorney Cc	14,667.00	16,000.00	16,000.00	0.00	100.0%
515 93 41 0000 Indigent Defense	6,347.50	15,000.00	15,000.00	0.00	100.0%
<b>512 Judicial</b>	<b>44,770.76</b>	<b>59,950.00</b>	<b>59,950.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>513 Executive</b>					
513 10 10 0000 Mayor Salary	6,600.00	7,200.00	7,200.00	0.00	100.0%
513 10 10 0001 City Administrator Salary	87,018.66	81,750.00	81,750.00	0.00	100.0%
513 10 20 0000 Mayor Benefits	504.90	625.00	625.00	0.00	100.0%
513 10 20 0001 City Administrator Benef	15,965.36	30,520.00	30,520.00	0.00	100.0%
513 10 43 0000 Travel/Lodging Mayor/A	885.69	2,000.00	2,000.00	0.00	100.0%
513 10 49 0000 Tuition Mayor/Administr	3,034.72	1,000.00	1,000.00	0.00	100.0%
<b>513 Executive</b>	<b>114,009.33</b>	<b>123,095.00</b>	<b>123,095.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>514 Financial, Recording &amp; Elections</b>					
514 20 10 0001 Budgeting/Accounting S	64,288.12	71,940.00	71,940.00	0.00	100.0%
514 20 20 0001 Budgeting/Accounting E	15,451.07	22,890.00	22,890.00	0.00	100.0%
514 20 41 0001 EBPP Fees General Fund	271.56	600.00	600.00	0.00	100.0%
514 20 41 0002 Finance-Contractual Ser	4,724.45	4,386.67	4,386.67	0.00	100.0%
514 20 41 0022 Audit Fee	0.00	7,000.00	7,000.00	0.00	100.0%

## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 5

001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>514 Financial, Recording &amp; Elections</b>					
514 20 43 0000 Travel Financial/Records	966.30	1,000.00	1,000.00	0.00	100.0%
514 20 46 0000 Clerk Bond Premiums	104.00	200.00	200.00	0.00	100.0%
514 20 49 0000 Training/Tuition - Financ	1,567.43	3,000.00	3,000.00	0.00	100.0%
514 20 49 0001 Dues & Membership - F	880.00	1,200.00	1,200.00	0.00	100.0%
514 20 49 0002 Fiduciary Fees/VISA	4,033.47	4,000.00	4,000.00	0.00	100.0%
514 20 49 0003 Miscellaneous Charges	0.00	500.00	500.00	0.00	100.0%
514 30 10 0000 Minutes - Recording Fee	1,761.07	2,452.50	2,452.50	0.00	100.0%
514 30 20 0000 Minutes - Recording Fee	148.22	218.00	218.00	0.00	100.0%
514 41 41 0000 Elections	0.00	1,000.00	1,000.00	0.00	100.0%
514 91 51 0000 Voter Registration Servic	0.00	6,000.00	6,000.00	0.00	100.0%
<b>514 Financial, Recording &amp; Elections</b>	<b>94,195.69</b>	<b>126,387.17</b>	<b>126,387.17</b>	<b>0.00</b>	<b>100.0%</b>
<b>515 Legal Services</b>					
515 41 41 0000 Advisory Board Services	18,326.00	15,000.00	15,000.00	0.00	100.0%
515 41 43 0000 Travel - Legal	0.00	750.00	750.00	0.00	100.0%
515 41 49 0000 Training & Tuition - Legi	0.00	750.00	750.00	0.00	100.0%
<b>515 Legal Services</b>	<b>18,326.00</b>	<b>16,500.00</b>	<b>16,500.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>517 Employee Benefit Programs</b>					
517 70 22 0000 Unemployment Claims	7,054.38	10,000.00	10,000.00	0.00	100.0%
517 70 25 0000 Old Age Survivor Insurar	25.00	25.00	25.00	0.00	100.0%
517 90 26 0000 Staff Wellness	0.00	500.00	500.00	0.00	100.0%
<b>517 Employee Benefit Programs</b>	<b>7,079.38</b>	<b>10,525.00</b>	<b>10,525.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>518 Centralized Services</b>					
518 20 44 0000 DNR Fire Control Assess	17.90	0.00	0.00	0.00	0.0%
518 30 10 0000 Building Repair Salary	3,452.00	4,000.00	4,000.00	0.00	100.0%
518 30 20 0000 Building Repair Benefits	1,361.73	2,000.00	2,000.00	0.00	100.0%
518 30 31 0000 Household Supplies/Rep	1,133.41	1,000.00	1,000.00	0.00	100.0%
518 30 41 0000 Custodial Services	849.54	1,000.00	1,000.00	0.00	100.0%
518 30 41 0001 Contractual Services	24,076.25	26,700.00	26,700.00	0.00	100.0%
518 30 44 0000 HR-Advertisement	831.00	1,000.00	1,000.00	0.00	100.0%
518 30 45 0099 Eq Rental-Bldg Repair	664.04	1,000.00	1,000.00	0.00	100.0%
518 30 46 0000 Insurance - Liability	12,392.88	15,260.00	15,260.00	0.00	100.0%
518 30 47 0000 Heat & Lights	3,065.05	3,500.00	3,500.00	0.00	100.0%



2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 6

001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>518 Centralized Services</b>					
518 30 47 0001 City Hall Water/Sewer	1,316.71	1,463.32	1,463.32	0.00	100.0%
518 30 48 0000 Building Repair Supplies	2,705.63	3,000.00	3,000.00	0.00	100.0%
518 40 31 0000 Office Supplies	21,543.89	20,000.00	20,000.00	0.00	100.0%
518 40 41 0000 Office Equip Repair& M	34,261.55	29,000.00	29,000.00	0.00	100.0%
518 40 42 0000 Central Services Telephc	3,264.10	4,000.00	4,000.00	0.00	100.0%
518 40 42 0001 Miscellaneous - Postage	549.92	500.00	500.00	0.00	100.0%
518 63 84 0000 Pool District Loan	40,000.00	40,000.00	40,000.00	0.00	100.0%
518 80 41 0023 Website - General Fund	20.00	3,200.00	3,200.00	0.00	100.0%
518 90 10 0000 COVID-19 - Salaries	1,192.80	0.00	0.00	0.00	0.0%
518 90 20 0000 COVID-19 - Benefits	394.42	0.00	0.00	0.00	0.0%
518 90 31 0000 COVID-19 Supplies	0.00	0.00	0.00	0.00	0.0%
518 90 41 0000 COVID-19 Services	0.00	0.00	0.00	0.00	0.0%
518 90 49 0001 Dues And Membership -	1,749.00	3,000.00	3,000.00	0.00	100.0%
594 18 62 0000 City Hall Improvements	1,860.79	0.00	0.00	0.00	0.0%
594 18 64 0000 Office Furniture/Equipm	0.00	0.00	0.00	0.00	0.0%
594 18 64 0001 Computer Equipment	0.00	0.00	0.00	0.00	0.0%
<b>518 Centralized Services</b>	<b>156,702.61</b>	<b>159,623.32</b>	<b>159,623.32</b>	<b>0.00</b>	<b>100.0%</b>

521 Law Enforcement

521 20 41 0000 Police Services	170,909.00	185,928.07	185,928.07	0.00	100.0%
521 20 41 0001 CR Jus #4 Basic Law Enfc	3,130.14	2,700.00	2,700.00	0.00	100.0%
521 30 41 0000 CR Jus #1 Drug/Alcohol	1,858.36	1,600.00	1,600.00	0.00	100.0%
523 30 41 0000 Probation And Parole Se	5,007.52	10,000.00	10,000.00	0.00	100.0%
523 60 41 0000 Jail Services	13,560.00	13,000.00	13,000.00	0.00	100.0%
<b>521 Law Enforcement</b>	<b>194,465.02</b>	<b>213,228.07</b>	<b>213,228.07</b>	<b>0.00</b>	<b>100.0%</b>

522 Fire Control

522 10 10 0000 Fire Chief/Administrator	1,100.00	1,900.00	1,900.00	0.00	100.0%
522 10 20 0000 Fire Chief/Administrator	84.15	100.00	100.00	0.00	100.0%
522 20 10 0000 Fire Contract Volunteer I	0.00	16,000.00	16,000.00	0.00	100.0%
522 20 20 0000 Firefighter Benefits	0.00	1,000.00	1,000.00	0.00	100.0%
522 20 24 0000 Firefighter Pension/Disal	2,160.00	2,500.00	2,500.00	0.00	100.0%
522 20 31 0000 Fire Supplies	3,078.86	15,000.00	15,000.00	0.00	100.0%
522 20 31 0119 Fire Supplies-COVID-19	0.00	0.00	0.00	0.00	0.0%
522 20 32 0000 Fire Truck Fuel	555.78	1,000.00	1,000.00	0.00	100.0%
522 20 41 0000 Fire-Contractual Services	3,270.00	20,000.00	20,000.00	0.00	100.0%
522 20 42 0000 Fire Telephone	1,424.57	1,400.00	1,400.00	0.00	100.0%

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 7

001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>522 Fire Control</b>					
522 20 46 0000 Fire Truck Insurance	1,269.28	1,545.00	1,545.00	0.00	100.0%
522 20 48 0000 Fire Hydrant Repair/Sup	0.00	1,000.00	1,000.00	0.00	100.0%
522 20 49 0001 Dues & Memb./Sub. City	915.00	250.00	250.00	0.00	100.0%
522 30 10 0000 Fire Support Salary	1,946.96	5,000.00	5,000.00	0.00	100.0%
522 30 20 0000 Fire Support Benefits	670.93	2,500.00	2,500.00	0.00	100.0%
522 30 31 0001 Fire Prevention Supplies	0.00	500.00	500.00	0.00	100.0%
522 30 41 0000 Fire Investigations	0.00	1,000.00	1,000.00	0.00	100.0%
522 30 45 0099 Eq Rental - Fire Support	721.68	5,500.00	5,500.00	0.00	100.0%
522 45 43 0000 Travel - Fire Department	0.00	1,000.00	1,000.00	0.00	100.0%
522 45 49 0000 Fire Department Training	0.00	3,000.00	3,000.00	0.00	100.0%
522 50 47 0000 Fire Hall Heat And Light	3,240.32	3,000.00	3,000.00	0.00	100.0%
522 50 47 0001 Fire Hall Water-Sewer	3,336.93	5,250.00	5,250.00	0.00	100.0%
522 50 47 0099 Water on Demand For H	4,000.00	4,000.00	4,000.00	0.00	100.0%
522 50 48 0000 Fire Hall Repair	0.00	1,000.00	1,000.00	0.00	100.0%
522 60 48 0000 Fire Equipment Repair	4,519.76	6,000.00	6,000.00	0.00	100.0%
597 12 00 0000 Transfer Out To 303 Join	0.00	0.00	0.00	0.00	0.0%
<b>202 Fire Department</b>	<b>32,294.22</b>	<b>99,445.00</b>	<b>99,445.00</b>	<b>0.00</b>	<b>100.0%</b>
522 20 31 0002 Fire Supplies FD II	1,818.26	20,000.00	20,000.00	0.00	100.0%
522 20 31 0219 Fire Supplies FD II-COVII	0.00	0.00	0.00	0.00	0.0%
522 20 32 0002 Fire Truck Fuel FDII	1,882.69	1,000.00	1,000.00	0.00	100.0%
522 20 49 0002 Dues & Membership/Su	0.00	250.00	250.00	0.00	100.0%
522 30 31 0020 Fire Prevention Supplies	0.00	500.00	500.00	0.00	100.0%
522 45 43 0002 Travel-FD II	0.00	0.00	0.00	0.00	0.0%
522 45 49 0002 Fire Training FD II	0.00	3,000.00	3,000.00	0.00	100.0%
522 50 48 0001 Fire Dist II-Fire Hall Repa	4,523.40	0.00	0.00	0.00	0.0%
522 60 48 0002 Fire Equipment Repair FI	1,342.68	6,000.00	6,000.00	0.00	100.0%
<b>203 Fire District 2</b>	<b>9,567.03</b>	<b>30,750.00</b>	<b>30,750.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>522 Fire Control</b>	<b>41,861.25</b>	<b>130,195.00</b>	<b>130,195.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>528 Dispatch Services</b>					
528 60 41 0000 Dispatch Fees - City	0.00	2,500.00	2,500.00	0.00	100.0%
528 60 42 0000 Radio Contract	3,229.71	3,500.00	3,500.00	0.00	100.0%
<b>528 Dispatch Services</b>	<b>3,229.71</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>100.0%</b>

## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 8

001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>551 Public Housing Services</b>					
551 00 41 0000 CDBG Housing Rehab Co	92,758.20	92,758.20	92,758.20	0.00	100.0%
551 Public Housing Services	92,758.20	92,758.20	92,758.20	0.00	100.0%
<b>553 Conservation</b>					
553 70 41 0000 Air Pollution Authority	443.70	500.00	500.00	0.00	100.0%
553 70 41 0001 Water Runoff Testing	0.00	0.00	0.00	0.00	0.0%
553 Conservation	443.70	500.00	500.00	0.00	100.0%
<b>554 Environmental Services</b>					
554 90 40 0000 Waterfront Mitigation St	0.00	0.00	0.00	0.00	0.0%
554 Environmental Services	0.00	0.00	0.00	0.00	0.0%
<b>558 Planning &amp; Community Devel</b>					
558 50 10 0000 Building Inspector Salary	0.00	0.00	0.00	0.00	0.0%
558 50 10 0001 Current Planning Salary	31,816.29	50,000.00	50,000.00	0.00	100.0%
558 50 20 0000 Building Inspector Benef	0.00	0.00	0.00	0.00	0.0%
558 50 20 0001 Current Planning Benefit	15,162.64	22,500.00	22,500.00	0.00	100.0%
558 50 31 0000 Building Department Sup	0.00	0.00	0.00	0.00	0.0%
558 50 41 0000 Current Planning/ Buildi	12,610.02	15,000.00	15,000.00	0.00	100.0%
558 50 41 0001 Building Inspection Serv	0.00	0.00	0.00	0.00	0.0%
558 50 45 0099 Eq Rental - Building Dep	0.00	0.00	0.00	0.00	0.0%
550 Building & Current Planning	59,588.95	87,500.00	87,500.00	0.00	100.0%
558 60 10 0000 Planning Salary	37,833.89	50,000.00	50,000.00	0.00	100.0%
558 60 10 0001 Planning Recorder - Sala	1,373.14	1,800.00	1,800.00	0.00	100.0%
558 60 10 0002 Planning Commission Sa	3,675.00	4,500.00	4,500.00	0.00	100.0%
558 60 20 0000 Planning Benefits	18,036.30	22,500.00	22,500.00	0.00	100.0%
558 60 20 0001 Planning Recorder - Ben	115.61	180.00	180.00	0.00	100.0%
558 60 20 0002 Planning Commission Be	281.26	500.00	500.00	0.00	100.0%
558 60 31 0000 Planning Supplies	44.11	200.00	200.00	0.00	100.0%
558 60 41 0000 Planning & Professional	9,824.73	30,000.00	30,000.00	0.00	100.0%
558 60 41 0001 Planning Publication	1,147.18	1,000.00	1,000.00	0.00	100.0%
558 60 43 0000 Travel - Planning/Prof A	470.35	1,500.00	1,500.00	0.00	100.0%
558 60 49 0000 Training & Tuition - Plar	1,281.45	1,500.00	1,500.00	0.00	100.0%
558 60 49 0001 Dues & Membership - P	0.00	600.00	600.00	0.00	100.0%

## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 9

001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>558 Planning &amp; Community Devel</b>					
558 60 49 0002 Planning Filing Fees/Mis	314.36	200.00	200.00	0.00	100.0%
560 Future Planning	74,397.38	114,480.00	114,480.00	0.00	100.0%
558 70 49 0001 EDC Assessment	12,808.75	25,905.60	25,905.60	0.00	100.0%
558 70 49 0002 MCEDD Services	1,208.00	1,200.00	1,200.00	0.00	100.0%
570 Economic Development	14,016.75	27,105.60	27,105.60	0.00	100.0%
558 Planning & Community Devel	148,003.08	229,085.60	229,085.60	0.00	100.0%
<b>562 Public Health</b>					
562 10 41 0000 Farmers Market Support	0.00	10,000.00	10,000.00	0.00	100.0%
562 Public Health	0.00	10,000.00	10,000.00	0.00	100.0%
<b>565 Welfare</b>					
565 10 49 0000 Food Bank Support	6,667.00	10,000.00	10,000.00	0.00	100.0%
565 Welfare	6,667.00	10,000.00	10,000.00	0.00	100.0%
<b>566 Substance Abuse</b>					
566 72 42 0000 Substance Abuse/Liquor	215.64	150.00	150.00	0.00	100.0%
566 Substance Abuse	215.64	150.00	150.00	0.00	100.0%
<b>573 Cultural &amp; Community Activities</b>					
573 90 49 0000 Hosting of Meetings/Events	215.35	500.00	500.00	0.00	100.0%
573 Cultural & Community Activities	215.35	500.00	500.00	0.00	100.0%
<b>576 Park Facilities</b>					
576 20 41 0000 Community Pool Support	0.00	0.00	0.00	0.00	0.0%
576 80 10 0000 Park Maintenance Salary	19,625.70	25,000.00	25,000.00	0.00	100.0%
576 80 20 0000 Park Maintenance Benef	9,906.38	13,000.00	13,000.00	0.00	100.0%
576 80 31 0000 Parks Supplies	4,669.85	2,000.00	2,000.00	0.00	100.0%
576 80 45 0099 Eq Rental - Parks	11,031.15	12,360.00	12,360.00	0.00	100.0%
576 80 47 0000 Parks Electricity	670.09	500.00	500.00	0.00	100.0%

## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 10

001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>576 Park Facilities</b>					
576 80 47 0001 Parks Water	1,719.64	1,800.00	1,800.00	0.00	100.0%
576 80 48 0000 Parks - Contracted	975.00	0.00	0.00	0.00	0.0%
576 Park Facilities	48,597.81	54,660.00	54,660.00	0.00	100.0%
<b>580 Non Expenditures</b>					
589 99 00 0000 Payroll Clearing	(1,972.32)	0.00	0.00	0.00	0.0%
580 Non Expenditures	(1,972.32)	0.00	0.00	0.00	0.0%
<b>597 Interfund Transfers</b>					
597 00 01 0020 Transfers-Out - Fire Resc	25,000.00	25,000.00	25,000.00	0.00	100.0%
597 00 01 0100 Transfers-Out - To 100 S	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	25,000.00	25,000.00	25,000.00	0.00	100.0%
<b>999 Ending Balance</b>					
508 91 00 0001 CE-Unreserved Ending C	0.00	1,090,688.87	1,090,688.87	0.00	100.0%
100 Unreserved	0.00	1,090,688.87	1,090,688.87	0.00	100.0%
508 51 01 0001 CE-Unemployment Rese	0.00	33,414.00	33,414.00	0.00	100.0%
102 Unemployment Reserve	0.00	33,414.00	33,414.00	0.00	100.0%
508 31 02 0001 CE-Custodial	0.00	51,135.13	51,135.13	0.00	100.0%
104 Custodial Reserve	0.00	51,135.13	51,135.13	0.00	100.0%
999 Ending Balance	0.00	1,175,238.00	1,175,238.00	0.00	100.0%
<b>Fund Expenditures:</b>	<b>1,016,905.32</b>	<b>2,467,895.36</b>	<b>2,467,895.36</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>1,331,740.65</b>	<b>0.00</b>	<b>0.00</b>		

## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 11

010 General Reserve Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
----------	-----	----------	----------	------------	---------

308 Beginning Balances

308 51 00 0010 General Reserve-Beginni	332,314.62	326,705.62	326,705.62	0.00	100.0%
308 Beginning Balances	332,314.62	326,705.62	326,705.62	0.00	100.0%

360 Interest & Other Earnings

361 11 00 0010 General Res-Interest	2,516.05	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	2,516.05	0.00	0.00	0.00	0.0%

Fund Revenues:	334,830.67	326,705.62	326,705.62	0.00	100.0%
----------------	------------	------------	------------	------	--------

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
--------------	-----	----------	----------	------------	---------

999 Ending Balance

508 51 00 0010 General Res-Ending Casl	0.00	326,705.62	326,705.62	0.00	100.0%
999 Ending Balance	0.00	326,705.62	326,705.62	0.00	100.0%

Fund Expenditures:	0.00	326,705.62	326,705.62	0.00	100.0%
--------------------	------	------------	------------	------	--------

Fund Excess/(Deficit):	334,830.67	0.00	0.00		
------------------------	------------	------	------	--	--

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 12

020 Fire Reserve Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
----------	-----	----------	----------	------------	---------

308 Beginning Balances

308 51 00 0020 Fire Res-Beginning Cash	1,607,765.44	1,589,616.67	1,589,616.67	0.00	100.0%
308 Beginning Balances	1,607,765.44	1,589,616.67	1,589,616.67	0.00	100.0%

360 Interest & Other Earnings

361 11 00 0020 Fire Res-Interest	14,373.66	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	14,373.66	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 02 00 0001 Fire Res-Transfer In Fron	25,000.00	25,000.00	25,000.00	0.00	100.0%
397 Interfund Transfers	25,000.00	25,000.00	25,000.00	0.00	100.0%

Fund Revenues:	1,647,139.10	1,614,616.67	1,614,616.67	0.00	100.0%
----------------	--------------	--------------	--------------	------	--------

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
--------------	-----	----------	----------	------------	---------

999 Ending Balance

508 51 00 0020 Fire Res-Ending Cash	0.00	1,614,616.67	1,614,616.67	0.00	100.0%
999 Ending Balance	0.00	1,614,616.67	1,614,616.67	0.00	100.0%

Fund Expenditures:	0.00	1,614,616.67	1,614,616.67	0.00	100.0%
--------------------	------	--------------	--------------	------	--------

Fund Excess/(Deficit):	1,647,139.10	0.00	0.00		
------------------------	--------------	------	------	--	--

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 13

030 ARPA						
Revenues	YTD	Budgeted	Proposed	Difference	Remarks	
308 Beginning Balances						
308 51 00 0030 ARPA-Beginning Balance	223,677.00	223,677.00	223,677.00	0.00	100.0%	
308 Beginning Balances	223,677.00	223,677.00	223,677.00	0.00	100.0%	
330 Intergovernmental Revenues						
332 92 10 0000 DOC-ARPA Distribution	223,676.00	223,676.00	223,676.00	0.00	100.0%	
330 Grants	223,676.00	223,676.00	223,676.00	0.00	100.0%	
330 Intergovernmental Revenues	223,676.00	223,676.00	223,676.00	0.00	100.0%	
Fund Revenues:	447,353.00	447,353.00	447,353.00	0.00	100.0%	
Expenditures	YTD	Budgeted	Proposed	Difference	Remarks	
594 Capital Expenditures						
594 35 64 0031 WW Equipment Purchas	149,040.00	150,000.00	150,000.00	0.00	100.0%	
594 Capital Expenditures	149,040.00	150,000.00	150,000.00	0.00	100.0%	
999 Ending Balance						
508 51 00 0030 ARPA-Ending Balance	0.00	297,353.00	297,353.00	0.00	100.0%	
999 Ending Balance	0.00	297,353.00	297,353.00	0.00	100.0%	
Fund Expenditures:	149,040.00	447,353.00	447,353.00	0.00	100.0%	
Fund Excess/(Deficit):	298,313.00	0.00	0.00			



## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 14

100 Street Fund

Revenues	YTD	Budgeted	Proposed	Difference	Percentage	Remarks
----------	-----	----------	----------	------------	------------	---------

308 Beginning Balances

308 51 00 0100 ST Unreserved Begin CA	306,457.10	306,457.10	306,457.10	0.00	100.0%	
308 51 01 0100 ST Unreserved Begin C&	10,000.00	10,000.00	10,000.00	0.00	100.0%	
<b>308 Beginning Balances</b>	<b>316,457.10</b>	<b>316,457.10</b>	<b>316,457.10</b>	<b>0.00</b>	<b>100.0%</b>	

310 Taxes

313 11 00 0100 Additional .5% Sales Tax	403,931.09	280,000.00	405,000.00	125,000.00	144.6%	Revised estimate
316 42 00 0000 PUD Excise Tax	59,138.51	45,000.00	60,000.00	15,000.00	133.3%	Revised Estimate
<b>310 Taxes</b>	<b>463,069.60</b>	<b>325,000.00</b>	<b>465,000.00</b>	<b>140,000.00</b>	<b>143.1%</b>	

320 Licenses & Permits

322 40 00 0000 Street ROW Applications	900.00	600.00	600.00	0.00	100.0%	
<b>322 Permits</b>	<b>900.00</b>	<b>600.00</b>	<b>600.00</b>	<b>0.00</b>	<b>100.0%</b>	
<b>320 Licenses &amp; Permits</b>	<b>900.00</b>	<b>600.00</b>	<b>600.00</b>	<b>0.00</b>	<b>100.0%</b>	

330 Intergovernmental Revenues

336 00 71 0000 Multimodal Transportati	2,550.65	2,013.00	2,013.00	0.00	100.0%	
336 00 87 0000 Street Fuel Tax-MVFT	26,371.05	29,447.75	29,447.75	0.00	100.0%	
336 06 95 0000 Liquor Profit Tax	8,871.20	11,879.75	11,879.75	0.00	100.0%	
<b>330 Intergovernmental Revenues</b>	<b>37,792.90</b>	<b>43,340.50</b>	<b>43,340.50</b>	<b>0.00</b>	<b>100.0%</b>	

360 Interest & Other Earnings

361 11 00 0100 Interest Income - Streets	2,782.43	0.00	0.00	0.00	0.0%	
369 10 00 0000 Sale of Scrap Streets	0.00	0.00	0.00	0.00	0.0%	
<b>360 Interest &amp; Other Earnings</b>	<b>2,782.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	

390 Other Financing Sources

395 20 00 0000 Insurance/Private Claims	543.09	0.00	0.00	0.00	0.0%	
<b>390 Other Financing Sources</b>	<b>543.09</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	

397 Interfund Transfers

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 15

100 Street Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
397 Interfund Transfers						
397 00 00 0001 Transfer In From Genera	0.00	0.00	0.00	0.00	0.0%	
397 01 00 0300 Transfer In From CIP	0.00	30,000.00	30,000.00	0.00	100.0%	
397 18 00 0309 Transfer In from Russell	24,820.09	24,820.09	24,820.09	0.00	100.0%	
<b>397 Interfund Transfers</b>	<b>24,820.09</b>	<b>54,820.09</b>	<b>54,820.09</b>	<b>0.00</b>	<b>100.0%</b>	
<b>Fund Revenues:</b>	<b>846,365.21</b>	<b>740,217.69</b>	<b>880,217.69</b>	<b>140,000.00</b>	<b>118.9%</b>	

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
542 Streets - Maintenance						
542 39 10 0000 Road Maintenance - Sal	105,532.17	79,570.00	111,570.00	32,000.00	140.2%	Increased for additional PWD time.
542 39 20 0000 Road Maintenance - Ber	51,765.21	38,150.00	55,000.00	16,850.00	144.2%	Increased for additional PWD time.
542 39 31 0000 Supplies	45,603.55	15,000.00	15,000.00	0.00	100.0%	
542 39 41 0000 General Admin Fees	0.00	54,290.40	54,290.40	0.00	100.0%	
542 39 41 0001 Street-Services	5,289.75	4,400.00	4,400.00	0.00	100.0%	
542 39 42 0000 Telephone	88.72	200.00	200.00	0.00	100.0%	
542 39 45 0099 Eq Rental - Road Mainte	43,200.98	25,000.00	45,000.00	20,000.00	180.0%	Increased for additional PWD time.
542 39 48 0000 Contracted Labor	22,319.49	65,000.00	65,000.00	0.00	100.0%	
542 39 51 0000 Environmental Permits	0.00	0.00	0.00	0.00	0.0%	
542 40 10 0000 Storm Drain Maint - Sal	9,178.17	12,000.00	12,000.00	0.00	100.0%	
542 40 20 0000 Storm Drain Maint - Ben	3,428.06	7,000.00	7,000.00	0.00	100.0%	
542 40 31 0000 Storm Drain Maint - Sup	2,040.41	2,000.00	2,000.00	0.00	100.0%	
542 40 45 0099 Eq Rental - Storm Drain	3,253.70	3,000.00	3,000.00	0.00	100.0%	
542 40 47 0000 Dewatering Electricity Ct	1,283.97	1,300.00	1,300.00	0.00	100.0%	
542 40 48 0000 Storm Drain Maint - Cor	0.00	700.00	700.00	0.00	100.0%	
542 62 41 0000 Path Maintenance-Contr	0.00	0.00	0.00	0.00	0.0%	
542 63 47 0000 Electricity - Street Lights	14,966.25	16,000.00	16,000.00	0.00	100.0%	
542 63 47 0001 Street Water	2,326.52	3,000.00	3,000.00	0.00	100.0%	
542 63 48 0000 Repair/maintenance - ST	603.96	3,000.00	3,000.00	0.00	100.0%	
542 64 31 0000 Traffic Devices	11,080.37	12,000.00	12,000.00	0.00	100.0%	
542 64 48 0000 Road Striping	7,547.18	6,000.00	6,000.00	0.00	100.0%	
542 66 10 0000 Snow Removal - Salary	8,042.01	19,620.00	19,620.00	0.00	100.0%	
542 66 20 0000 Snow Removal - Benefit	2,685.35	8,720.00	8,720.00	0.00	100.0%	
542 66 31 0000 Snow Removal - Supplie	0.00	1,000.00	1,000.00	0.00	100.0%	
542 66 41 0000 Snow Removal-Services	1,310.04	0.00	0.00	0.00	0.0%	
542 66 45 0099 Eq Rental - Snow Remov	2,916.00	4,000.00	4,000.00	0.00	100.0%	
542 67 47 0000 Litter Clean-Up	3,213.50	3,500.00	3,500.00	0.00	100.0%	

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 16

100 Street Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
--------------	-----	----------	----------	------------	--	---------

542 Streets - Maintenance

542 Streets - Maintenance	347,675.36	384,450.40	453,300.40	68,850.00	117.9%	
---------------------------	------------	------------	------------	-----------	--------	--

543 Streets Admin & Overhead

543 10 10 0000 General Administration S	29,536.66	2,180.00	35,000.00	32,820.00	****%	Increased for additional PWD time.
543 10 20 0000 General Administration I	12,560.23	817.50	15,000.00	14,182.50	****%	Increased for additional PWD time.
543 31 10 0000 General Services Salaries	3,012.89	5,450.00	5,450.00	0.00	100.0%	
543 31 20 0000 General Services Benefit	704.84	1,635.00	1,635.00	0.00	100.0%	
543 31 41 0000 Computer Services	765.59	600.00	600.00	0.00	100.0%	
543 31 41 0001 Contracted Servcies	39,090.00	25,000.00	50,000.00	25,000.00	200.0%	Transportation Study Completion & GIS
543 31 41 0022 Audit Fee	0.00	3,000.00	3,000.00	0.00	100.0%	
543 31 43 0000 Travel - Streets	74.57	500.00	500.00	0.00	100.0%	
543 31 46 0000 Insurance	6,665.20	7,150.00	7,150.00	0.00	100.0%	
543 31 49 0000 Training - Streets	1,268.38	500.00	500.00	0.00	100.0%	
543 31 49 0001 Misc/Recording Fees/Du	1,379.49	1,000.00	1,000.00	0.00	100.0%	
543 Streets Admin & Overhead	95,057.85	47,832.50	119,835.00	72,002.50	250.5%	

544 Road & Street Operations

544 20 41 0100 #14 ST Planning Profess	3,950.00	0.00	0.00	0.00	0.0%	
544 Road & Street Operations	3,950.00	0.00	0.00	0.00	0.0%	

566 Substance Abuse

566 72 42 0100 Substance Abuse/Liquor	177.42	0.00	0.00	0.00	0.0%	
566 Substance Abuse	177.42	0.00	0.00	0.00	0.0%	

594 Capital Expenditures

594 42 31 0000 Street Maint. Equipment	6,320.90	0.00	6,321.00	6,321.00	0.0%	Line Striper/Paint Sprayer
595 21 61 0000 Right of Way	0.00	0.00	0.00	0.00	0.0%	
595 33 10 0000 Russell Avenue (Restor/F	0.00	0.00	0.00	0.00	0.0%	
595 33 20 0000 Russell Avenue (Restor/F	0.00	0.00	0.00	0.00	0.0%	
595 33 45 0099 Eq Rental - Restor/Rehal	0.00	0.00	0.00	0.00	0.0%	
595 40 41 0000 Rock Creek Stormwater	125,780.40	134,000.00	134,000.00	0.00	100.0%	
595 40 41 0001 Loop Rd Stormwater	48,130.36	55,072.40	55,072.40	0.00	100.0%	
595 50 41 0000 Kanaka Bridge Rebuild	0.00	0.00	0.00	0.00	0.0%	

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 17

100 Street Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
--------------	-----	----------	----------	------------	---------

594 Capital Expenditures

594 Capital Expenditures	180,231.66	189,072.40	195,393.40	6,321.00	103.3%
--------------------------	------------	------------	------------	----------	--------

597 Interfund Transfers

597 18 00 0000 Transfer Out to 309 Russ	0.00	0.00	0.00	0.00	0.0%
597 19 00 0000 Transfer Out To 311 Firs	28,951.71	50,000.00	50,000.00	0.00	100.0%
597 Interfund Transfers	28,951.71	50,000.00	50,000.00	0.00	100.0%

999 Ending Balance

508 51 00 0100 Streets-Unreserved Endi	0.00	58,862.39	51,688.89	(7,173.50)	87.8%
508 51 01 0100 Streets-Snow Reserve	0.00	10,000.00	10,000.00	0.00	100.0%
999 Ending Balance	0.00	68,862.39	61,688.89	(7,173.50)	89.6%

Fund Expenditures:	656,044.00	740,217.69	880,217.69	140,000.00	118.9%
--------------------	------------	------------	------------	------------	--------

Fund Excess/(Deficit):	190,321.21	0.00	0.00		
------------------------	------------	------	------	--	--

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 18

103 Tourism Promo & Develop Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
----------	-----	----------	----------	------------	---------

308 Beginning Balances

308 31 00 0103 Tourism Reserved C&I -	177,205.62	177,205.62	177,205.62	0.00	100.0%
308 31 01 0103 Tourism Reserved C&I -	620,574.86	620,574.86	620,574.86	0.00	100.0%
<b>308 Beginning Balances</b>	<b>797,780.48</b>	<b>797,780.48</b>	<b>797,780.48</b>	<b>0.00</b>	<b>100.0%</b>

310 Taxes

313 31 00 0000 Stadium (Motel/Hotel) T	620,438.92	430,000.00	430,000.00	0.00	100.0%
<b>310 Taxes</b>	<b>620,438.92</b>	<b>430,000.00</b>	<b>430,000.00</b>	<b>0.00</b>	<b>100.0%</b>

360 Interest & Other Earnings

361 11 00 0103 Interest Income/Tourism	7,289.97	0.00	0.00	0.00	0.0%
<b>360 Interest &amp; Other Earnings</b>	<b>7,289.97</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

<b>Fund Revenues:</b>	<b>1,425,509.37</b>	<b>1,227,780.48</b>	<b>1,227,780.48</b>	<b>0.00</b>	<b>100.0%</b>
-----------------------	---------------------	---------------------	---------------------	-------------	---------------

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
--------------	-----	----------	----------	------------	---------

573 Cultural & Community Activities

573 30 41 0000 Consultant Services, Cha	91,660.00	110,000.00	110,000.00	0.00	100.0%
573 30 41 0001 SBA Consultant Services	50,975.25	85,000.00	85,000.00	0.00	100.0%
573 30 41 0002 Chamber Events	9,085.14	14,000.00	14,000.00	0.00	100.0%
573 30 41 0004 County - Fair & Timber (	0.00	5,000.00	5,000.00	0.00	100.0%
573 30 41 0005 County - Bluegrass Festi	0.00	10,000.00	10,000.00	0.00	100.0%
573 30 41 0008 County-Fireworks	0.00	7,500.00	7,500.00	0.00	100.0%
573 30 41 0010 General Admin Fees	0.00	6,771.70	6,771.70	0.00	100.0%
573 90 10 0000 Promotion Salaries	1,431.96	5,000.00	5,000.00	0.00	100.0%
573 90 10 0003 Promotion Field Salaries	2,761.37	3,300.00	3,300.00	0.00	100.0%
573 90 20 0000 Promotion Benefits	261.42	1,000.00	1,000.00	0.00	100.0%
573 90 20 0003 Promotion Field Benefits	1,025.14	1,700.00	1,700.00	0.00	100.0%
573 90 31 0000 Promotion Supplies	0.00	0.00	0.00	0.00	0.0%
573 90 41 0002 CRGIC Consultant Servic	43,393.14	60,000.00	60,000.00	0.00	100.0%
573 90 41 0003 X-Fest Event	1,000.00	1,000.00	1,000.00	0.00	100.0%
573 90 41 0008 Gorge Outrigger Races	5,000.00	5,000.00	5,000.00	0.00	100.0%
573 90 41 0009 BOTG Kiteboarding Festi	2,891.98	3,000.00	3,000.00	0.00	100.0%
573 90 41 0013 Main St Program Coordi	48,750.00	65,000.00	65,000.00	0.00	100.0%
573 90 41 0014 Stevenson Waterfront M	4,194.21	4,500.00	4,500.00	0.00	100.0%

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 19

103 Tourism Promo & Develop Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>573 Cultural &amp; Community Activities</b>					
573 90 41 0018 SC Fair Board-GorgeGra:	4,000.00	4,000.00	4,000.00	0.00	100.0%
573 90 41 0019 CGTA Services	0.00	5,000.00	5,000.00	0.00	100.0%
573 90 41 0021 Computer Services	637.98	0.00	0.00	0.00	0.0%
573 90 41 0022 Audit Fee	0.00	2,000.00	2,000.00	0.00	100.0%
573 90 41 0023 Stevenson Plein Air	0.00	0.00	0.00	0.00	0.0%
573 90 41 0024 Gorge Olympic Windsur	3,000.00	3,000.00	3,000.00	0.00	100.0%
573 90 41 0025 Gorge Downwind Chamj	10,000.00	10,000.00	10,000.00	0.00	100.0%
573 90 41 0100 TAC - Professional Servic	0.00	0.00	0.00	0.00	0.0%
573 90 44 0000 TAC-Publishing	0.00	0.00	0.00	0.00	0.0%
573 90 45 0099 Eq Rental - Promotion Fi	1,017.33	0.00	0.00	0.00	0.0%
<b>573 Cultural &amp; Community Activities</b>	<b>281,084.92</b>	<b>411,771.70</b>	<b>411,771.70</b>	<b>0.00</b>	<b>100.0%</b>
<b>594 Capital Expenditures</b>					
594 76 63 0001 Courthouse Park Plaza (S	0.00	230,000.00	230,000.00	0.00	100.0%
<b>594 Capital Expenditures</b>	<b>0.00</b>	<b>230,000.00</b>	<b>230,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>999 Ending Balance</b>					
508 31 00 0103 Tourism-Cap. Facility Re:	0.00	100,000.00	100,000.00	0.00	100.0%
508 31 01 0103 Tourism-Ending Cash	0.00	486,008.78	486,008.78	0.00	100.0%
<b>999 Ending Balance</b>	<b>0.00</b>	<b>586,008.78</b>	<b>586,008.78</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Expenditures:</b>	<b>281,084.92</b>	<b>1,227,780.48</b>	<b>1,227,780.48</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>1,144,424.45</b>	<b>0.00</b>	<b>0.00</b>		

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 20

105 Affordable Housing Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
----------	-----	----------	----------	------------	---------

308 Beginning Balances

308 31 00 0105 Affordable Housing-Beg	6,376.16	6,215.61	6,215.61	0.00	100.0%
308 Beginning Balances	6,376.16	6,215.61	6,215.61	0.00	100.0%

310 Taxes

313 27 00 0000 Affordable And Supporti	5,413.31	5,000.00	5,000.00	0.00	100.0%
310 Taxes	5,413.31	5,000.00	5,000.00	0.00	100.0%

Fund Revenues:	11,789.47	11,215.61	11,215.61	0.00	100.0%
----------------	-----------	-----------	-----------	------	--------

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
--------------	-----	----------	----------	------------	---------

999 Ending Balance

508 31 00 0105 Affordable Housing-End	0.00	11,215.61	11,215.61	0.00	100.0%
999 Ending Balance	0.00	11,215.61	11,215.61	0.00	100.0%

Fund Expenditures:	0.00	11,215.61	11,215.61	0.00	100.0%
--------------------	------	-----------	-----------	------	--------

Fund Excess/(Deficit):	11,789.47	0.00	0.00		
------------------------	-----------	------	------	--	--

## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 21

107 HEALing SCARS Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
----------	-----	----------	----------	------------	---------

308 Beginning Balances

308 31 00 0107 HEALing SCARS-Beg. Ba	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%

360 Interest & Other Earnings

367 27 00 0000 HS-Contributions and D	10,190.57	0.00	10,190.57	10,190.57	0.0%	Rock Creek Outfall Mitigation
360 Interest & Other Earnings	10,190.57	0.00	10,190.57	10,190.57	0.0%	

Fund Revenues:	10,190.57	0.00	10,190.57	10,190.57	0.0%
----------------	-----------	------	-----------	-----------	------

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
--------------	-----	----------	----------	------------	---------

999 Ending Balance

508 31 00 0107 HEALingSCARS-Ending B	0.00	0.00	10,190.57	10,190.57	0.0%
999 Ending Balance	0.00	0.00	10,190.57	10,190.57	0.0%

Fund Expenditures:	0.00	0.00	10,190.57	10,190.57	0.0%
--------------------	------	------	-----------	-----------	------

Fund Excess/(Deficit):	10,190.57	0.00	0.00
------------------------	-----------	------	------



2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 22

300 Capital Improvement Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
----------	-----	----------	----------	------------	---------

308 Beginning Balances

308 31 00 0300 Cap Imp Reserved Begin	140,547.34	96,016.92	96,016.92	0.00	100.0%
308 31 01 0300 Cap Imp Res Begin C&I '	11,256.65	11,256.65	11,256.65	0.00	100.0%
<b>308 Beginning Balances</b>	<b>151,803.99</b>	<b>107,273.57</b>	<b>107,273.57</b>	<b>0.00</b>	<b>100.0%</b>

310 Taxes

318 34 00 0000 Real Estate Excise Tax	53,989.40	20,000.00	20,000.00	0.00	100.0%
<b>310 Taxes</b>	<b>53,989.40</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>100.0%</b>

360 Interest & Other Earnings

361 11 00 0300 Interest on Investments-	1,723.24	0.00	0.00	0.00	0.0%
<b>360 Interest &amp; Other Earnings</b>	<b>1,723.24</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

<b>Fund Revenues:</b>	<b>207,516.63</b>	<b>127,273.57</b>	<b>127,273.57</b>	<b>0.00</b>	<b>100.0%</b>
-----------------------	-------------------	-------------------	-------------------	-------------	---------------

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
--------------	-----	----------	----------	------------	---------

597 Interfund Transfers

597 01 00 0100 Transfer Out to Streets	0.00	30,000.00	30,000.00	0.00	100.0%
<b>597 Interfund Transfers</b>	<b>0.00</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>100.0%</b>

999 Ending Balance

508 31 00 0300 Cap. Imp.-Ending Cash	0.00	86,016.92	86,016.92	0.00	100.0%
508 31 01 0300 Cap. Imp.-Waterfront Im	0.00	11,256.65	11,256.65	0.00	100.0%
<b>999 Ending Balance</b>	<b>0.00</b>	<b>97,273.57</b>	<b>97,273.57</b>	<b>0.00</b>	<b>100.0%</b>

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>127,273.57</b>	<b>127,273.57</b>	<b>0.00</b>	<b>100.0%</b>
---------------------------	-------------	-------------------	-------------------	-------------	---------------

<b>Fund Excess/(Deficit):</b>	<b>207,516.63</b>	<b>0.00</b>	<b>0.00</b>		
-------------------------------	-------------------	-------------	-------------	--	--

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 23

309 Russell Ave

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
----------	-----	----------	----------	------------	---------

330 Intergovernmental Revenues

334 03 80 0309 Russel Ave-TIB Grant	24,820.09	24,820.09	24,820.09	0.00	100.0%
-------------------------------------	-----------	-----------	-----------	------	--------

330 Intergovernmental Revenues	24,820.09	24,820.09	24,820.09	0.00	100.0%
--------------------------------	-----------	-----------	-----------	------	--------

Fund Revenues:	24,820.09	24,820.09	24,820.09	0.00	100.0%
----------------	-----------	-----------	-----------	------	--------

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
--------------	-----	----------	----------	------------	---------

597 Interfund Transfers

597 18 00 0309 Russel Ave Transfers-Ou	24,820.09	24,820.09	24,820.09	0.00	100.0%
--	-----------	-----------	-----------	------	--------

597 Interfund Transfers	24,820.09	24,820.09	24,820.09	0.00	100.0%
-------------------------	-----------	-----------	-----------	------	--------

Fund Expenditures:	24,820.09	24,820.09	24,820.09	0.00	100.0%
--------------------	-----------	-----------	-----------	------	--------

Fund Excess/(Deficit):	0.00	0.00	0.00		
------------------------	------	------	------	--	--

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 24

311 First Street

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
----------	-----	----------	----------	------------	---------

308 Beginning Balances

308 91 00 0311 First St-Res Beg Cash	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%

330 Intergovernmental Revenues

333 20 20 0002 First St.-TA Grant	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 00 0311 First St-Transfer In From	28,951.71	50,000.00	50,000.00	0.00	100.0%
397 00 00 1311 First St-Transfer In From	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	28,951.71	50,000.00	50,000.00	0.00	100.0%

Fund Revenues:	28,951.71	50,000.00	50,000.00	0.00	100.0%
----------------	-----------	-----------	-----------	------	--------

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
--------------	-----	----------	----------	------------	---------

594 Capital Expenditures

595 10 41 0311 First St-Engineering Svc	28,951.71	50,000.00	50,000.00	0.00	100.0%
594 Capital Expenditures	28,951.71	50,000.00	50,000.00	0.00	100.0%

999 Ending Balance

508 91 00 0311 First St-Ending Balance	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%

Fund Expenditures:	28,951.71	50,000.00	50,000.00	0.00	100.0%
--------------------	-----------	-----------	-----------	------	--------

Fund Excess/(Deficit):	0.00	0.00	0.00		
------------------------	------	------	------	--	--

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 25

312 Columbia Ave

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
----------	-----	----------	----------	------------	---------

330 Intergovernmental Revenues

334 03 10 0312 Columbia Ave-DOE IPG	28,228.75	200,000.00	200,000.00	0.00	100.0%
-------------------------------------	-----------	------------	------------	------	--------

330 Intergovernmental Revenues	28,228.75	200,000.00	200,000.00	0.00	100.0%
--------------------------------	-----------	------------	------------	------	--------

Fund Revenues:	28,228.75	200,000.00	200,000.00	0.00	100.0%
----------------	-----------	------------	------------	------	--------

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
--------------	-----	----------	----------	------------	---------

594 Capital Expenditures

594 54 41 0312 Columbia Ave-Consultar	54,382.75	200,000.00	200,000.00	0.00	100.0%
---------------------------------------	-----------	------------	------------	------	--------

594 Capital Expenditures	54,382.75	200,000.00	200,000.00	0.00	100.0%
--------------------------	-----------	------------	------------	------	--------

999 Ending Balance

508 51 00 0312 Columbia Ave Ending Ba	0.00	0.00	0.00	0.00	0.0%
---------------------------------------	------	------	------	------	------

999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
--------------------	------	------	------	------	------

Fund Expenditures:	54,382.75	200,000.00	200,000.00	0.00	100.0%
--------------------	-----------	------------	------------	------	--------

Fund Excess/(Deficit):	(26,154.00)	0.00	0.00		
------------------------	-------------	------	------	--	--

2022 PROPOSED BUDGET CHANGES

400 Water/Sewer Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
<b>308 Beginning Balances</b>					
308 51 00 0400 WS Unreserved Begin C/	647,754.95	647,754.95	647,754.95	0.00	100.0%
400 Water/Sewer	647,754.95	647,754.95	647,754.95	0.00	100.0%
308 51 01 0400 WS Res Begin C&I Syste	539,594.95	539,594.95	539,594.95	0.00	100.0%
401 Water	539,594.95	539,594.95	539,594.95	0.00	100.0%
308 51 02 0400 WS Res Begin C&I Syste	481,088.84	431,097.47	431,097.47	0.00	100.0%
402 Sewer	481,088.84	431,097.47	431,097.47	0.00	100.0%
<b>308 Beginning Balances</b>	<b>1,668,438.74</b>	<b>1,618,447.37</b>	<b>1,618,447.37</b>	<b>0.00</b>	<b>100.0%</b>
<b>330 Intergovernmental Revenues</b>					
334 03 10 0000 DOE Forgivable Principa	0.00	0.00	562,947.38	562,947.38	0.0%
330 Grants	0.00	0.00	562,947.38	562,947.38	0.0%
334 04 20 0400 Dept. Of Commerce-Ene	196,823.15	194,979.15	194,979.15	0.00	100.0%
343 Water	196,823.15	194,979.15	194,979.15	0.00	100.0%
<b>330 Intergovernmental Revenues</b>	<b>196,823.15</b>	<b>194,979.15</b>	<b>757,926.53</b>	<b>562,947.38</b>	<b>388.7%</b>
<b>340 Charges For Goods &amp; Services</b>					
343 40 00 0000 Water Sales	790,106.47	661,500.00	661,500.00	0.00	100.0%
343 40 18 0000 Turn on Fees	386.40	1,500.00	1,500.00	0.00	100.0%
343 40 19 0000 Disconnect/Nonpaymen	1,393.16	1,000.00	1,000.00	0.00	100.0%
343 40 20 0000 Water Construction Hoo	0.00	0.00	0.00	0.00	0.0%
343 40 21 0000 Hydrant Rental - Externa	2,581.05	600.00	600.00	0.00	100.0%
343 40 99 0000 Hydrant Rental-Internal	4,000.00	4,000.00	4,000.00	0.00	100.0%
343 41 00 0000 Installation Water	13,193.44	10,000.00	10,000.00	0.00	100.0%
343 Water	811,660.52	678,600.00	678,600.00	0.00	100.0%
343 50 00 0000 Sewer Service Income	1,095,653.93	1,019,137.50	1,019,137.50	0.00	100.0%
343 50 01 0000 BOD Surcharge	31,647.76	0.00	0.00	0.00	0.0%
343 50 02 0000 Downspout-Sump Pump	5,060.00	0.00	0.00	0.00	0.0%
343 51 00 0000 Installation Sewer	0.00	300.00	300.00	0.00	100.0%

## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 27

400 Water/Sewer Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
----------	-----	----------	----------	------------	---------

340 Charges For Goods & Services

344 Sewer	1,132,361.69	1,019,437.50	1,019,437.50	0.00	100.0%
340 Charges For Goods & Services	1,944,022.21	1,698,037.50	1,698,037.50	0.00	100.0%

360 Interest & Other Earnings

367 40 00 0000 Water Capital Contributi	106,744.78	94,644.00	94,644.00	0.00	100.0%
369 10 01 0000 Water Miscellaneous Inc	0.00	0.00	0.00	0.00	0.0%
343 Water	106,744.78	94,644.00	94,644.00	0.00	100.0%
367 50 00 0000 Sewer Capital Contributi	105,169.92	86,590.92	86,590.92	0.00	100.0%
369 10 02 0000 Sewer Miscellaneous Inc	75.00	0.00	0.00	0.00	0.0%
344 Sewer	105,244.92	86,590.92	86,590.92	0.00	100.0%
361 11 00 0400 Interest on Investments	16,961.09	4,000.00	4,000.00	0.00	100.0%
369 81 00 0000 Cashier's Overages/Shor	0.00	0.00	0.00	0.00	0.0%
369 91 00 0400 Other Miscellaneous/NS	0.00	0.00	0.00	0.00	0.0%
400 Water/Sewer	16,961.09	4,000.00	4,000.00	0.00	100.0%
360 Interest & Other Earnings	228,950.79	185,234.92	185,234.92	0.00	100.0%

380 Non Revenues

386 00 00 0000 Customer Deposits	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	4,038,234.89	3,696,698.94	4,259,646.32	562,947.38	115.2%
----------------	--------------	--------------	--------------	------------	--------

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
--------------	-----	----------	----------	------------	---------

534 Water Utilities

534 10 10 0000 WA-Administrative Salar	18,313.97	2,725.00	2,725.00	0.00	100.0%
534 10 20 0000 WA-Administrative Bene	8,349.18	1,090.00	1,090.00	0.00	100.0%
534 10 41 0001 General Admin Fee	0.00	95,459.22	95,459.22	0.00	100.0%
534 10 41 0022 WA-Audit Fee	0.00	6,000.00	6,000.00	0.00	100.0%
534 10 42 0000 WA-Op. Permit(DOH)/O	7,259.40	5,150.00	5,150.00	0.00	100.0%

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 28

400 Water/Sewer Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>534 Water Utilities</b>					
534 10 49 0001 WA-Dues & Membershij	1,089.84	2,000.00	2,000.00	0.00	100.0%
534 20 41 0000 WA-Admin Planning Wa	53,160.68	27,000.00	27,000.00	0.00	100.0%
534 40 43 0000 WA-Travel	1,524.81	2,000.00	2,000.00	0.00	100.0%
534 40 49 0001 WA-Training	4,873.70	2,000.00	2,000.00	0.00	100.0%
534 50 35 0000 WA-Small Tools/Minor E	2,264.12	2,500.00	2,500.00	0.00	100.0%
534 50 48 0000 WA-Repair-Contracted L	19,477.44	20,000.00	20,000.00	0.00	100.0%
534 70 10 0000 WA-Customer Services S	40,937.68	45,780.00	45,780.00	0.00	100.0%
534 70 20 0000 WA-Customer Services E	10,429.87	14,715.00	14,715.00	0.00	100.0%
534 70 31 0000 WA-Office Supplies And	1,427.15	4,050.00	4,050.00	0.00	100.0%
534 70 41 0000 WA-Computer Services/	7,295.07	6,000.00	6,000.00	0.00	100.0%
534 70 41 0001 WA-EBPP Fees	2,881.47	3,000.00	3,000.00	0.00	100.0%
534 80 31 0000 WA-Operating Supplies	27,391.81	35,000.00	35,000.00	0.00	100.0%
534 80 41 0000 WA-Testing	5,204.50	5,000.00	5,000.00	0.00	100.0%
534 80 41 0001 Water-Services	4,690.00	4,900.00	4,900.00	0.00	100.0%
534 80 42 0000 WA-Telephone	1,506.39	2,000.00	2,000.00	0.00	100.0%
534 80 45 0001 WA-Telemetry/Meter Se	4,851.08	4,000.00	4,000.00	0.00	100.0%
534 80 45 0099 WA-Eq Rental - Water	41,062.25	53,000.00	53,000.00	0.00	100.0%
534 80 46 0000 WA-Insurance	23,641.30	21,000.00	21,000.00	0.00	100.0%
534 80 47 0000 WA-Electricity	23,400.23	24,000.00	24,000.00	0.00	100.0%
534 81 41 0000 WA-Prof Services - Gene	3,889.25	82,770.00	82,770.00	0.00	100.0%
534 84 10 0000 WA-Operations Plant Sa	53,836.70	76,300.00	76,300.00	0.00	100.0%
534 84 20 0000 WA-Operations Plant Be	19,982.69	38,150.00	38,150.00	0.00	100.0%
534 84 31 0000 WA-Chemicals Plant	12,212.57	10,300.00	10,300.00	0.00	100.0%
534 84 41 0000 WA-Consultant Services	0.00	0.00	0.00	0.00	0.0%
534 85 10 0000 WA-Operations T & D S	62,651.90	65,400.00	65,400.00	0.00	100.0%
534 85 20 0000 WA-Operations T & D B	22,870.94	32,700.00	32,700.00	0.00	100.0%
534 90 44 0000 WA-Taxes	37,571.91	40,015.50	40,015.50	0.00	100.0%
<b>534 Water Utilities</b>	<b>524,047.90</b>	<b>734,004.72</b>	<b>734,004.72</b>	<b>0.00</b>	<b>100.0%</b>

<b>535 Sewer</b>					
535 10 10 0000 WW-Administrative Sala	44,881.01	26,160.00	26,160.00	0.00	100.0%
535 10 20 0000 WW-Administrative Ben	17,223.06	11,990.00	11,990.00	0.00	100.0%
535 10 41 0001 WW-General Admin Fee	0.00	106,255.64	106,255.64	0.00	100.0%
535 10 41 0022 WW-Audit Fee	0.00	8,000.00	8,000.00	0.00	100.0%
535 10 42 0000 WW-Permit Fees/DOE	3,481.14	2,500.00	2,500.00	0.00	100.0%
535 10 44 0000 WW-Advertising	0.00	0.00	0.00	0.00	0.0%
535 10 49 0001 WW-Dues & Membershij	877.08	1,000.00	1,000.00	0.00	100.0%
535 20 41 0000 WW-Admin Planning Se	9,873.28	30,000.00	30,000.00	0.00	100.0%

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 29

400 Water/Sewer Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>535 Sewer</b>					
535 40 43 0000 WW-Travel	74.57	1,500.00	1,500.00	0.00	100.0%
535 40 49 0001 WW-Training	1,810.37	3,000.00	3,000.00	0.00	100.0%
535 51 31 0000 WW-Maintenance Suppl	1,483.57	10,000.00	10,000.00	0.00	100.0%
535 51 48 0000 WW-Repair (Contract Se	141,979.09	120,000.00	120,000.00	0.00	100.0%
535 51 48 0001 WW-Solids Hauling & D	83,156.82	120,000.00	120,000.00	0.00	100.0%
535 64 41 0000 WW-Plant Services	3,593.13	0.00	0.00	0.00	0.0%
535 70 10 0000 WW-Customer Service S	40,937.68	45,780.00	45,780.00	0.00	100.0%
535 70 20 0000 WW-Customer Service B	10,429.87	14,715.00	14,715.00	0.00	100.0%
535 70 31 0000 WW-Office Supplies & P	1,833.69	4,300.00	4,300.00	0.00	100.0%
535 70 41 0000 WW-Computer Services,	5,125.95	5,000.00	5,000.00	0.00	100.0%
535 70 41 0001 WW-EBPP Fees Sewer	2,881.41	3,000.00	3,000.00	0.00	100.0%
535 80 31 0000 WW-Operating Supplies	16,361.36	10,000.00	10,000.00	0.00	100.0%
535 80 41 0000 Sewer Operations Testin	14,402.00	21,000.00	21,000.00	0.00	100.0%
535 80 41 0001 Sewer Operations-Servic	4,690.00	4,800.00	4,800.00	0.00	100.0%
535 80 42 0000 Sewer Telephone	4,152.83	4,600.00	4,600.00	0.00	100.0%
535 80 45 0099 Eq Rental - Sewer	54,122.55	45,000.00	45,000.00	0.00	100.0%
535 80 46 0000 Sewer Insurance	20,605.75	21,125.00	21,125.00	0.00	100.0%
535 81 10 0000 WW-Operations Coll. Sa	31,750.02	25,300.00	25,300.00	0.00	100.0%
535 81 20 0000 WW-Operations Coll. Be	11,484.52	12,650.00	12,650.00	0.00	100.0%
535 81 47 0000 WW-Coll Electricity	8,758.89	5,000.00	5,000.00	0.00	100.0%
535 81 47 0001 WW-Coll. Water	352.80	450.00	450.00	0.00	100.0%
535 84 10 0000 WW-Operations Plant S&	91,805.14	115,000.00	115,000.00	0.00	100.0%
535 84 20 0000 WW-Operations Plant B&	33,186.49	71,300.00	71,300.00	0.00	100.0%
535 84 47 0000 WW-Electricity	19,213.20	26,000.00	26,000.00	0.00	100.0%
535 84 47 0001 WW-Plant Water	18,230.35	21,000.00	21,000.00	0.00	100.0%
535 85 10 0000 WW Sampling Salary	113.84	4,000.00	4,000.00	0.00	100.0%
535 85 20 0000 WW Sampling Benefits	37.63	2,500.00	2,500.00	0.00	100.0%
535 85 31 0000 WW Sampling Supplies	0.00	500.00	500.00	0.00	100.0%
535 85 41 0000 WW Sampling Professio	0.00	7,000.00	7,000.00	0.00	100.0%
535 85 41 0002 WW Industrial Pretreatr	0.00	4,000.00	4,000.00	0.00	100.0%
535 85 45 0000 WW Sampling Equipmer	394.69	0.00	0.00	0.00	0.0%
535 90 44 0000 Sewer Taxes	26,029.68	41,457.50	41,457.50	0.00	100.0%
<b>535 Sewer</b>	<b>725,333.46</b>	<b>955,883.14</b>	<b>955,883.14</b>	<b>0.00</b>	<b>100.0%</b>

591 Debt Service

591 34 70 0000 WA-SMART Meter Lease	62,825.98	29,436.22	29,436.22	0.00	100.0%
591 34 78 0000 Base Res PWTF Loan Pri	23,273.39	23,273.39	23,273.39	0.00	100.0%
592 34 80 0000 WA-SMART Meter Lease	7,243.02	7,679.46	7,679.46	0.00	100.0%



2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 30

400 Water/Sewer Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
<b>591 Debt Service</b>						
592 34 83 0000 Base Reservoir PWTF Lo:	581.83	581.83	581.83	0.00	100.0%	
534 Water	93,924.22	60,970.90	60,970.90	0.00	100.0%	
591 35 72 0000 Sewer Outfall - USDA RC	12,273.69	24,693.59	24,693.59	0.00	100.0%	
591 35 72 0001 WWTP Design-DOE Prin	9,588.54	30,678.05	593,625.43	562,947.38	*****	\$562,947.38 Principal Forgiveness
592 35 83 0000 Sewer Outfall - USDA RC	4,061.31	7,976.41	7,976.41	0.00	100.0%	
592 35 83 0001 WWTP Design-DOE Inte	39,990.66	18,901.15	18,901.15	0.00	100.0%	
535 Sewer	65,914.20	82,249.20	645,196.58	562,947.38	784.4%	
<b>591 Debt Service</b>	<b>159,838.42</b>	<b>143,220.10</b>	<b>706,167.48</b>	<b>562,947.38</b>	<b>493.1%</b>	
<b>594 Capital Expenditures</b>						
594 34 10 4006 Water Connections - Sal	2,449.52	5,000.00	5,000.00	0.00	100.0%	
594 34 20 4006 Water Connections - Ber	1,098.61	2,500.00	2,500.00	0.00	100.0%	
594 34 31 4009 Water Plant Improvemer	0.00	0.00	0.00	0.00	0.0%	
594 34 45 0400 Eq Rental - Water Conne	785.95	2,000.00	2,000.00	0.00	100.0%	
594 34 62 4009 Water Plant Improvemer	60.79	0.00	0.00	0.00	0.0%	
594 34 64 0000 WA-Fixed Assets To Cap	1,156.11	282,000.00	282,000.00	0.00	100.0%	
534 Water	5,550.98	291,500.00	291,500.00	0.00	100.0%	
594 35 61 0000 WW-Easement Purchase	3,756.75	0.00	0.00	0.00	0.0%	
535 Sewer	3,756.75	0.00	0.00	0.00	0.0%	
<b>594 Capital Expenditures</b>	<b>9,307.73</b>	<b>291,500.00</b>	<b>291,500.00</b>	<b>0.00</b>	<b>100.0%</b>	
<b>597 Interfund Transfers</b>						
597 10 00 0000 Transfer Out to 410 WW	304,004.18	500,000.00	500,000.00	0.00	100.0%	
597 10 00 0406 Transfer Out To 406 WW	21,779.00	21,779.00	21,779.00	0.00	100.0%	
535 Sewer	325,783.18	521,779.00	521,779.00	0.00	100.0%	
<b>597 Interfund Transfers</b>	<b>325,783.18</b>	<b>521,779.00</b>	<b>521,779.00</b>	<b>0.00</b>	<b>100.0%</b>	
<b>999 Ending Balance</b>						
508 51 00 0400 WS-Ending Cash	0.00	680,384.64	680,384.64	0.00	100.0%	

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 31

400 Water/Sewer Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>999 Ending Balance</b>					
400 Water/Sewer	0.00	680,384.64	680,384.64	0.00	100.0%
508 51 01 0400 WS-Water Reserve	0.00	352,238.95	352,238.95	0.00	100.0%
401 Water	0.00	352,238.95	352,238.95	0.00	100.0%
508 51 02 0400 WS-WW Reserve	0.00	17,688.39	17,688.39	0.00	100.0%
402 Sewer	0.00	17,688.39	17,688.39	0.00	100.0%
<b>999 Ending Balance</b>	<b>0.00</b>	<b>1,050,311.98</b>	<b>1,050,311.98</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Expenditures:</b>	<b>1,744,310.69</b>	<b>3,696,698.94</b>	<b>4,259,646.32</b>	<b>562,947.38</b>	<b>115.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>2,293,924.20</b>	<b>0.00</b>	<b>0.00</b>		

## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 32

406 Wastewater Short Lived Asset Res. Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
----------	-----	----------	----------	------------	---------

308 Beginning Balances

308 31 00 0406 WWSLAR Beginning Cas	43,558.00	43,558.00	43,558.00	0.00	100.0%
308 Beginning Balances	43,558.00	43,558.00	43,558.00	0.00	100.0%

397 Interfund Transfers

397 10 00 0406 WWSLA-Transfers In	21,779.00	21,779.00	21,779.00	0.00	100.0%
397 Interfund Transfers	21,779.00	21,779.00	21,779.00	0.00	100.0%

Fund Revenues:	65,337.00	65,337.00	65,337.00	0.00	100.0%
----------------	-----------	-----------	-----------	------	--------

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
--------------	-----	----------	----------	------------	---------

999 Ending Balance

508 31 00 0406 WWSLAR-Ending Cash	0.00	65,337.00	65,337.00	0.00	100.0%
999 Ending Balance	0.00	65,337.00	65,337.00	0.00	100.0%

Fund Expenditures:	0.00	65,337.00	65,337.00	0.00	100.0%
--------------------	------	-----------	-----------	------	--------

Fund Excess/(Deficit):	65,337.00	0.00	0.00		
------------------------	-----------	------	------	--	--

## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 33

408 Wastewater Debt Reserve Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
----------	-----	----------	----------	------------	---------

308 Beginning Balances

308 31 00 0408 WW Debt Reserve Beg. l	61,191.00	61,191.00	61,191.00	0.00	100.0%
308 Beginning Balances	61,191.00	61,191.00	61,191.00	0.00	100.0%

397 Interfund Transfers

397 10 00 0408 WW Debt Res-Transfers	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	61,191.00	61,191.00	61,191.00	0.00	100.0%
----------------	-----------	-----------	-----------	------	--------

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
--------------	-----	----------	----------	------------	---------

999 Ending Balance

508 31 00 0408 WW Debt Reserve-Endir	0.00	61,191.00	61,191.00	0.00	100.0%
999 Ending Balance	0.00	61,191.00	61,191.00	0.00	100.0%

Fund Expenditures:	0.00	61,191.00	61,191.00	0.00	100.0%
--------------------	------	-----------	-----------	------	--------

Fund Excess/(Deficit):	61,191.00	0.00	0.00		
------------------------	-----------	------	------	--	--

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 34

410 Wastewater System Upgrades

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
----------	-----	----------	----------	------------	---------

308 Beginning Balances

308 91 00 0410 WW Sys Upgrades Beg C	(194,712.15)	0.00	0.00	0.00	0.0%
308 Beginning Balances	(194,712.15)	0.00	0.00	0.00	0.0%

330 Intergovernmental Revenues

331 11 00 0000 EDA Grant-WW Coll. Sys	1,314,730.33	1,733,656.00	1,733,656.00	0.00	100.0%
330 Intergovernmental Revenues	1,314,730.33	1,733,656.00	1,733,656.00	0.00	100.0%

390 Other Financing Sources

391 20 00 0000 USDA RDA Bond Procee	160,741.55	333,414.00	333,414.00	0.00	100.0%
391 90 00 0410 DOE Construction Loan	2,366,171.18	8,500,000.00	8,100,000.00	(400,000.00)	95.3% Reduced to keep ending cash \$0.
390 Other Financing Sources	2,526,912.73	8,833,414.00	8,433,414.00	(400,000.00)	95.5%

397 Interfund Transfers

397 05 00 0410 Transfer In from Water/S	304,004.18	100,000.00	500,000.00	400,000.00	500.0% To match transfer out from W/S fund
397 Interfund Transfers	304,004.18	100,000.00	500,000.00	400,000.00	500.0%

Fund Revenues:	3,950,935.09	10,667,070.00	10,667,070.00	0.00	100.0%
----------------	--------------	---------------	---------------	------	--------

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
--------------	-----	----------	----------	------------	---------

592 Debt Service - Interest Costs

592 35 83 0410 USDA-Interim Interest	905.02	0.00	0.00	0.00	0.0%
592 Debt Service - Interest Costs	905.02	0.00	0.00	0.00	0.0%

594 Capital Expenditures

594 35 31 4113 WWTP-Equipment	85,148.60	0.00	0.00	0.00	0.0%
594 35 31 4114 WWTP-Lab Equipment	37,157.55	0.00	0.00	0.00	0.0%
594 35 41 4104 Coll. Sys. Upgrades Cons	244,444.99	455,070.00	455,070.00	0.00	100.0%
594 35 41 4105 Coll. Sys. Upgrades Cons	1,825,741.86	1,712,000.00	1,712,000.00	0.00	100.0%
594 35 41 4106 Collection Sys. Upgrades	0.00	0.00	0.00	0.00	0.0%
594 35 41 4110 WWTP-Consultant Serv	365,068.75	0.00	0.00	0.00	0.0%
594 35 41 4111 WWTP-Construction Ser	1,879,511.61	8,500,000.00	8,500,000.00	0.00	100.0%

## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 35

410 Wastewater System Upgrades

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>594 Capital Expenditures</b>					
594 35 41 4112 WWTP Upgrades-PUD	3,663.58	0.00	0.00	0.00	0.0%
594 35 41 4114 WWTP-Deferred Mainte	0.00	0.00	0.00	0.00	0.0%
594 35 41 4115 Main D Extension-Const	381,217.22	0.00	0.00	0.00	0.0%
594 35 49 0000 WW Upgrades-Permittir	9,941.00	0.00	0.00	0.00	0.0%
<b>594 Capital Expenditures</b>	<b>4,831,895.16</b>	<b>10,667,070.00</b>	<b>10,667,070.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>999 Ending Balance</b>					
508 91 00 0410 WW Cap-Ending Cash	0.00	0.00	0.00	0.00	0.0%
<b>999 Ending Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>4,832,800.18</b>	<b>10,667,070.00</b>	<b>10,667,070.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>(881,865.09)</b>	<b>0.00</b>	<b>0.00</b>		

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 36

500 Equipment Service Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
<b>308 Beginning Balances</b>					
308 51 00 0500 ES Unreserved Begin CA	203,766.89	203,766.89	203,766.89	0.00	100.0%
308 Beginning Balances	203,766.89	203,766.89	203,766.89	0.00	100.0%
<b>340 Charges For Goods &amp; Services</b>					
348 00 00 0000 Equipment Rental-Interr	159,096.40	125,000.00	125,000.00	0.00	100.0%
500 Equipment	159,096.40	125,000.00	125,000.00	0.00	100.0%
340 Charges For Goods & Services	159,096.40	125,000.00	125,000.00	0.00	100.0%
<b>360 Interest &amp; Other Earnings</b>					
361 11 00 0500 Interest Income/ES	1,772.64	0.00	0.00	0.00	0.0%
369 10 00 0500 Sale of Scrap Equip Serv	0.00	0.00	0.00	0.00	0.0%
500 Equipment	1,772.64	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	1,772.64	0.00	0.00	0.00	0.0%
<b>390 Other Financing Sources</b>					
395 10 00 0500 Sale of Fixed Assets	13,852.50	0.00	0.00	0.00	0.0%
500 Equipment	13,852.50	0.00	0.00	0.00	0.0%
390 Other Financing Sources	13,852.50	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>378,488.43</b>	<b>328,766.89</b>	<b>328,766.89</b>	<b>0.00</b>	<b>100.0%</b>

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>548 Public Works - Centralized Services</b>					
548 65 10 0000 Maintenance Salary	30,428.68	35,000.00	35,000.00	0.00	100.0%
548 65 20 0000 Maintenance Benefits	11,805.62	17,000.00	17,000.00	0.00	100.0%
548 65 25 0000 Medical Physicals-Requi	983.00	2,000.00	2,000.00	0.00	100.0%
548 65 31 0000 Tires	0.00	2,000.00	2,000.00	0.00	100.0%
548 65 32 0000 Gas and Oil	26,023.69	20,000.00	30,000.00	10,000.00	150.0% Increase gas costs
548 65 33 0000 Supplies	7,621.84	3,000.00	3,000.00	0.00	100.0%

2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 37

500 Equipment Service Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
<b>548 Public Works - Centralized Services</b>					
548 65 41 0001 General Gov. Admin	0.00	14,158.17	14,158.17	0.00	100.0%
548 65 46 0000 Insurance	5,458.59	10,000.00	10,000.00	0.00	100.0%
548 65 47 0000 Heat & Lights	3,309.76	3,000.00	3,000.00	0.00	100.0%
548 65 48 0000 Repairs/Supplies Contra	19,458.52	20,000.00	20,000.00	0.00	100.0%
548 65 49 0000 Training	450.00	7,250.00	7,250.00	0.00	100.0%
<b>548 Public Works - Centralized Servic</b>	<b>105,539.70</b>	<b>133,408.17</b>	<b>143,408.17</b>	<b>10,000.00</b>	<b>107.5%</b>
<b>594 Capital Expenditures</b>					
594 48 64 0000 Equipment Purchase	108,372.05	150,000.00	150,000.00	0.00	100.0%
<b>594 Capital Expenditures</b>	<b>108,372.05</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>999 Ending Balance</b>					
508 51 00 0500 ES-Ending Cash	0.00	45,358.72	35,358.72	(10,000.00)	78.0%
<b>999 Ending Balance</b>	<b>0.00</b>	<b>45,358.72</b>	<b>35,358.72</b>	<b>(10,000.00)</b>	<b>78.0%</b>
<b>Fund Expenditures:</b>	<b>213,911.75</b>	<b>328,766.89</b>	<b>328,766.89</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>164,576.68</b>	<b>0.00</b>	<b>0.00</b>		



## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 11:46:28 Date: 12/04/2022

Page: 38

630 Stevenson Municipal Court

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
----------	-----	----------	----------	------------	---------

308 Beginning Balances

308 31 00 0630 Stevenson Municipal Co	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%

380 Non Revenues

386 90 00 0000 Agency Deposit - Court	8,016.18	0.00	0.00	0.00	0.0%
386 90 00 0001 Agency Deposit - CVC	163.09	0.00	0.00	0.00	0.0%
380 Non Revenues	8,179.27	0.00	0.00	0.00	0.0%

Fund Revenues:	8,179.27	0.00	0.00	0.00	0.0%
----------------	----------	------	------	------	------

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
--------------	-----	----------	----------	------------	---------

580 Non Expenditures

586 90 00 0000 Agency Disbursement -	8,016.18	0.00	0.00	0.00	0.0%
586 90 00 0001 Agency Disbursement -	163.09	0.00	0.00	0.00	0.0%
580 Non Expenditures	8,179.27	0.00	0.00	0.00	0.0%

999 Ending Balance

508 31 00 0630 Stevenson Municipal Co	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%

Fund Expenditures:	8,179.27	0.00	0.00	0.00	0.0%
--------------------	----------	------	------	------	------

Fund Excess/(Deficit):	0.00	0.00	0.00		
------------------------	------	------	------	--	--

## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

### Fund Totals

Time: 11:46:28 Date: 12/04/2022

Page: 39

Fund	YTD	Budgeted	Proposed	Difference	
001 General Expense Fund	2,348,645.97	2,467,895.36	2,467,895.36	0.00	100.0%
010 General Reserve Fund	334,830.67	326,705.62	326,705.62	0.00	100.0%
020 Fire Reserve Fund	1,647,139.10	1,614,616.67	1,614,616.67	0.00	100.0%
030 ARPA	447,353.00	447,353.00	447,353.00	0.00	100.0%
100 Street Fund	846,365.21	740,217.69	880,217.69	140,000.00	118.9%
103 Tourism Promo & Develop Fund	1,425,509.37	1,227,780.48	1,227,780.48	0.00	100.0%
105 Affordable Housing Fund	11,789.47	11,215.61	11,215.61	0.00	100.0%
107 HEALing SCARS Fund	10,190.57	0.00	10,190.57	10,190.57	0.0%
300 Capital Improvement Fund	207,516.63	127,273.57	127,273.57	0.00	100.0%
309 Russell Ave	24,820.09	24,820.09	24,820.09	0.00	100.0%
311 First Street	28,951.71	50,000.00	50,000.00	0.00	100.0%
312 Columbia Ave	28,228.75	200,000.00	200,000.00	0.00	100.0%
400 Water/Sewer Fund	4,038,234.89	3,696,698.94	4,259,646.32	562,947.38	115.2%
406 Wastewater Short Lived Asset Res. Ft	65,337.00	65,337.00	65,337.00	0.00	100.0%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	61,191.00	0.00	100.0%
410 Wastewater System Upgrades	3,950,935.09	10,667,070.00	10,667,070.00	0.00	100.0%
500 Equipment Service Fund	378,488.43	328,766.89	328,766.89	0.00	100.0%
630 Stevenson Municipal Court	8,179.27	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>15,863,706.22</b>	<b>22,056,941.92</b>	<b>22,770,079.87</b>	<b>713,137.95</b>	<b>103.2%</b>
001 General Expense Fund	1,016,905.32	2,467,895.36	2,467,895.36	0.00	100.0%
010 General Reserve Fund	0.00	326,705.62	326,705.62	0.00	100.0%
020 Fire Reserve Fund	0.00	1,614,616.67	1,614,616.67	0.00	100.0%
030 ARPA	149,040.00	447,353.00	447,353.00	0.00	100.0%
100 Street Fund	656,044.00	740,217.69	880,217.69	140,000.00	118.9%
103 Tourism Promo & Develop Fund	281,084.92	1,227,780.48	1,227,780.48	0.00	100.0%
105 Affordable Housing Fund	0.00	11,215.61	11,215.61	0.00	100.0%
107 HEALing SCARS Fund	0.00	0.00	10,190.57	10,190.57	0.0%
300 Capital Improvement Fund	0.00	127,273.57	127,273.57	0.00	100.0%
309 Russell Ave	24,820.09	24,820.09	24,820.09	0.00	100.0%
311 First Street	28,951.71	50,000.00	50,000.00	0.00	100.0%
312 Columbia Ave	54,382.75	200,000.00	200,000.00	0.00	100.0%
400 Water/Sewer Fund	1,744,310.69	3,696,698.94	4,259,646.32	562,947.38	115.2%
406 Wastewater Short Lived Asset Res. Ft	0.00	65,337.00	65,337.00	0.00	100.0%
408 Wastewater Debt Reserve Fund	0.00	61,191.00	61,191.00	0.00	100.0%
410 Wastewater System Upgrades	4,832,800.18	10,667,070.00	10,667,070.00	0.00	100.0%
500 Equipment Service Fund	213,911.75	328,766.89	328,766.89	0.00	100.0%
630 Stevenson Municipal Court	8,179.27	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>9,010,430.68</b>	<b>22,056,941.92</b>	<b>22,770,079.87</b>	<b>713,137.95</b>	<b>103.2%</b>
<b>Excess/(Deficit):</b>	<b>6,853,275.54</b>	<b>0.00</b>	<b>0.00</b>		

**CITY OF STEVENSON, WASHINGTON  
ORDINANCE NO. 2022-1189**

**AN ORDINANCE AMENDING THE BUDGET FOR THE CITY OF STEVENSON,  
WASHINGTON, FOR FISCAL YEAR 2022**

**Whereas**, City Council of the City of Stevenson has reviewed its original 2022 budget and changes in its revenue sources and expenditure requests and has determined that changes to the 2022 budget are appropriate; and

**Whereas**, the proposed budget amendments do not exceed the lawful limit of taxation allowed by the law to be levied on the property within the City of Stevenson for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being necessary to carry on the government of the City of Stevenson for the fiscal year and being sufficient to meet the various needs of the City during the fiscal year.

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

**Section 1.** The budget for the City of Stevenson, Washington for the year 2022 as amended is hereby adopted in its final form and content.

**Section 2.** Estimated resources, including cash balances for each separate fund of the City of Stevenson, for all such funds combined for the year 2022 are set forth in summary below and are hereby appropriated for expenditure at the fund level during the year 2022 as set forth in the 2022 Fiscal Year Budget as attached Exhibit A:

**THIS ORDINANCE SHALL TAKE EFFECT** and be in force five (5) days after its publication according to law.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Kenneth B. Woodrich, PC  
City Attorney

\_\_\_\_\_  
Leana Kinley, City Clerk

Exhibit "A"

Ordinance 2022-1189 Exhibit A									
2022 Budget Amendment #2									
Estimated Revenues and Budgeted Appropriations by Fund									
		Budgeted Resources				Budgeted Appropriations			
Fund No.	Name	Estimated Beginning Cash	Estimated Revenues	Transfers In	Total Budgeted Resources	Budgeted Expenditures	Transfers Out	Estimated Ending Cash	Total Appropriations
001	General Fund	1,132,333	1,335,562	-	2,467,895	1,267,657	25,000	1,175,238	2,467,895
010	General Fund Reserve	326,706	-	-	326,706	-	-	326,706	326,706
020	Fire Reserve Fund	1,589,617	-	25,000	1,614,617	-	-	1,614,617	1,614,617
030	ARPA Fund	223,677	223,676	-	447,353	150,000	-	297,353	447,353
100	Street Fund	316,457	<del>368,944</del>	54,820	<del>740,218</del>	<del>621,355</del>	50,000	<del>68,862</del>	<del>740,218</del>
103	Tourism Promotion	797,780	430,000	-	1,227,780	641,772	-	586,009	1,227,780
105	Affordable Housing	6,216	5,000	-	11,216	-	-	11,216	11,216
300	Capital Improvements Fund	107,274	20,000	-	127,274	-	30,000	97,274	127,274
309	Russell Ave	-	24,820	-	24,820	-	24,820	-	24,820
311	First Street	-	-	50,000	50,000	50,000	-	-	50,000
312	Columbia Ave	-	200,000	-	200,000	200,000	-	-	200,000
400	Water / Sewer Fund	1,618,447	<del>2,078,252</del>	-	3,696,699	<del>2,124,608</del>	521,779	1,050,312	3,696,699
406	WW Short-Lived Asset Res.	43,558	-	21,779	65,337	-	-	65,337	65,337
407	WW Debt Res.	61,191	-	-	61,191	-	-	61,191	61,191
410	Wastewater System Improv.	-	<del>40,667,070</del>	-	10,667,070	10,667,070	-	-	10,667,070
500	Equipment Service Fund	203,767	125,000	-	328,767	<del>283,408</del>	-	<del>45,359</del>	328,767
		6,427,022	45,478,320	<del>151,599</del>	22,056,942	16,005,870	651,599	5,399,472	22,056,942
Fund No.	Name	Estimated Beginning Cash	Estimated Revenues	Transfers In	Total Budgeted Resources	Budgeted Expenditures	Transfers Out	Estimated Ending Cash	Total Appropriations
001	General Fund	1,132,333	1,335,562	-	2,467,895	1,267,657	25,000	1,175,238	2,467,895
010	General Fund Reserve	326,706	-	-	326,706	-	-	326,706	326,706
020	Fire Reserve Fund	1,589,617	-	25,000	1,614,617	-	-	1,614,617	1,614,617
030	ARPA Fund	223,677	223,676	-	447,353	150,000	-	297,353	447,353
100	Street Fund	316,457	<b>508,941</b>	54,820	<b>880,218</b>	<b>768,529</b>	50,000	<b>61,689</b>	<b>880,218</b>
103	Tourism Promotion	797,780	430,000	-	1,227,780	641,772	-	586,009	1,227,780
105	Affordable Housing	6,216	5,000	-	11,216	-	-	11,216	11,216
107	<b>HEALing SCARS Fund</b>	-	<b>10,191</b>	-	<b>10,191</b>	-	-	<b>10,191</b>	<b>10,191</b>
300	Capital Improvements Fund	107,274	20,000	-	127,274	-	30,000	97,274	127,274
309	Russell Ave	-	24,820	-	24,820	-	24,820	-	24,820
311	First Street	-	-	50,000	50,000	50,000	-	-	50,000
312	Columbia Ave	-	200,000	-	200,000	200,000	-	-	200,000
400	Water / Sewer Fund	1,618,447	<b>2,641,199</b>	-	4,259,646	<b>2,687,555</b>	521,779	1,050,312	4,259,646
406	WW Short-Lived Asset Res.	43,558	-	21,779	65,337	-	-	65,337	65,337
407	WW Debt Res.	61,191	-	-	61,191	-	-	61,191	61,191
410	Wastewater System Improv.	-	<b>10,167,070</b>	<b>500,000</b>	10,667,070	10,667,070	-	-	10,667,070
500	Equipment Service Fund	203,767	125,000	-	328,767	<b>293,408</b>	-	<b>35,359</b>	328,767
		6,427,022	<b>15,691,459</b>	<b>651,599</b>	<b>22,770,080</b>	<b>16,725,991</b>	651,599	<b>5,392,490</b>	<b>22,770,080</b>

Key: ~~Strikethrough~~ means repealed. **Bold** means new.



# 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: 2023 Sewer Rates  
 Meeting Date: December 15, 2022

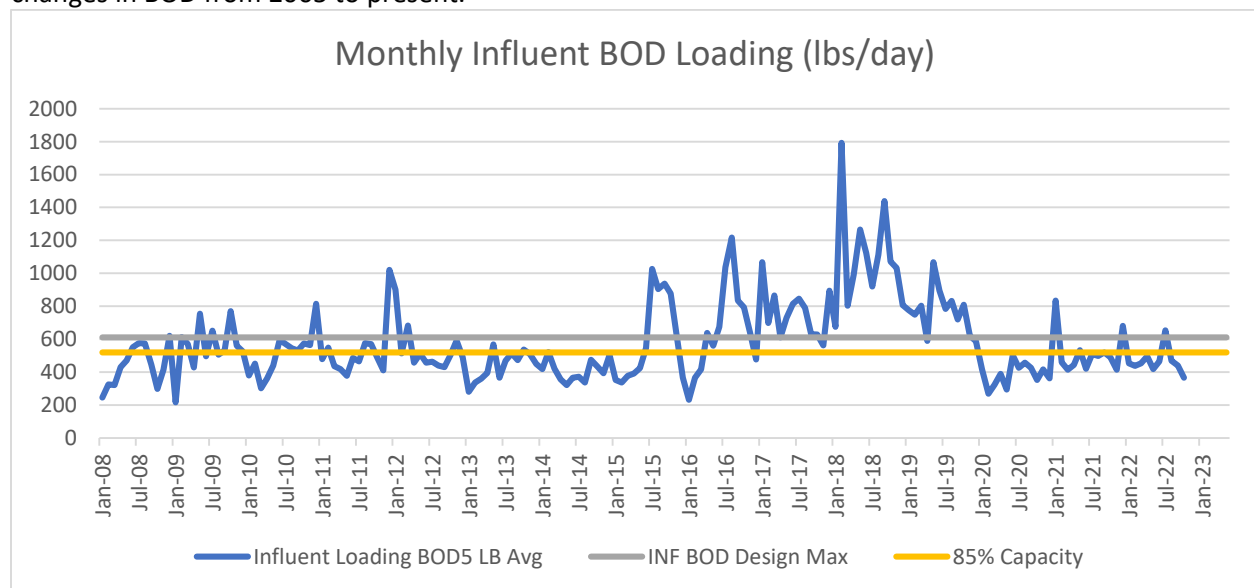
## Executive Summary:

The city received an Administrative Order from the Department of Ecology in 2017 requiring upgrades to its Wastewater Treatment Plant. Over the past four years there have been continuous rate analysis to balance the impact of rate increases on residents and the needs of the utility. Staff has worked diligently to increase efficiencies at the wastewater treatment plant, partner with customers to decrease loadings at the plant, and work with funders to maximize grants and long-term low interest loans. These efforts translate into a \$20 per month savings on the base residential sewer bill by the end of 2026. The result is a recommended increase of 15% for 2023, or \$15.19 per month.

## Overview:

### Background

The City has been working on compliance challenges relating to high Biochemical Oxygen Demand (BOD) coming into the plant (influent) since 2009. To address the issues the City made changes to operating procedures, minor upgrades to the plant, and worked with all users to reduce their impact on the plant. These efforts reduced the influent BOD, however it remained close to the 85% limit of the plant's design. Anytime the plant reaches 85% capacity for three months, or 95% capacity for one month, the City needs to submit a plan to Ecology addressing how it will maintain capacity while it implements actions to take to meet the conditions of its National Pollutant Discharge Elimination System (NPDES) permit. A copy of the most recent NPDES permit from 2013 is attached. The chart below shows the changes in BOD from 2005 to present.



Beginning in 2015 the city continually violated its NPDES permit for influent BOD capacity of 612 lbs/day on average per month. This continual violation, combined with effluent violations and not submitting a Plan to Maintain Adequate Capacity as required resulted in the city receiving an Administrative Order on June 30, 2017 from the Department of Ecology. The requirements outlined in the Order and the status of each item is listed below:

- Limit New Industrial Connections-
  - There remains a moratorium on new commercial connections where the effluent exceeds 300 mg/L.
- Promote Source Control-
  - The City adopted updates to its municipal code to Ecology standards on April 19, 2018, in time for the April 30, 2018 deadline.
  - The City completed an Industrial User Survey by June 30, 2018. Significant Industrial Users were identified and are currently under contract with the City to comply with discharge standards, or are working directly with Ecology through an NPDES permit.
- Explore Funding Opportunities-
  - The City has received the following funding packages to support the upgrades required of the Order. Details on these projects can be found online at <https://www.ci.stevenson.wa.us/projects>

	Budget	Loan	Forgivable Principal	Grant
WW Upgrades Design	2,000,000	960,000	400,000	
WW Collection System Upgrades	5,100,000	873,000		4,125,000
WW Treatment Plant Construction	12,100,000	8,700,000	900,000	2,500,000
Main D Extension	300,000	270,000	30,000	
<b>Totals:</b>	<b>19,500,000</b>	<b>10,803,000</b>	<b>1,330,000</b>	<b>6,625,000</b>
Amount of Funding:	41% Grant and Forgivable Principal			
Loan terms:	DOE Loan 1: 2.0% interest, 20-years, \$61k est. annual payment DOE Loan 2: 1.5% interest, 30-years, \$375k est. annual payment USDA Loan: 1.375% interest, 40-years, \$29k est. annual payment			

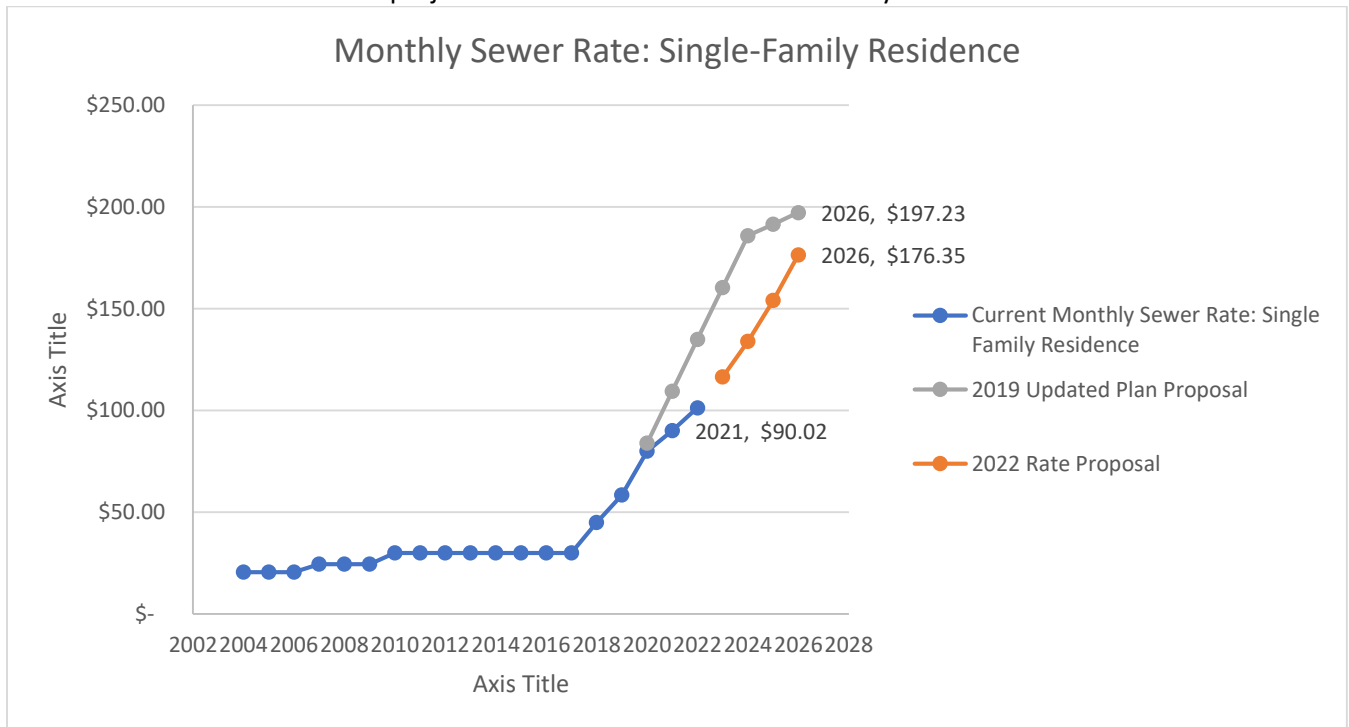
- Require Industrial Pretreatment-
  - The City's ordinance has been updated and all new commercial connections are reviewed against the updated standards.
- Modify Wastewater Treatment Plant Operations-
  - The City added a Wastewater Treatment Plant Operator in 2018 to supplement the work of the contract operator Jacobs. The City and Jacobs did not renew the operating contract and in 2020 the City took over operations of the Plant.
  - Minor improvements have been made to assist with compliance while the larger upgrade project is being designed and constructed.
- Update Wastewater Rates-
  - Beginning in 2018, the City has steadily raised rates to fund the improvements required for the wastewater system. More information on this effort and background is in the next section of the memo.
- Complete General Sewer Plan Update –

- The City council approved the General Sewer Plan and Facility Plan on January 18, 2018 after it was approved by DOE on December 1, 2017.
- An update to the Plan, to incorporate a feasibility study on the outcome of value planning efforts, was approved by DOE on July 15, 2019.
- Design Wastewater Treatment Plant Improvements-
  - Design for the upgrades needed began in 2019 and were completed as of June 30, 2021.
- Construct Wastewater Treatment Plant Improvements-
  - Equipment with long lead times is in the process of being procured. The construction phase is expected to go to bid this winter with active construction beginning by next summer (2022). The estimated completion date is the summer/fall of 2023.

*Rate Increases*

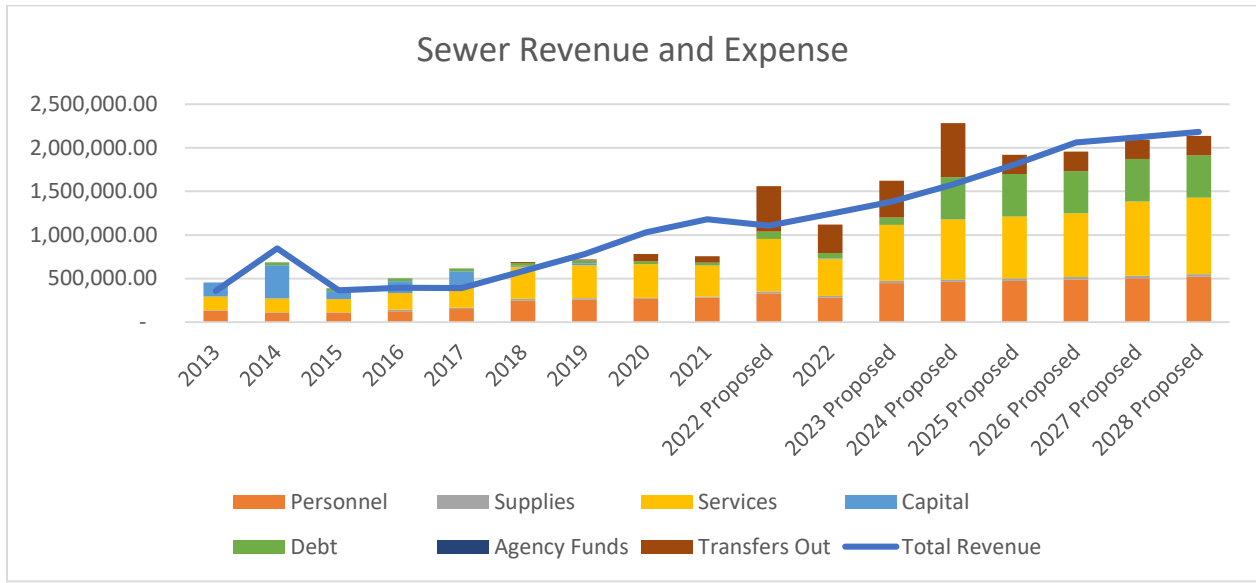
In 2017, as part of the General Sewer Plan and Wastewater Facilities Plan, the city conducted a rate study. It was updated in February 2019 based on changed assumptions. Since then, the city has taken over operations of the wastewater treatment plant where it was previously operated under a service contract. There have also been additional grants and financing secured. The designs for the wastewater treatment plant are 100% complete and other projects are between 50%-100% complete with more refined estimates. The result is a clearer picture of the future operations and maintenance needs and the rates necessary to ensure the financial viability of the utility.

A chart of the historic rates and projected rates from the recent rate study are below.



Overall, the estimated annual debt service has been reduced by almost \$560k through grants received, reduced design costs and design changes. This reduction translates to \$20 per month in savings on a residential sewer bill by the end of 2026.

The 2023 proposed revenue and expenses for the sewer department are below. The current 15% rate increase proposed will bring in enough revenue to replenish reserves and cover the expenses and ensure future increases will not be as high as initially estimated.



The city will continue to work on refining the operations costs, secure a finance package for construction of the wastewater treatment plant, and determine an adequate level of capital reserves. These will be incorporated into next year’s rate study where we hope to have a longer-term forecast for future rates.

**Action Needed:**

Motion to approve ordinance 2022-1190 revising the sewer rates.

If there is no motion and the item moves to a second reading at the January council meeting, the rates will go in effect at the February 2023 billing cycle.



RECEIVED  
JUL 6 2017

STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

BY: \_\_\_\_\_  
*[Signature]*

IN THE MATTER OF AN )  
ADMINISTRATIVE ORDER ) ADMINISTRATIVE ORDER  
AGAINST ) DOCKET #14221  
City of Stevenson )  
The Honorable Frank Cox )

To: The Honorable Frank Cox  
Mayor of Stevenson  
P.O. Box 371  
Stevenson, WA 98648

<b>Order Docket #</b>	14221
<b>Site Location</b>	City of Stevenson Wastewater Treatment Plant 686 Southwest Rock Creek Drive Stevenson, WA 98648

The Department of Ecology (Ecology) has issued this Administrative Order (Order) requiring the city of Stevenson to comply with:

- Chapter 90.48 Revised Code of Washington (RCW) – Water Pollution Control
- National Pollutant Discharge Elimination System (NPDES) Permit Number WA002062

Ecology has the authority to issue this Order under RCW 90.48.120(1).

**FACTS**

The city of Stevenson (City) owns a wastewater treatment plant that discharges treated wastewater to the Columbia River under NPDES Permit No. WA002062 issued by Ecology. Since January 2012, influent wastewater at the wastewater treatment plant has at times exceeded the Plant’s design capacity. In 2015, influent wastewater exceeded the Plant’s design capacity every month over a five (5)-month period (July through November). The City again exceeded its design capacity in 2016, over a six (6)-month period (June through November). Permit effluent violations occurred several times during this period and are likely the result of facility overloading.

On April 2, 2017, Ecology issued the city of Stevenson a Notice of Violation #14032 (NOV) for the following permit violations:

1. Between January 2012 and December 2016, the City exceeded its design criteria for five (5)-Day Biochemical Oxygen Demand (BOD5) or Total Suspended Solids (TSS) on twenty-one (21) occasions.
2. Between September 2015 and September 2016, the City exceeded effluent limits for TSS or Fecal Coliform on five (5) occasions.
3. The City has not submitted a Plan for Maintaining Adequate Capacity, a requirement given exceedances of the design capacity.

On April 25, 2017, the City responded to the NOV, submitting a one (1) page schedule of actions the City will take to achieve compliance with its NPDES permit, including:

- Limit New Industrial Connections
- Promote Source Control
- Explore Funding Opportunities
- Require Industrial Pretreatment
- Modify Wastewater Treatment Plant Operations
- Update Wastewater Rates
- Complete General Sewer Plan Update
- Design Wastewater Treatment Plant Improvements
- Construct Wastewater Treatment Plant Improvements

#### ORDER TO COMPLY

For these reasons, and in accordance with RCW 90.48.120(1), it is ordered that the city of Stevenson take the following actions.

Immediately upon receipt of this Order, the city of Stevenson must:

1. Implement the actions described in the City's April 25, 2017, response to Notice of Violation #14032.
2. Develop a Plan for Maintaining Wastewater Treatment Capacity.
  - a. By July 31, 2017, the City must submit to Ecology a Draft Plan for Maintaining Capacity at its wastewater treatment plant, per NPDES Permit Section S4.b. If the City submits a Draft General Sewer Plan to meet this requirement, the Plan

must be prepared under the direction of a qualified engineer licensed in the state of Washington; and the Plan must contain the elements outlined in Washington Administrative Code (WAC) 173-240-050 and -060, unless Ecology approves a more limited submittal.

- b. By November 31, 2017, or within 60 days of receiving the Ecology's comments on the Draft Plan, whichever date is later, the City must submit to Ecology, a Final Plan for Maintaining Capacity at its wastewater treatment plant.
  - c. Within ninety (90) days of Ecology's approval of the City's Plan, the City must adopt it by resolution or ordinance as appropriate.
3. Update the City's Municipal Code as needed to implement Source Control.
- a. By December 31, 2017, the City must submit to Ecology any proposed changes to its Municipal Code needed to implement the City's Plan for Maintaining Capacity or to Implement NPDES Permit Section S8.
  - b. By April 30, 2018, the City must adopt updates to the City's Municipal Code needed to implement the City's Plan for Maintaining Capacity or to implement NPDES Permit Section S8.
  - c. By June 30, 2018, the City must submit to Ecology an updated Industrial User Survey per NPDES Permit Section S8.2.
4. Continue to operate the plant based upon the existing Operations and Maintenance Manual, unless Ecology approves changes to that Manual. The City will submit any proposed changes to Operation and Maintenance practices to Ecology for review and approval as an Operations and Maintenance Plan Amendment, as required by the City's NPDES permit, sixty (60) days prior to proposed implementation.
5. Monitor final wastewater effluent for Ammonia weekly [twenty-four (24)-Hour Composite Sample] and submit sampling results to Ecology with the City's monthly Discharge Monitoring Report (DMR).
6. Submit to Ecology quarterly progress reports regarding the implementation of this Order on the following schedule:

<u>Implementation Period</u>	<u>Report Due</u>
January 1st to March 31st	April 15th
April 1st to June 30th	July 15th
July 1st to September 30th	October 15th
October 1st to December 31st	January 15th

The first progress report is due on July 15, 2017, for the period of April 1, to June 30, 2017.

### **ELIGIBILITY FOR PAPERWORK VIOLATION WAIVER AND OPPORTUNITY TO CORRECT**

Under RCW 34.05.110, small businesses are eligible for a waiver of a first-time paperwork violation and an opportunity to correct other violations. We have made no determination as to whether you meet the definition of a “small business” under this section. However, we have determined that the requirements of RCW 34.05.110 do not apply to the violation(s) due to a conflict with federal law or program requirements, including federal requirements that are a prescribed condition to the allocation of federal funds to the state.

### **FAILURE TO COMPLY WITH THIS ORDER**

Failure to comply with this Order may result in the issuance of civil penalties or other actions, whether administrative or judicial, to enforce the terms of this Order.

### **YOUR RIGHT TO APPEAL**

You have a right to appeal this Order to the Pollution Control Hearing Board (PCHB) within thirty (30) days of the date of receipt of this Order. The appeal process is governed by Chapter 43.21B RCW and Chapter 371-08 WAC. “Date of receipt” is defined in RCW 43.21B.001(2).

To appeal you must do both of the following within thirty (30) days of the date of receipt of this Order:

- File your appeal and a copy of this Order with the PCHB (see addresses below). Filing means actual receipt by the PCHB during regular business hours.
- Serve a copy of your appeal and this Order on Ecology in paper form - by mail or in person. (See addresses below.) E-mail is not accepted.

You must also comply with other applicable requirements in Chapter 43.21B RCW and Chapter 371-08 WAC.

Your appeal alone will not stay the effectiveness of this Order. Stay requests must be submitted in accordance with RCW 43.21B.320.

**ADDRESS AND LOCATION INFORMATION**

Street Addresses	Mailing Addresses
<p><b>Department of Ecology</b>                      Attn: Appeals Processing Desk                      300 Desmond Drive Southeast                      Lacey, Washington 98503</p> <p><b>Pollution Control Hearings Board</b>                      1111 Israel Road Southwest, Suite 301                      Tumwater, Washington 98501</p>	<p><b>Department of Ecology</b>                      Attn: Appeals Processing Desk                      P.O. Box 47608                      Olympia, Washington 98504-7608</p> <p><b>Pollution Control Hearings Board</b>                      P.O. Box 40903                      Olympia, Washington 98504-0903</p>

**CONTACT INFORMATION**

Please direct all questions about this Order to:

Patricia Bailey  
 Department of Ecology  
 Southwest Regional Office  
 Water Quality Program  
 P.O. Box 47775  
 Olympia, WA 98504-7775

Phone: 360-407-6281  
 Email: [patricia.bailey@ecy.wa.gov](mailto:patricia.bailey@ecy.wa.gov)

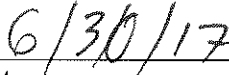
**MORE INFORMATION**

- **Pollution Control Hearings Board Website**  
[www.eho.wa.gov/Boards\\_PCHB.aspx](http://www.eho.wa.gov/Boards_PCHB.aspx)
- **Chapter 43.21B RCW - Environmental and Land Use Hearings Office – Pollution Control Hearings Board**  
<http://app.leg.wa.gov/RCW/default.aspx?cite=43.21B>
- **Chapter 371-08 WAC – Practice And Procedure**  
<http://app.leg.wa.gov/WAC/default.aspx?cite=371-08>
- **Chapter 34.05 RCW – Administrative Procedure Act**  
<http://app.leg.wa.gov/RCW/default.aspx?cite=34.05>
- **Laws:** [www.ecy.wa.gov/laws-rules/ecyrcw.html](http://www.ecy.wa.gov/laws-rules/ecyrcw.html)
- **Rules:** [www.ecy.wa.gov/laws-rules/ecywac.html](http://www.ecy.wa.gov/laws-rules/ecywac.html)

**SIGNATURE**



Richard Doenges  
Southwest Regional Manager  
Water Quality Program



Date

**CITY OF STEVENSON, WASHINGTON**  
**ORDINANCE NO. 2022-1190**

**AN ORDINANCE ESTABLISHING CHARGES FOR THE USE OF THE SEWER SYSTEM FURNISHED BY  
THE CITY OF STEVENSON**

**AND REPEALING ORDINANCE NO. 2021-1178**

**WHEREAS**, it is necessary to revise the user charge system in the City of Stevenson to provide funds sufficient to meet all expenses associated with the City’s wastewater treatment system; and

**WHEREAS**, the City must pay all expenses associated with said treatment works/collection system and charge users of said system accordingly; and

**WHEREAS**, the City of Stevenson Wastewater Treatment Plant is in need of major construction to meet new Department of Ecology standards and increased loading on the plant; and

**WHEREAS**, the Department of Ecology has identified several capital facilities improvements that are in the process of being completed in the next two years and the City will need to accrue sufficient funds to address these improvements and associated debt repayments; and

**WHEREAS**, the City conducted a rate study in 2022 to evaluate recent operational changes, asset needs and secured funding packages on the future rate needs; and

**WHEREAS**, the City held a Public Hearing on December 15<sup>th</sup>, 2022 regarding these rate changes.

**NOW, THEREFORE**, the city council of the city of Stevenson do ordain as follows:

**SECTION I**

It is determined and declared to be necessary and conducive to the protection of the public health, safety, welfare, and convenience of the City to collect charges from all users who contribute wastewater to the City’s treatment works. The proceeds of such charges so derived will be used for the purpose of operating, maintaining, and retiring the debt for such public wastewater treatment works.

**SECTION II**

Unless the context specifically indicates otherwise, the meaning of terms used in this ordinance shall be as follows:

BOD: (denoting Biochemical Oxygen Demand) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20°C, expressed in milligrams per liter (mg/l).

“Residential” shall mean any contributor to the City’s treatment works whose real estate or building is used for domestic dwelling purposes only.

### **SECTION III**

1. The user charge system shall generate adequate annual revenues to pay the costs of annual operation and maintenance including replacement and cost associated with debt retirement of bonded capital associated with financing the treatment works which the City may by ordinance designate to be paid by the user charge system.
2. The total user charge collected shall be deposited to the water/sewer fund and will be kept in two primary accounts:
  - a. User charges shall be collected and deposited in the water/sewer operating cash account; and,
  - b. The City may designate deposits to the Replacement Account/ Sewer from the water/sewer operating cash account to ensure replacement needs over the life of the treatment plant at the direction of the City Council.

### **SECTION IV**

Each user shall pay for the services provided by the City based on their use of the treatment works as determined by water meter(s) acceptable to the City as outlined in Exhibit A.

### **SECTION V**

The City shall review the user charge system annually and revise user charge rates as necessary to ensure that the system generates adequate revenues to pay the costs of operation and maintenance including replacement and that the system continues to provide for the proportional distribution of operation and maintenance including replacement costs among users and user classes.

**BE IT FURTHER ORDAINED** that Ordinance 2021-1178 and all other Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

The effective date of this Ordinance shall be the January 2023 billing cycle.



Passed by the City Council of the City of Stevenson at its regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2022.

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

ATTEST:

\_\_\_\_\_  
Leana Kinley, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Kenneth Woodrich, City Attorney

Exhibit A

**Rates Effective for 2023**

<b>Class of Service</b>	<b>Base Fee</b>
<b>Residential</b>	
Single ¾" Residential	\$116.46
Multifamily-per dwelling unit	\$116.46
<b>Non-Residential</b>	
Transient quarters	\$58.24
Other Commercial	
¾" water service	\$116.46
1" water service	\$242.05
1.5" water service	\$360.65
2" water service	\$545.54
3" water service	\$782.72
4" water service	\$1,019.90
6" water service	\$1,684.03
<b>Mobile Home Sites</b>	
With or without individual connections-per dwelling unit/space	\$116.46
<b>Special Services-Public and Private</b>	
Meeting halls and churches	Same as applicable commercial rate
Schools	Same as applicable commercial rate
Convalescent homes, nursing homes and detention facilities	Same as applicable commercial rate
Hospitals and clinics	Same as applicable commercial rate
<b>Industrial</b>	
Dry industrial	Same as applicable commercial rate
Wet industrial	Same as applicable commercial rate
<b>Downspout/Sump Pump Connection<sup>1</sup></b>	<b>\$10.00</b>

<b>Usage<sup>2</sup> Rates for Non-Residential/Commercial</b>	
Flow Surcharge	\$0.059
<b>BOD Surcharge<sup>3</sup></b>	
Low	\$0.000
Medium	\$0.023
High	\$0.047
Very High	\$0.092

- 1- The charge for connections to downspouts or sump pumps will be removed upon city verification that the rain catchment system, or any rain or groundwater collected in the structure, is not transferred to the sewer system.
- 2- Flow based on water consumption charged per cubic foot over 400 cu/ft. Industrial users will be charged based on a consumption factor as determined by the City.
- 3- BOD Surcharge applies to commercial customers based on the following classification:

<b>Strength Category</b>	<b>BOD Strength</b>	<b>Types of Typical Users</b>
Low	<300mg/L	Public Facilities, Hotel/Motel w/o Restaurant, General Retail, Office Space, Industrial w/o Process Discharge
Medium	301-600 mg/L	Hotel/Motel w/Restaurant, School w/Cafeteria, Laundromat, Nursing Home, Hospital
High	600-2,000 mg/L	Grocery Store, Bakery, Restaurant, Coffee Shop
Very High	>2,000 mg/L	Food Production, Brewery, Distillery, Cider Production, Dairy, Industrial w/Process Discharge

Additional fees for BOD<sub>5</sub> testing at the request of the customer will be billed at actual rates for staff time, materials and testing services used plus 17% overhead.

Rates for 2024 and beyond shall increase 5% per year.

**MEMORANDUM OF INTERLOCAL AGREEMENT FOR OPERATION AND  
MAINTENANCE OF SKAMANIA COUNTY COURTHOUSE PLAZA AND FOR  
IMMEDIATE POSSESSION OF COURTHOUSE LAWN**

This MEMORANDUM OF AGREEMENT FOR OPERATION AND MAINTENANCE OF The SKAMANIA COUNTY COURTHOUSE PLAZA (this “MOA”), is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between SKAMANIA COUNTY, a political subdivision of the State of Washington (the “County”), and the CITY OF STEVENSON, a Washington municipal corporation (the “City”).

**RECITALS**

**A.** Skamania County and the City of Stevenson have partnered with the Stevenson Downtown Association (“SDA”) to develop the Skamania County courthouse lawn into a recreational Plaza (“Project”), for the benefit of the residents and tourists of Skamania County and the City of Stevenson. As part of that partnership, Skamania County and the City of Stevenson desire to enter into this MOA to set expectations and responsibilities to facilitate an enduring partnership and align ongoing costs and benefits of the Project and ensure the Project’s long term success.

**B.** The Board of County Commissioners and the Stevenson City Council have determined this Project is in the public interest of both County and City residents, and similar projects in other cities have increased economic growth and civic vitality in the immediate vicinity of those projects.

**C.** The County owns real property commonly known as the courthouse lawn, located within the City and contiguous with the County Courthouse. The real property proposed as part of this Project is legally described in Exhibit A attached hereto and incorporated herein by this reference.

**D.** Once developed, the parties wish to allow the City to operate and maintain the Project for the benefit of the public, while the County maintains ownership of the real property. Because the primary financial beneficiaries of any economic growth will be the City and its businesses, the City agrees it should bear the financial responsibility for ongoing maintenance and operation of the Plaza so long as the real property is operated substantially as a recreational park (“Plaza”). Because the Plaza is contiguous to the Skamania County Courthouse and is intimately connected to the Courthouse’s character and history, the County shall retain final decision making authority with respect to any substantial modifications to the design or any branding of the Plaza, as well as retaining the right to utilize the Plaza for County-related events and activities.

**E.** The City and the County understand the development of the Plaza depends on the City and County having an enforceable agreement regarding operations and maintenance/repairs. For that reason, City and County recognize the promises in this MOA are essential for the successful development of this Project, and agree both parties will sign the MOA and plan for the implementation of the MOA prior to the final development of the Plaza.

**F.** The City and County also recognize that in order to apply for grants and other funding, the City must have the right to possess the real property associated with the Plaza Project. The City and County intend this agreement to also constitute a lease of the Courthouse Lawn property to the City for the term set forth in section 2, below.

## **MEMORANDUM OF AGREEMENT**

NOW, THEREFORE, the County and the City state their Agreement regarding the operational control and maintenance of the Plaza as follows:

### **1. Purpose of MOA.**

The purpose and intent of this MOA is to define the parties' understanding of the intentions of the County and the City as they relate to the operation and maintenance of the Plaza. The primary role for the County is to provide the real property constituting the Plaza (see Exhibit A) and cooperate with the City in ensuring the County's assistance so the City will have the ability to possess, operate and maintain the real property and facilities associated with the County Courthouse. In entering into this MOA, the parties expressly intend to create a binding, legally enforceable contract obligating the City to commit to pay fully and adequately for the maintenance and operation of the Plaza and equally obligates the County to cooperate with the City and to ensure the real property is not encumbered or otherwise made legally unavailable for continued use as a park-like Plaza at least until the expiration of this MOA or for any longer length of time obligated by grants awarded to the City or County which is used to fund the construction and development of the Plaza. Notwithstanding any other provisions of this MOA, any decisions regarding the naming or branding of the Plaza shall be subject to the consultation and approval of the County.

### **2. Effective Date and Duration.**

This MOA shall take effect immediately upon the signature of both parties (the "Effective Date"), but the City's obligation to operate and maintain the Plaza will begin upon completion of the construction of the Plaza. This MOA shall remain in effect for thirty-five (35) years from the effective date, or for such length of time as is required by any grant funding used to complete the project, whichever is longer. PROVIDED, HOWEVER, the term of this MOA may be extended or renewed as agreed to by the County and City in writing on such terms as are negotiated at the time of extension or renewal.

County and City recognize this MOA regarding possession, operation and maintenance obligations is a necessary part of any cooperative effort to secure funding for and for construction of the Plaza. This MOA does not control the relationship of County and City prior to final construction of the Plaza, except as specifically recognized in the MOA. County and City relationships related to cooperative funding and/or construction will be controlled by future agreements or contracts duly executed by the parties and negotiated in good faith.

Nothing in this agreement requires County to take any responsibility for the construction of the Plaza. City and County recognize that County agrees to assist City, but any burden of construction is the responsibility of City or shall otherwise be allocated in future agreements.

**3. Administrators.**

Each party to this MOA shall designate an individual (an “Administrator”), who may be designated by title or position, to oversee and administer such party’s participation in this MOA. The parties’ initial Administrators shall be the following individuals:

<u>County’s Initial Administrator:</u>	<u>City’s Initial Administrator:</u>
Skamania County Public Works Director or Engineer 170 Vancouver Avenue Stevenson, Washington 98648 (509) 427-3910 phone	Leana Kinley City of Stevenson City Administrator 7121 E. Loop Road Stevenson, WA 98648 (509)427-5970 phone leana@ci.stevenson.wa.us

Either party may change its designated Administrator at any time by delivering written notice of such party’s new Administrator to the other party.

**4. Agreement of the City**

4.1 Maintenance. The City shall maintain in good working order and make any needed repairs to the existing and any future facilities on the Plaza during the term of this MOA. The Plaza shall at all times be maintained such that it is esthetically pleasing, and any damage or significant wear and tear will be fixed or refurbished without unreasonable delay.

4.2 Garbage and Debris. The City shall, at its sole cost and expense, and on a timely basis to ensure a clean and attractive Plaza, collect and dispose of any and all debris located within the Plaza or in the area immediately surrounding the Plaza if it seems likely the debris came from the Plaza.

4.3 Utilities. The City shall pay all costs, charges and expenses for utility service to the Plaza, including but not limited to power, water, sewer, waste water, natural gas, propane, communications and telephone services, if any.

4.4 Assessments. The City shall pay all costs associated with any and all assessments and Local Improvement Districts charges to the Plaza property during the term of this Agreement.

4.5 Signage. The City shall maintain, at its sole cost and expense, informational signs located at the Courthouse Plaza which recognizes the County and the City as partners in the development and operation of the Plaza and which provides contact information for the City as sole operator of the Plaza. Suggested language could include language such as: “This Plaza Developed in cooperation with Skamania County.” Any grant required funding signs should be maintained by the City at the Plaza. (Also see Section 1, above, regarding naming/branding.)

4.6 Enforcement. The Plaza is subject to Revised Code Washington, the City of Stevenson Municipal Code, and all other rules and regulations adopted by the State, City or County. The City shall, at its sole cost and expense, enforce the Revised Code of Washington, the Municipal Code of Stevenson, and any applicable Skamania County Code, rules and regulations within the Plaza, and monitor the Plaza for appropriate use. The City of Stevenson shall adopt an appropriate municipal ordinance that shall ensure that the Plaza will not be used for sleeping or camping.

4.7 Operation as Public Park Plaza. The City intends to operate the Plaza as a public park or Plaza and for such ancillary uses or purposes as are commonly associated with a public park or Plaza and for no other purpose or use whatsoever without the prior written consent of the County, which may be granted or withheld in the County's sole discretion. The County may enter the Plaza at any time for purposes of inspecting and ensuring the Plaza usage is consistent with the intentions expressed in this MOA.

4.8 Public Access. The Plaza should be available to the public during the dates and times as specified by the City and as agreed by the County. The City shall have the power to schedule special events and regular uses such as for a weekly community market, but shall confer with Skamania County to ensure any such special or regular events do not interfere with the needs of or the regular business of the County.

4.9 Usage Fees and Licensing. The City may issue licenses to third parties and collect fees therefrom for all activities in the Plaza, subject to: (a) any grant requirements and any other restrictions placed on or associated with the Plaza through this MOA. The authority for granting and/or conveying all other easements, or other grant or conveyance of real property interest shall remain with the County. Any and all fees collected by the City pursuant to this Section should only be expended on Plaza operations, maintenance, repairs and improvements unless otherwise agreed by County.

4.10 General Maintenance and Adequate Reserves. Except as where otherwise provided in this MOA, the City shall, at its sole cost and expense, keep and maintain the Plaza and all fixtures and improvements located thereon in good condition and repair, subject to ordinary wear and tear. All such maintenance and repair for which the City is responsible should be performed by the City in a good and workmanlike manner in compliance with all applicable laws.

The City will maintain adequate reserves for the maintenance of the Plaza. The calculation of the reserves shall be based on the useful life of each asset in the Plaza and the cost to replace said asset. These reserves shall be set aside on an annual basis, and shall be calculated such as to ensure adequate funds are available for any needed renovation or repairs of the Plaza. The reserve funds may be used for capital maintenance or repairs (over \$5000 and over one-year extension of useful life) and for capital improvements.

4.11 Default and/or Restoration Contingency. In addition to any actual damages, the City agrees that if at any time they should default on this MOA during its term or voluntarily fails to renew the agreement at its expiration (see Section 7.6 below) City will be obligated to County for County's actual cost required to maintain Plaza in addition to the cost required to return Plaza to

its original condition as a Courthouse Lawn. Furthermore, the City agrees that if it should default on its obligations and the County is required to perform the City obligations in this MOA, City will reimburse County for all costs incurred in performing City obligations plus a 20% administrative fee for the duration of this MOA's 35 year term or for any period for which the Plaza property is required to be used as a park under any grant or financing agreements entered into by City or County in the development of the Plaza.

**5. Joint Responsibilities.**

The intent of this MOA is to pass all responsibility to the City for day to day maintenance and operation of the Plaza. It is the intent of the County to act in an advisory and oversight capacity only in order to ensure compliance with this MOA including assisting the City in pursuing grant and other funding, complying with funding source restrictions and requirements, any third party obligations, and any other legal obligations of the County and City. County shall support the City with grant funding requests as a supportive partner in any grant proposals. The parties understand the City and County, when necessary, will jointly develop and submit any grant funding requests depending on the nature of the funding opportunity. The City shall not apply for any grant funding that encumbers or restricts the use of the Plaza property without the specific approval of the County, in writing.

**6. Possession of Courthouse Lawn prior to construction of Plaza.**

The City shall have the right to possess the Courthouse Lawn (Exhibit A) upon the signing of this agreement. Such possession shall establish City as lessee of the property, with the right to apply for grants, make any study or survey as needed for development of design or construction plans, compliance with any local, state or federal regulations, or any other act necessary to facilitate the efficient construction of the Plaza in partnership with the County. However, the City shall at all times give notice to County of any planned work or construction done on the Courthouse Lawn. City shall not in any case begin any construction activity on the Courthouse Lawn that involves removal of any concrete fixtures, plants, trees, foliage, or the moving or removal of any grass, dirt or other existing material without first entering into a separate MOA with the County related to the responsibilities, timing, expense and schedule of construction, which the County will negotiate in good faith. The County will continue to maintain the Courthouse Lawn in the manner it is now performing, and historically has performed, such maintenance until such time as a new MOA related to construction of Plaza is negotiated and signed by City and County. City agrees to indemnify and hold County harmless, under similar terms as in Section 9 below, for any work or activity performed by City on Courthouse Lawn pursuant to this Section.

**7. Alterations and Improvements.**

7.1 No Conversion. The City should not make additions, changes, alterations, or improvements to the Plaza including but not limited to any electrical, mechanical, utilities, and other systems and facilities serving the Plaza existing at the effective date of this MOA or in the future (collectively, the "Alterations") inconsistent with this MOA's conditions and restrictions, or grant contracts associated with the Plaza. Any known conditions and restrictions or grant contracts are attached collectively as Exhibit B and incorporated herein by this reference.



7.2 Consent by the County. The City should not make Alterations from a mutually agreed design without first obtaining the prior written consent of the County. The City should provide the County with detailed plans and specifications detailing any proposed Alterations. Should the County consent to any proposed Alterations, such consent should not be deemed a representation or warranty as to the adequacy of the architectural design or plans for such Alterations, and the County hereby expressly disclaims any responsibility or liability for same. The County shall have no obligation whatsoever to make any Alterations now or at any time in the future, unless such obligations are negotiated by the City and approved by the County in writing.

7.3 Alterations by City. All Alterations should be performed: (a) at the City's sole cost and expense unless funding is obtained through a grant or donation source; (b) in a good safe environment and performed in a professional workmanlike manner, with all materials used being of a quality at least as good as or better than existing condition those already in use on the Plaza; (c) in accordance with plans and specifications approved by Skamania County and any associated grant/sponsor agencies; and (d) in compliance with all applicable laws, codes and regulations including but not limited to those related to prevailing wages (see RCW 39.12), retainage (see RCW 60.28), bonding (see RCW 39.08), use of licensed contractors (see RCW 39.06), and competitive bidding (see RCW 36.32 and RCW 35.21.278), and all codes and regulations. The County hereby expressly disclaims any responsibility or liability for same.

7.5 Disposition of Alterations at Termination. This agreement does not intend to create a separate legal entity. Upon the expiration or earlier termination of this MOA, all fixed Alterations should remain in and be surrendered within the Plaza as a part thereof, unless, with respect to any Alteration, the County specifies in its consent such Alteration must be removed prior to surrender, in which case the City intends, prior to surrender, to remove the identified Alteration and repair any damage, to the extent economically feasible, to the Plaza caused by such removal.

7.6 Renewal and Disposition of Property upon Termination of Agreement. Upon expiration of this MOA, the MOA will automatically renew for an additional 30-year term, unless County notifies City at least twenty-four (24) months in advance of their intent not to renew the MOA. If County notifies City of its intent not to renew this MOA, upon termination of the MOA the County shall be responsible for all operations and maintenance of the Plaza, and City will have no further maintenance obligations under this MOA. Any funds City holds in reserve fund for maintenance of Plaza at the time of termination of the MOA shall remain the property of City, unless County agrees to continue the use of Project as a Plaza, in which case any reserve funds shall be available for capital improvements of the Plaza by County as described in Section 4.10 above. If County plans to discontinue use of Project as a Plaza and sell or lease property to a third party, City shall have the right to retain any reserve funds. If County chooses to discontinue use of property as a Plaza and sells the Plaza real property to third party, County shall reimburse City for any City general fund contributions made by City in actual construction of the Plaza (not to include lodging tax funds expended or any funds expended in maintenance of the Plaza, after construction). So long as the Plaza property remains in public ownership, County will not be required to repay City for any City funds used in Plaza Project construction. The purpose of this MOA is for City to have the obligation to maintain the Plaza indefinitely. There is no provision

for City to terminate MOA after construction of Plaza without incurring liabilities under Section 4.11.

7.7 Liens. The City intends to keep the Plaza free from any liens arising out of work performed for, materials furnished to, or obligations incurred by, or on behalf of, the City. Any construction liens filed against the real property associated with the Plaza for work claimed to have been furnished to the City will be discharged by the City, by bond or otherwise, within ten (10) days after receipt of the filed claim or lien, at the City's sole cost and expense. Should the City fail to discharge any such construction lien, the County may at its election pay the claim or post a bond or otherwise provide security to release the lien as an encumbrance or claim against title and the cost to the County should be immediately due and payable by the City. The City should indemnify and hold the County harmless from and against any liability arising from any such lien.

**8. Independent Contractor.**

The City intends to perform all work associated with the Plaza as an independent contractor and not as an agent, employee, partner, joint venturer or servant of the County. The City intends to be solely responsible for control, supervision, direction and discipline of its personnel and agents, who shall be employees and agents of the City and not the County. The County shall only have the right to ensure quality and performance.

**9. Indemnification/Hold Harmless.**

The parties understand the City shall assume the risk of, be liable for, and pay all damage, loss, costs, and expense of any party arising out of the operation and maintenance of the Plaza, except any such damage, loss or costs caused or incurred by the sole negligence and/or willful misconduct of the County, its employees acting within the scope of their employment and any agents of the County acting within their scope of agency. The City shall hold harmless, indemnify, and defend the County, its officers, elected and appointed officials, employees, and agents from and against all claims, losses, suits, actions, counsel fees, litigation costs, expenses, damages, judgments, or decrees by reason of damage to any property or business, and/or any death, injury, or disability to or of any person or party, including, but not limited to, any employee, contractor, licensee, invitee and/or any other persons who may be in, on, around or upon the Plaza with the express or implied consent of the City or arising out of or suffered, directly or indirectly, by reason of or in connection with the Plaza or this MOA, or any act, error, or omission of the City, the City's employees, agents, and subcontractors, whether by negligence or otherwise. It is specifically and expressly understood the indemnification provided in this MOA constitutes the City's waiver of immunity under the state industrial insurance laws, Title 51 RCW, solely for the purpose of this indemnification. The City understands this waiver has been mutually negotiated.

**10. Liability Related to City Ordinances, Policies, Rules and Regulations.**

In signing this MOA, the County does not assume liability or responsibility for or in any way release the City from any liability or responsibility which arises in whole or in part from the existence or effect of City ordinances, policies, rules or regulations. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such

City ordinance, policy, rule or regulation is at issue, the parties understand the City shall defend the same at its sole expense and, if judgment is entered or damages are awarded against the City, the County, or both, the City shall satisfy the same, including all chargeable costs and reasonable attorney's fees.

**11. Condition of Plaza.**

The City acknowledges and agrees it has had an adequate opportunity to inspect the property of the proposed Plaza, the proposed plan for creation/improvement of the Plaza and is accepting the Project in the condition "as is" or as improved, subject to all faults and defects, known and unknown. The City further represents and warrants to the County except for the County's express representations, warranties, covenants and obligations under this MOA and the exhibits hereto, the City has not relied and will not rely on, and the County is not liable for or bound by, any warranties, guaranties, statements, representations or information pertaining to the Plaza and the Plaza Facilities. .

**12. Insurance.**

12.1 City's Insurance Obligation. The parties understand, upon signing this MOA, the City, at its own cost, shall have procured and will maintain for the duration of this MOA, insurance as specified in Section 12.2 below, the Minimum Scope and Limits of Insurance. Each insurance policy shall be written on an "occurrence" form unless otherwise approved by the County. The City's maintenance of insurance through a qualified Risk Pool is acceptable under this MOA. Nothing contained within these insurance requirements shall be deemed to limit the scope, application, and/or limits of the coverage afforded, which coverage will apply to each insured to the full extent provided by the terms and conditions of the policy(s). Nothing contained within this Section 12 shall affect and/or alter the application of any other provision contained within this MOA.

12.2 Minimum Scope and Limits of Insurance. The City shall maintain limits no less than:

- (a) General Liability: \$2,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, and for those policies with aggregate limits, a \$4,000,000 aggregate limit.
- (b) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (c) Workers' Compensation: Statutory requirements.

By requiring such minimum insurance coverage, the County shall not be deemed or construed to have assessed the risks that may be applicable to the City under this MOA. The City shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

12.3 Other Insurance Provisions and Requirements. The insurance coverage(s) required in this MOA are to contain, or be endorsed to contain the following provisions:

- (a) The County, its officers, officials, employees and agents are to be covered as additional insureds as respects liability arising out of or in connection with this MOA. Such coverage shall be primary and non-contributory insurance as respects the County, its officers, officials, employees and agents. The Additional Insured Endorsement shall be included with the certificate of insurance.
- (b) The City's insurance coverage shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.
- (c) Any deductibles or self-insured retentions must be declared to, and approved by, the County. The deductible and/or self-insured retention of the policies shall not limit or apply to the City's liability to the County and shall be the sole responsibility of the City.
- (d) Coverage shall not be suspended, voided, canceled, reduced without prior written permission of the County.

12.4 Documentation of Insurance Requirements. The City shall furnish the County with certificates of insurance and endorsements per this MOA. The County reserves the right to require complete, certified copies of all required insurance policies at any time. If at any time any of the policies described in this Section 12 fail to meet minimum requirements, the City shall, upon notice to that effect from the County, promptly obtain a new policy, and shall submit the same to the County, with the appropriate certificates and endorsements, for approval.

12.5 Insurance Review. In consideration of the duration of this MOA, the parties understand this Section 12, at the discretion of the County Risk Manager, may be reviewed and adjusted with each amendment and within ninety (90) days of the end of the first five (5) year period of the MOA and the end of each successive five (5) year period thereafter. Any adjustments made as determined by the County Risk Manager, shall be in accordance with reasonably prudent risk management practices and insurance industry standards and shall be effective on the first day of each successive five (5) year period. Adjustment, if any, in insurance premium(s) shall be the responsibility of the City. Any failure by the County to exercise the right to review and adjust at any of the aforementioned timings shall not constitute a waiver of future review and adjustment timings.

**13. Compliance with Laws.**

In the performance of its obligations under this MOA, each party expects to comply with all applicable federal, state, and local laws, rules and regulations.

**14. Default and Remedies.**

If either party defaults in its obligations under this MOA, the non-defaulting party shall have the right to seek specific performance by the defaulting party. An event of default shall occur only upon the obligated party's failure or refusal to perform a material term of this agreement after the party entitled to performance has given written notice to the obligated party of the breached term, and 30 days have elapsed after notice. City acknowledges the County has entered this MOA with the understanding the obligations for maintenance, operations, repair, etc. of the Plaza will be the sole responsibility of City, and any default in City's obligations resulting in maintenance, repair or operation costs being borne by the County shall result in those costs being payable by the City to County after written notice and demand.

**15. Early Termination.**

There is no early termination of this MOA. Any attempt to terminate this MOA early by either party shall constitute a default of the MOA.

**16. Dispute Resolution.**

County and City shall make every effort to resolve any dispute regarding this MOA informally. If informal dispute resolution is unsuccessful, there shall be no further obligation to engage in an alternative dispute resolution process.

**17. Financing.**

Each party will finance their obligations in this MOA through general or restricted funds of each agency as law permits. No joint financing is contemplated.

**18. Notices.**

All notices required to be given by any party to the other party under this MOA shall be in writing and shall be delivered either in person, by United States mail, or by electronic mail (email) to the applicable Administrator or the Administrator's designee. Notice delivered in person shall be deemed given when accepted by the recipient. Notice by United States mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, and addressed to the Administrator, or their designee, at the addresses set forth in Section 3 of this MOA. Notice delivered by email shall be deemed given as of the date and time received by the recipient.

**19. Nondiscrimination.**

It is the policy of the County and the City to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as provided in Washington's Law against Discrimination, Chapter 49.60 RCW. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and city and county contracts.

**20. Entire Agreement; Amendments.**

This MOA constitutes the entire MOA between the parties regarding the subject matter hereof, and supersedes any and all prior oral or written agreements between the parties regarding the subject matter contained herein. This MOA may not be modified or amended in any manner except by a written document signed with the same formalities as required for this MOA and signed by the party against whom such modification is sought.

**21. Conflicts between Attachments and Text.**

Should any conflicts exist between any attached exhibits or schedule and the text or main body of this MOA, the text or main body of this MOA, or to any modifications or amendments to this MOA shall prevail.

IN WITNESS WHEREOF, the parties have signed this MOA as of the date first above written.

**COUNTY:**

**CITY:**

Skamania County, a political subdivision of the State of Washington

City of Stevenson, a Washington municipal corporation

By \_\_\_\_\_  
Name: Richard Mahar  
Title: Skamania County Board of County Commissioners, Chair

By \_\_\_\_\_ Na  
Name: Scott Anderson  
Title: Mayor, City of Stevenson

**Approved as to Form:**

**Approved as to Form:**

\_\_\_\_\_  
Adam N. Kick, Skamania County  
Prosecuting Attorney

\_\_\_\_\_  
Ken Woodrich, City Attorney

**Exhibit A**  
**Legal Description of Plaza**

**Exhibit B**

**Grant**



## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:14:43 Date: 12/08/2022

Page: 1

	Original	Proposed	Difference		
521 20 41 0000	191,505.91	201,546.03	10,040.12	105.2%	Increased 8.4% (CPI) from 2022 per contract
508 91 00 0001	927,670.13	917,630.01	(10,040.12)	98.9%	
313 11 00 0100	308,000.00	358,000.00	50,000.00	116.2%	Revised Estimate
334 03 80 0002	0.00	144,907.00	144,907.00	0.0%	
334 03 80 0003	0.00	74,146.00	74,146.00	0.0%	
334 03 80 0004	0.00	460,422.00	460,422.00	0.0%	
542 39 48 0000	20,000.00	172,534.00	152,534.00	862.7%	Chip Sealing Project
595 30 41 0000	0.00	78,049.00	78,049.00	0.0%	
595 30 41 0001	0.00	287,998.00	287,998.00	0.0%	
595 61 41 0001	0.00	200,000.00	200,000.00	0.0%	Sidewalk portion of Loop Rd. Rebuild project
508 51 00 0100	55,197.33	66,091.33	10,894.00	119.7%	
573 30 41 0001	85,000.00	81,000.00	(4,000.00)	95.3%	
573 30 41 0002	14,000.00	18,000.00	4,000.00	128.6%	
573 90 41 0004	0.00	10,000.00	10,000.00	0.0%	
573 90 41 0013	65,000.00	75,000.00	10,000.00	115.4%	
573 90 41 0014	4,500.00	5,000.00	500.00	111.1%	
573 90 41 0026	0.00	700.00	700.00	0.0%	
594 75 63 0011	0.00	10,000.00	10,000.00	0.0%	
595 64 63 0000	0.00	72,000.00	72,000.00	0.0%	
508 31 01 0103	547,580.51	444,380.51	(103,200.00)	81.2%	
308 31 00 0105	6,215.61	11,376.16	5,160.55	183.0%	
508 31 00 0105	11,215.61	16,376.16	5,160.55	146.0%	
308 31 00 0107	0.00	10,190.57	10,190.57	0.0%	
508 31 00 0107	0.00	10,190.57	10,190.57	0.0%	
348 00 00 0000	150,000.00	175,000.00	25,000.00	116.7%	Revised projections based on new rates
594 48 64 0000	50,000.00	100,000.00	50,000.00	200.0%	New vehicle, fully outfitted, taxes, licenses and fees.
508 51 00 0500	45,814.49	20,814.49	(25,000.00)	45.4%	

2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Fund Totals

Time: 16:14:43 Date: 12/08/2022

Page: 2

Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
001 General Expense Fund	0.00	0.00	0.00	0.0%	1,119,176.04	1,119,176.04	0.00	100.0%
010 General Reserve Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
020 Fire Reserve Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
030 ARPA	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
100 Street Fund	308,000.00	1,037,475.00	729,475.00	336.8%	75,197.33	804,672.33	729,475.00	*****%
103 Tourism Promo & Develop Fund	0.00	0.00	0.00	0.0%	716,080.51	716,080.51	0.00	100.0%
105 Affordable Housing Fund	6,215.61	11,376.16	5,160.55	183.0%	11,215.61	16,376.16	5,160.55	146.0%
107 HEALing SCARS Fund	0.00	10,190.57	10,190.57	0.0%	0.00	10,190.57	10,190.57	0.0%
300 Capital Improvement Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
311 First Street	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
312 Columbia Ave	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
400 Water/Sewer Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
406 Wastewater Short Lived Asset Res. Fu	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
408 Wastewater Debt Reserve Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
410 Wastewater System Upgrades	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
500 Equipment Service Fund	150,000.00	175,000.00	25,000.00	116.7%	95,814.49	120,814.49	25,000.00	126.1%
630 Stevenson Municipal Court	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Excess/(Deficit):</b>	<b>464,215.61</b>	<b>1,234,041.73</b>	<b>769,826.12</b>	<b>265.8%</b>	<b>2,017,483.98</b>	<b>2,787,310.10</b>	<b>769,826.12</b>	<b>138.2%</b>

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 1

001 General Expense Fund

Revenues	Original	Proposed	Difference	Remarks
<b>308 Beginning Balances</b>				
308 91 00 0001 Unreserved Cash & Investments	1,090,689.05	1,090,689.05	0.00	100.0%
100 Unreserved	1,090,689.05	1,090,689.05	0.00	100.0%
308 51 01 0001 Reserved Cash - Unemployment	33,413.82	33,413.82	0.00	100.0%
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%
308 31 02 0001 Reserved Cash - Custodial	51,135.13	51,135.13	0.00	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
<b>308 Beginning Balances</b>	<b>1,175,238.00</b>	<b>1,175,238.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>310 Taxes</b>				
311 10 00 0000 General Property Tax	546,401.90	546,401.90	0.00	100.0%
311 Property Tax	546,401.90	546,401.90	0.00	100.0%
313 11 00 0000 Sales Tax	308,000.00	308,000.00	0.00	100.0%
313 71 00 0000 Local Criminal Justice Tax	20,000.00	20,000.00	0.00	100.0%
313 Sales Tax	328,000.00	328,000.00	0.00	100.0%
316 43 00 0000 Natural Gas Utility Tax	13,500.00	13,500.00	0.00	100.0%
316 45 00 0000 Garbage Utility Tax	7,500.00	7,500.00	0.00	100.0%
316 46 00 0000 Cable TV Utility Tax	3,000.00	3,000.00	0.00	100.0%
316 47 00 0000 Telephone Utility Tax	8,000.00	8,000.00	0.00	100.0%
316 Utility Tax	32,000.00	32,000.00	0.00	100.0%
317 20 00 0000 Leasehold Tax	16,000.00	16,000.00	0.00	100.0%
317 21 00 0000 Rock Cove ALF In-Lieu Tax	0.00	0.00	0.00	0.0%
317 Other Tax	16,000.00	16,000.00	0.00	100.0%
<b>310 Taxes</b>	<b>922,401.90</b>	<b>922,401.90</b>	<b>0.00</b>	<b>100.0%</b>
<b>320 Licenses &amp; Permits</b>				
321 99 01 0000 Business Licenses	1,400.00	1,400.00	0.00	100.0%
321 99 02 0000 Peddlers & Solicitors Permit	0.00	0.00	0.00	0.0%
321 99 03 0000 Vacation Rental Licenses	1,500.00	1,500.00	0.00	100.0%

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 2

001 General Expense Fund

Revenues	Original	Proposed	Difference	Remarks
<b>320 Licenses &amp; Permits</b>				
321 Licenses	2,900.00	2,900.00	0.00	100.0%
322 10 00 0000 Building Permits	0.00	0.00	0.00	0.0%
322 Permits	0.00	0.00	0.00	0.0%
320 Licenses & Permits	2,900.00	2,900.00	0.00	100.0%
<b>330 Intergovernmental Revenues</b>				
337 40 00 0001 Pool District Loan Repayment-Pr	19,800.00	19,800.00	0.00	100.0%
334 03 10 0002 DOE-Shoreline Access Grant	52,000.00	52,000.00	0.00	100.0%
330 Grants	52,000.00	52,000.00	0.00	100.0%
335 00 91 0000 PUD Privilege Tax (in Lieu)	11,000.00	11,000.00	0.00	100.0%
335 State Shared	11,000.00	11,000.00	0.00	100.0%
336 06 21 0000 Criminal Justice - Low Populatio	1,000.00	1,000.00	0.00	100.0%
336 06 25 0000 Criminal Justice - Contracted Ser	2,500.00	2,500.00	0.00	100.0%
336 06 26 0000 Criminal Justice - Special Progra	1,968.50	1,968.50	0.00	100.0%
336 06 42 0000 Marijuana Excise Tax	2,551.92	2,551.92	0.00	100.0%
336 06 51 0000 DUI/Other Crim Justice Assist	0.00	0.00	0.00	0.0%
336 06 94 0000 Liquor Excise Tax	10,633.00	10,633.00	0.00	100.0%
337 40 00 0000 Private Harvest Tax	0.00	0.00	0.00	0.0%
336 State Entitlements, Impact Payments	18,653.42	18,653.42	0.00	100.0%
330 Intergovernmental Revenues	101,453.42	101,453.42	0.00	100.0%
<b>340 Charges For Goods &amp; Services</b>				
341 43 00 0000 General Admin Services	273,014.81	273,014.81	0.00	100.0%
341 81 00 0000 Printing/Photocopy Services	0.00	0.00	0.00	0.0%
342 33 05 0000 Active Probation Fee	7,000.00	7,000.00	0.00	100.0%
341 Admin, Printing & Probation Fees	280,014.81	280,014.81	0.00	100.0%
342 21 00 0000 Fire District II Fire Control	32,700.00	32,700.00	0.00	100.0%
342 Fire District 2	32,700.00	32,700.00	0.00	100.0%

2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 3

001 General Expense Fund

Revenues	Original	Proposed	Difference	Remarks
<b>340 Charges For Goods &amp; Services</b>				
345 83 00 0000 Planning Fees	4,500.00	4,500.00	0.00	100.0%
345 Planning	4,500.00	4,500.00	0.00	100.0%
341 93 00 0000 Port of Cascade Locks-Facilities I	0.00	0.00	0.00	0.0%
376 Parks	0.00	0.00	0.00	0.0%
<b>340 Charges For Goods &amp; Services</b>	<b>317,214.81</b>	<b>317,214.81</b>	<b>0.00</b>	<b>100.0%</b>
<b>350 Fines &amp; Penalties</b>				
353 10 00 0000 Traffic Infractions/Parking	5,000.00	5,000.00	0.00	100.0%
353 70 00 0000 Non-Traffic Infractions	100.00	100.00	0.00	100.0%
355 20 00 0000 DUI Fines	1,000.00	1,000.00	0.00	100.0%
355 80 00 0000 Criminal Traffic Fines	1,000.00	1,000.00	0.00	100.0%
356 90 00 0000 Criminal Non-Traffic Fines	600.00	600.00	0.00	100.0%
357 37 00 0000 Court Cost Recoupments	5,000.00	5,000.00	0.00	100.0%
<b>350 Fines &amp; Penalties</b>	<b>12,700.00</b>	<b>12,700.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>360 Interest &amp; Other Earnings</b>				
361 11 00 0000 Interest Income/General Fund	5,000.00	5,000.00	0.00	100.0%
361 40 00 0000 Sales Tax Interest	200.00	200.00	0.00	100.0%
362 00 00 0000 Park Rentals	2,500.00	2,500.00	0.00	100.0%
369 91 00 0000 Miscellaneous Income	300.00	300.00	0.00	100.0%
<b>360 Interest &amp; Other Earnings</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Revenues:</b>	<b>2,539,908.13</b>	<b>2,539,908.13</b>	<b>0.00</b>	<b>100.0%</b>

Expenditures	Original	Proposed	Difference	Remarks
<b>511 Legislative</b>				
511 30 41 0000 Ordinance Codification	2,500.00	2,500.00	0.00	100.0%
511 30 44 0000 Legislative Publishing	3,500.00	3,500.00	0.00	100.0%
511 60 10 0000 Council Salary	24,000.00	24,000.00	0.00	100.0%
511 60 20 0000 Council Benefits	1,500.00	1,500.00	0.00	100.0%
511 60 43 0000 Travel/Lodging Council	500.00	500.00	0.00	100.0%
511 60 49 0000 Tuition Council	5,000.00	5,000.00	0.00	100.0%

2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 4

001 General Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>511 Legislative</b>				
511 Legislative	37,000.00	37,000.00	0.00	100.0%
<b>512 Judicial</b>				
512 52 10 0001 Court Clerk Salary	5,400.00	5,400.00	0.00	100.0%
512 52 20 0001 Court Clerk Benefits	2,160.00	2,160.00	0.00	100.0%
512 52 31 0000 Court Supplies	0.00	0.00	0.00	0.0%
512 52 41 0001 Jury Management/Courtroom U:	1,200.00	1,200.00	0.00	100.0%
512 52 41 0002 Interpreter Fees	500.00	500.00	0.00	100.0%
512 52 41 0003 Municipal Court Contract	20,000.00	20,000.00	0.00	100.0%
512 52 51 0000 Sheriff Warrant Service Charge	250.00	250.00	0.00	100.0%
515 35 41 0000 Prosecuting Attorney County Co	16,000.00	16,000.00	0.00	100.0%
515 93 41 0000 Indigent Defense	15,000.00	15,000.00	0.00	100.0%
512 Judicial	60,510.00	60,510.00	0.00	100.0%
<b>513 Executive</b>				
513 10 10 0000 Mayor Salary	7,200.00	7,200.00	0.00	100.0%
513 10 10 0001 City Administrator Salary	108,290.00	108,290.00	0.00	100.0%
513 10 20 0000 Mayor Benefits	625.00	625.00	0.00	100.0%
513 10 20 0001 City Administrator Benefits	27,961.60	27,961.60	0.00	100.0%
513 10 43 0000 Travel/Lodging Mayor/Administr	2,000.00	2,000.00	0.00	100.0%
513 10 49 0000 Tuition Mayor/Administrator	1,000.00	1,000.00	0.00	100.0%
513 Executive	147,076.60	147,076.60	0.00	100.0%
<b>514 Financial, Recording &amp; Elections</b>				
514 20 10 0001 Budgeting/Accounting Salary	77,695.20	77,695.20	0.00	100.0%
514 20 20 0001 Budgeting/Accounting Benefits	24,721.20	24,721.20	0.00	100.0%
514 20 41 0001 EBPP Fees General Fund	600.00	600.00	0.00	100.0%
514 20 41 0002 Finance-Contractual Services	7,400.00	7,400.00	0.00	100.0%
514 20 41 0022 Audit Fee	7,000.00	7,000.00	0.00	100.0%
514 20 43 0000 Travel Financial/Records	1,000.00	1,000.00	0.00	100.0%
514 20 46 0000 Clerk Bond Premiums	200.00	200.00	0.00	100.0%
514 20 49 0000 Training/Tuition - Financial/Reco	3,000.00	3,000.00	0.00	100.0%
514 20 49 0001 Dues & Membership - Financial	1,200.00	1,200.00	0.00	100.0%
514 20 49 0002 Fiduciary Fees/VISA	4,000.00	4,000.00	0.00	100.0%
514 20 49 0003 Miscellaneous Charges	500.00	500.00	0.00	100.0%

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 5

001 General Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>514 Financial, Recording &amp; Elections</b>				
514 30 10 0000 Minutes - Recording Fee Sal	2,648.70	2,648.70	0.00	100.0%
514 30 20 0000 Minutes - Recording Fee Ben	235.44	235.44	0.00	100.0%
514 41 41 0000 Elections	1,000.00	1,000.00	0.00	100.0%
514 91 51 0000 Voter Registration Services	6,000.00	6,000.00	0.00	100.0%
<b>514 Financial, Recording &amp; Elections</b>	<b>137,200.54</b>	<b>137,200.54</b>	<b>0.00</b>	<b>100.0%</b>
<b>515 Legal Services</b>				
515 41 41 0000 Advisory Board Services	15,000.00	15,000.00	0.00	100.0%
515 41 43 0000 Travel - Legal	750.00	750.00	0.00	100.0%
515 41 49 0000 Training & Tuition - Legal	750.00	750.00	0.00	100.0%
<b>515 Legal Services</b>	<b>16,500.00</b>	<b>16,500.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>517 Employee Benefit Programs</b>				
517 70 22 0000 Unemployment Claims	10,000.00	10,000.00	0.00	100.0%
517 70 25 0000 Old Age Survivor Insurance	25.00	25.00	0.00	100.0%
517 90 26 0000 Staff Wellness	500.00	500.00	0.00	100.0%
<b>517 Employee Benefit Programs</b>	<b>10,525.00</b>	<b>10,525.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>518 Centralized Services</b>				
518 20 44 0000 DNR Fire Control Assessment	0.00	0.00	0.00	0.0%
518 30 10 0000 Building Repair Salary	6,000.00	6,000.00	0.00	100.0%
518 30 20 0000 Building Repair Benefits	3,000.00	3,000.00	0.00	100.0%
518 30 31 0000 Household Supplies/Repairs	1,000.00	1,000.00	0.00	100.0%
518 30 41 0000 Custodial Services	1,000.00	1,000.00	0.00	100.0%
518 30 41 0001 Contractual Services	25,500.00	25,500.00	0.00	100.0%
518 30 44 0000 HR-Advertisement	1,000.00	1,000.00	0.00	100.0%
518 30 45 0099 Eq Rental-Bldg Repair	1,000.00	1,000.00	0.00	100.0%
518 30 46 0000 Insurance - Liability	20,560.00	20,560.00	0.00	100.0%
518 30 47 0000 Heat & Lights	3,500.00	3,500.00	0.00	100.0%
518 30 47 0001 City Hall Water/Sewer	1,463.32	1,463.32	0.00	100.0%
518 30 48 0000 Building Repair Supplies	3,000.00	3,000.00	0.00	100.0%
518 40 31 0000 Office Supplies	10,000.00	10,000.00	0.00	100.0%
518 40 41 0000 Office Equip Repair& Maintenanc	29,000.00	29,000.00	0.00	100.0%
518 40 42 0000 Central Services Telephone	4,000.00	4,000.00	0.00	100.0%
518 40 42 0001 Miscellaneous - Postage	500.00	500.00	0.00	100.0%

2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 6

001 General Expense Fund

Expenditures	Original	Proposed	Difference		Remarks
<b>518 Centralized Services</b>					
518 80 41 0023 Website - General Fund	3,200.00	3,200.00	0.00	100.0%	
518 90 49 0001 Dues And Membership - Genera	3,000.00	3,000.00	0.00	100.0%	
594 18 62 0000 City Hall Improvements	50,000.00	50,000.00	0.00	100.0%	
594 18 64 0000 Office Furniture/Equipment	10,000.00	10,000.00	0.00	100.0%	
594 18 64 0001 Computer Equipment	0.00	0.00	0.00	0.0%	
<b>518 Centralized Services</b>	<b>176,723.32</b>	<b>176,723.32</b>	<b>0.00</b>	<b>100.0%</b>	
<b>521 Law Enforcement</b>					
521 20 41 0000 Police Services	191,505.91	201,546.03	10,040.12	105.2%	Increased 8.4% (CPI) from 2022 per contract
521 20 41 0001 CR Jus #4 Basic Law Enforcemnt	2,700.00	2,700.00	0.00	100.0%	
521 30 41 0000 CR Jus #1 Drug/Alcohol ED	1,600.00	1,600.00	0.00	100.0%	
523 30 41 0000 Probation And Parole Services	10,000.00	10,000.00	0.00	100.0%	
523 60 41 0000 Jail Services	13,000.00	13,000.00	0.00	100.0%	
<b>521 Law Enforcement</b>	<b>218,805.91</b>	<b>228,846.03</b>	<b>10,040.12</b>	<b>104.6%</b>	
<b>522 Fire Control</b>					
522 10 10 0000 Fire Chief/Administration - Salari	1,900.00	1,900.00	0.00	100.0%	
522 10 20 0000 Fire Chief/Administration - Bene	100.00	100.00	0.00	100.0%	
522 20 10 0000 Fire Contract Volunteer Reimb	16,000.00	16,000.00	0.00	100.0%	
522 20 20 0000 Firefighter Benefits	1,000.00	1,000.00	0.00	100.0%	
522 20 24 0000 Firefighter Pension/Disability	2,500.00	2,500.00	0.00	100.0%	
522 20 31 0000 Fire Supplies	15,000.00	15,000.00	0.00	100.0%	
522 20 32 0000 Fire Truck Fuel	1,000.00	1,000.00	0.00	100.0%	
522 20 41 0000 Fire-Contractual Services	20,000.00	20,000.00	0.00	100.0%	
522 20 42 0000 Fire Telephone	1,400.00	1,400.00	0.00	100.0%	
522 20 46 0000 Fire Truck Insurance	1,545.00	1,545.00	0.00	100.0%	
522 20 48 0000 Fire Hydrant Repair/Supplies	1,000.00	1,000.00	0.00	100.0%	
522 20 49 0001 Dues & Memb./Sub. City Fire	250.00	250.00	0.00	100.0%	
522 30 10 0000 Fire Support Salary	5,000.00	5,000.00	0.00	100.0%	
522 30 20 0000 Fire Support Benefits	2,500.00	2,500.00	0.00	100.0%	
522 30 31 0001 Fire Prevention Supplies City	500.00	500.00	0.00	100.0%	
522 30 41 0000 Fire Investigations	1,000.00	1,000.00	0.00	100.0%	
522 30 45 0099 Eq Rental - Fire Support	2,500.00	2,500.00	0.00	100.0%	
522 45 43 0000 Travel - Fire Department	500.00	500.00	0.00	100.0%	
522 45 49 0000 Fire Department Training	3,000.00	3,000.00	0.00	100.0%	
522 50 47 0000 Fire Hall Heat And Lights	3,000.00	3,000.00	0.00	100.0%	
522 50 47 0001 Fire Hall Water-Sewer	5,512.50	5,512.50	0.00	100.0%	



2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 7

001 General Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>522 Fire Control</b>				
522 50 47 0099 Water on Demand For Hydrants	4,000.00	4,000.00	0.00	100.0%
522 50 48 0000 Fire Hall Repair	10,000.00	10,000.00	0.00	100.0%
522 60 48 0000 Fire Equipment Repair	6,000.00	6,000.00	0.00	100.0%
597 12 00 0000 Transfer Out To 303 Joint Emerg	0.00	0.00	0.00	0.0%
202 Fire Department	105,207.50	105,207.50	0.00	100.0%
522 20 31 0002 Fire Supplies FD II	20,000.00	20,000.00	0.00	100.0%
522 20 32 0002 Fire Truck Fuel FDII	1,000.00	1,000.00	0.00	100.0%
522 20 49 0002 Dues & Membership/Subscriptic	250.00	250.00	0.00	100.0%
522 30 31 0020 Fire Prevention Supplies FDII	500.00	500.00	0.00	100.0%
522 45 43 0002 Travel-FD II	0.00	0.00	0.00	0.0%
522 45 49 0002 Fire Training FD II	3,000.00	3,000.00	0.00	100.0%
522 50 48 0001 Fire Dist II-Fire Hall Repair	0.00	0.00	0.00	0.0%
522 60 48 0002 Fire Equipment Repair FDII	6,000.00	6,000.00	0.00	100.0%
203 Fire District 2	30,750.00	30,750.00	0.00	100.0%
522 Fire Control	135,957.50	135,957.50	0.00	100.0%
<b>528 Dispatch Services</b>				
528 60 41 0000 Dispatch Fees - City	2,500.00	2,500.00	0.00	100.0%
528 60 42 0000 Radio Contract	3,500.00	3,500.00	0.00	100.0%
528 Dispatch Services	6,000.00	6,000.00	0.00	100.0%
<b>551 Public Housing Services</b>				
551 00 41 0000 CDBG Housing Rehab Cont. Svc.	0.00	0.00	0.00	0.0%
551 Public Housing Services	0.00	0.00	0.00	0.0%
<b>553 Conservation</b>				
553 70 41 0000 Air Pollution Authority	500.00	500.00	0.00	100.0%
553 Conservation	500.00	500.00	0.00	100.0%
<b>558 Planning &amp; Community Devel</b>				
558 50 41 0000 Current Planning/ Building Cons	15,000.00	15,000.00	0.00	100.0%

2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 8

001 General Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>558 Planning &amp; Community Devel</b>				
550 Building	15,000.00	15,000.00	0.00	100.0%
558 50 10 0001 Current Planning Salary	75,000.00	75,000.00	0.00	100.0%
558 50 20 0001 Current Planning Benefits	32,500.00	32,500.00	0.00	100.0%
558 60 10 0000 Planning Salary	57,500.00	57,500.00	0.00	100.0%
558 60 10 0001 Planning Recorder - Salaries	1,800.00	1,800.00	0.00	100.0%
558 60 10 0002 Planning Commission Salaries	4,500.00	4,500.00	0.00	100.0%
558 60 20 0000 Planning Benefits	25,875.00	25,875.00	0.00	100.0%
558 60 20 0001 Planning Recorder - Benefits	180.00	180.00	0.00	100.0%
558 60 20 0002 Planning Commission Benefits	500.00	500.00	0.00	100.0%
558 60 31 0000 Planning Supplies	200.00	200.00	0.00	100.0%
558 60 41 0000 Planning & Professional Assist	82,000.00	82,000.00	0.00	100.0%
558 60 41 0001 Planning Publication	1,000.00	1,000.00	0.00	100.0%
558 60 43 0000 Travel - Planning/Prof Assistance	1,500.00	1,500.00	0.00	100.0%
558 60 49 0000 Training & Tuition - Planning	1,500.00	1,500.00	0.00	100.0%
558 60 49 0001 Dues & Membership - Planning	600.00	600.00	0.00	100.0%
558 60 49 0002 Planning Filing Fees/Misc	200.00	200.00	0.00	100.0%
560 Planning	284,855.00	284,855.00	0.00	100.0%
558 70 49 0001 EDC Assessment	26,485.00	26,485.00	0.00	100.0%
558 70 49 0002 MCEEDD Services	1,200.00	1,200.00	0.00	100.0%
570 Economic Development	27,685.00	27,685.00	0.00	100.0%
558 Planning & Community Devel	327,540.00	327,540.00	0.00	100.0%
<b>562 Public Health</b>				
562 10 41 0000 Farmers Market Support	10,000.00	10,000.00	0.00	100.0%
562 Public Health	10,000.00	10,000.00	0.00	100.0%
<b>565 Welfare</b>				
565 10 49 0000 Food Bank Support	10,000.00	10,000.00	0.00	100.0%
565 Welfare	10,000.00	10,000.00	0.00	100.0%
<b>566 Substance Abuse</b>				
566 72 42 0000 Substance Abuse/Liquor Excise	150.00	150.00	0.00	100.0%

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 9

001 General Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>566 Substance Abuse</b>				
566 Substance Abuse	150.00	150.00	0.00	100.0%
<b>573 Cultural &amp; Community Activities</b>				
573 90 49 0000 Hosting of Meetings/Events	500.00	500.00	0.00	100.0%
573 Cultural & Community Activities	500.00	500.00	0.00	100.0%
<b>576 Park Facilities</b>				
576 80 10 0000 Park Maintenance Salary	27,000.00	27,000.00	0.00	100.0%
576 80 20 0000 Park Maintenance Benefits	14,040.00	14,040.00	0.00	100.0%
576 80 31 0000 Parks Supplies	2,000.00	2,000.00	0.00	100.0%
576 80 45 0099 Eq Rental - Parks	12,360.00	12,360.00	0.00	100.0%
576 80 47 0000 Parks Electricity	500.00	500.00	0.00	100.0%
576 80 47 0001 Parks Water	1,800.00	1,800.00	0.00	100.0%
576 80 48 0000 Parks - Contracted	0.00	0.00	0.00	0.0%
576 Park Facilities	57,700.00	57,700.00	0.00	100.0%
<b>580 Non Expenditures</b>				
589 99 00 0000 Payroll Clearing	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.0%
<b>597 Interfund Transfers</b>				
597 00 01 0020 Transfers-Out - Fire Reserve	25,000.00	25,000.00	0.00	100.0%
597 00 01 0100 Transfers-Out - To 100 Street Fu	150,000.00	150,000.00	0.00	100.0%
597 Interfund Transfers	175,000.00	175,000.00	0.00	100.0%
<b>999 Ending Balance</b>				
508 91 00 0001 CE-Unreserved Ending Cash	927,670.13	917,630.01	(10,040.12)	98.9%
100 Unreserved	927,670.13	917,630.01	(10,040.12)	98.9%
508 51 01 0001 CE-Unemployment Reserve	33,414.00	33,414.00	0.00	100.0%
102 Unemployment Reserve	33,414.00	33,414.00	0.00	100.0%

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 10

001 General Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
<hr/>				
999 Ending Balance				
<hr/>				
508 31 02 0001 CE-Custodial	51,135.13	51,135.13	0.00	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
999 Ending Balance	1,012,219.26	1,002,179.14	(10,040.12)	99.0%
Fund Expenditures:	2,539,908.13	2,539,908.13	0.00	100.0%
Fund Excess/(Deficit):	0.00	0.00		

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 11

010 General Reserve Fund

Revenues	Original	Proposed	Difference	Remarks
----------	----------	----------	------------	---------

308 Beginning Balances

308 51 00 0010 General Reserve-Beginning Cash	334,314.62	334,314.62	0.00	100.0%
308 Beginning Balances	334,314.62	334,314.62	0.00	100.0%

360 Interest & Other Earnings

361 11 00 0010 General Res-Interest	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%

Fund Revenues:	334,314.62	334,314.62	0.00	100.0%
----------------	------------	------------	------	--------

Expenditures	Original	Proposed	Difference	Remarks
--------------	----------	----------	------------	---------

999 Ending Balance

508 51 00 0010 General Res-Ending Cash	334,314.62	334,314.62	0.00	100.0%
999 Ending Balance	334,314.62	334,314.62	0.00	100.0%

Fund Expenditures:	334,314.62	334,314.62	0.00	100.0%
--------------------	------------	------------	------	--------

Fund Excess/(Deficit):	0.00	0.00		
------------------------	------	------	--	--

2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 12

020 Fire Reserve Fund

Revenues	Original	Proposed	Difference	Remarks
<b>308 Beginning Balances</b>				
308 51 00 0020 Fire Res-Beginning Cash	1,642,765.44	1,642,765.44	0.00	100.0%
308 Beginning Balances	1,642,765.44	1,642,765.44	0.00	100.0%
<b>360 Interest &amp; Other Earnings</b>				
361 11 00 0020 Fire Res-Interest	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%
<b>397 Interfund Transfers</b>				
397 02 00 0001 Fire Res-Transfer In From Genera	25,000.00	25,000.00	0.00	100.0%
397 Interfund Transfers	25,000.00	25,000.00	0.00	100.0%
<b>Fund Revenues:</b>	<b>1,667,765.44</b>	<b>1,667,765.44</b>	<b>0.00</b>	<b>100.0%</b>
Expenditures	Original	Proposed	Difference	Remarks
<b>999 Ending Balance</b>				
508 51 00 0020 Fire Res-Ending Cash	1,667,765.44	1,667,765.44	0.00	100.0%
999 Ending Balance	1,667,765.44	1,667,765.44	0.00	100.0%
<b>Fund Expenditures:</b>	<b>1,667,765.44</b>	<b>1,667,765.44</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 13

030 ARPA

Revenues	Original	Proposed	Difference	Remarks
----------	----------	----------	------------	---------

308 Beginning Balances

308 31 00 0030 ARPA-Beginning Balance	297,354.00	297,354.00	0.00	100.0%
308 Beginning Balances	297,354.00	297,354.00	0.00	100.0%

330 Intergovernmental Revenues

332 92 10 0000 DOC-ARPA Distribution	0.00	0.00	0.00	0.0%
330 Grants	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%

Fund Revenues:	297,354.00	297,354.00	0.00	100.0%
----------------	------------	------------	------	--------

Expenditures	Original	Proposed	Difference	Remarks
--------------	----------	----------	------------	---------

999 Ending Balance

508 31 00 0030 ARPA-Ending Balance	297,354.00	297,354.00	0.00	100.0%
999 Ending Balance	297,354.00	297,354.00	0.00	100.0%

Fund Expenditures:	297,354.00	297,354.00	0.00	100.0%
--------------------	------------	------------	------	--------

Fund Excess/(Deficit):	0.00	0.00		
------------------------	------	------	--	--

2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 14

100 Street Fund

Revenues	Original	Proposed	Difference	Remarks
----------	----------	----------	------------	---------

308 Beginning Balances

308 51 00 0100 ST Unreserved Begin CA & Inves	58,862.39	58,862.39	0.00	100.0%
308 51 01 0100 ST Unreserved Begin C&I Snow F	10,000.00	10,000.00	0.00	100.0%
<b>308 Beginning Balances</b>	<b>68,862.39</b>	<b>68,862.39</b>	<b>0.00</b>	<b>100.0%</b>

310 Taxes

313 11 00 0100 Additional .5% Sales Tax	308,000.00	358,000.00	50,000.00	116.2%	Revised Estimate
316 42 00 0000 PUD Excise Tax	60,000.00	60,000.00	0.00	100.0%	
<b>310 Taxes</b>	<b>368,000.00</b>	<b>418,000.00</b>	<b>50,000.00</b>	<b>113.6%</b>	

320 Licenses & Permits

322 40 00 0000 Street ROW Applications & Perr	600.00	600.00	0.00	100.0%
<b>322 Permits</b>	<b>600.00</b>	<b>600.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>320 Licenses &amp; Permits</b>	<b>600.00</b>	<b>600.00</b>	<b>0.00</b>	<b>100.0%</b>

330 Intergovernmental Revenues

334 03 80 0002 TIB Chipseal Grant	0.00	144,907.00	144,907.00	0.0%
334 03 80 0003 TIB-McEvoy Overlay	0.00	74,146.00	74,146.00	0.0%
334 03 80 0004 TIB-Loop Rd Rebuild	0.00	460,422.00	460,422.00	0.0%
336 00 71 0000 Multimodal Transportation - Citi	2,015.00	2,015.00	0.00	100.0%
336 00 87 0000 Street Fuel Tax-MVFT	29,977.00	29,977.00	0.00	100.0%
336 06 95 0000 Liquor Profit Tax	11,857.50	11,857.50	0.00	100.0%
<b>330 Intergovernmental Revenues</b>	<b>43,849.50</b>	<b>723,324.50</b>	<b>679,475.00</b>	<b>*****%</b>

360 Interest & Other Earnings

361 11 00 0100 Interest Income - Streets	0.00	0.00	0.00	0.0%
369 10 00 0000 Sale of Scrap Streets	0.00	0.00	0.00	0.0%
<b>360 Interest &amp; Other Earnings</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

390 Other Financing Sources

395 20 00 0000 Insurance/Private Claims Reimbu	0.00	0.00	0.00	0.0%
--	------	------	------	------



## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 15

100 Street Fund

Revenues	Original	Proposed	Difference	Remarks
----------	----------	----------	------------	---------

390 Other Financing Sources

390 Other Financing Sources	0.00	0.00	0.00	0.0%
-----------------------------	------	------	------	------

397 Interfund Transfers

397 00 00 0001 Transfer In From General Fund	150,000.00	150,000.00	0.00	100.0%
397 01 00 0300 Transfer In From CIP	0.00	0.00	0.00	0.0%
397 18 00 0309 Transfer In from Russell Ave Proj	0.00	0.00	0.00	0.0%
<b>397 Interfund Transfers</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>100.0%</b>

<b>Fund Revenues:</b>	<b>631,311.89</b>	<b>1,360,786.89</b>	<b>729,475.00</b>	<b>215.5%</b>
-----------------------	-------------------	---------------------	-------------------	---------------

Expenditures	Original	Proposed	Difference	Remarks
--------------	----------	----------	------------	---------

542 Streets - Maintenance

542 39 10 0000 Road Maintenance - Salaries	133,441.00	133,441.00	0.00	100.0%
542 39 20 0000 Road Maintenance - Benefits	64,595.00	64,595.00	0.00	100.0%
542 39 31 0000 Supplies	15,000.00	15,000.00	0.00	100.0%
542 39 41 0000 General Admin Fees	54,056.06	54,056.06	0.00	100.0%
542 39 41 0001 Street Services	4,400.00	4,400.00	0.00	100.0%
542 39 42 0000 Telephone	200.00	200.00	0.00	100.0%
542 39 45 0099 Eq Rental - Road Maintenance	25,000.00	25,000.00	0.00	100.0%
542 39 48 0000 Contracted Labor	20,000.00	172,534.00	152,534.00	862.7% Chip Sealing Project
542 39 51 0000 Environmental Permits	0.00	0.00	0.00	0.0%
542 40 10 0000 Storm Drain Maint - Salaries	12,000.00	12,000.00	0.00	100.0%
542 40 20 0000 Storm Drain Maint - Benefits	7,000.00	7,000.00	0.00	100.0%
542 40 31 0000 Storm Drain Maint - Supplies	2,000.00	2,000.00	0.00	100.0%
542 40 45 0099 Eq Rental - Storm Drain Maint	3,000.00	3,000.00	0.00	100.0%
542 40 47 0000 Dewatering Electricity Chesser	1,300.00	1,300.00	0.00	100.0%
542 40 48 0000 Storm Drain Maint - Contrlabor	700.00	700.00	0.00	100.0%
542 62 41 0000 Path Maintenance-Contract Svcs	0.00	0.00	0.00	0.0%
542 63 47 0000 Electricity - Street Lights	16,000.00	16,000.00	0.00	100.0%
542 63 47 0001 Street Water	3,000.00	3,000.00	0.00	100.0%
542 63 48 0000 Repair/maintenance - ST Lights	3,000.00	3,000.00	0.00	100.0%
542 64 31 0000 Traffic Devices	12,000.00	12,000.00	0.00	100.0%
542 64 48 0000 Road Striping	6,000.00	6,000.00	0.00	100.0%
542 66 10 0000 Snow Removal - Salary	19,620.00	19,620.00	0.00	100.0%
542 66 20 0000 Snow Removal - Benefits	8,720.00	8,720.00	0.00	100.0%
542 66 31 0000 Snow Removal - Supplies	1,000.00	1,000.00	0.00	100.0%

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 16

100 Street Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>542 Streets - Maintenance</b>				
542 66 41 0000 Snow Removal-Services	0.00	0.00	0.00	0.0%
542 66 45 0099 Eq Rental - Snow Removal	4,000.00	4,000.00	0.00	100.0%
542 67 47 0000 Litter Clean-Up	3,500.00	3,500.00	0.00	100.0%
<b>542 Streets - Maintenance</b>	<b>419,532.06</b>	<b>572,066.06</b>	<b>152,534.00</b>	<b>136.4%</b>
<b>543 Streets Admin &amp; Overhead</b>				
543 10 10 0000 General Administration Salaries	52,180.00	52,180.00	0.00	100.0%
543 10 20 0000 General Administration Benefits	20,817.50	20,817.50	0.00	100.0%
543 31 10 0000 General Services Salaries	5,450.00	5,450.00	0.00	100.0%
543 31 20 0000 General Services Benefits	1,635.00	1,635.00	0.00	100.0%
543 31 41 0000 Computer Services	600.00	600.00	0.00	100.0%
543 31 41 0001 Contracted Servcies	25,000.00	25,000.00	0.00	100.0%
543 31 41 0022 Audit Fee	3,000.00	3,000.00	0.00	100.0%
543 31 43 0000 Travel - Streets	500.00	500.00	0.00	100.0%
543 31 46 0000 Insurance	10,900.00	10,900.00	0.00	100.0%
543 31 49 0000 Training - Streets	500.00	500.00	0.00	100.0%
543 31 49 0001 Misc/Recording Fees/Dues	1,000.00	1,000.00	0.00	100.0%
<b>543 Streets Admin &amp; Overhead</b>	<b>121,582.50</b>	<b>121,582.50</b>	<b>0.00</b>	<b>100.0%</b>
<b>544 Road &amp; Street Operations</b>				
544 20 41 0100 #14 ST Planning Professional Ser	25,000.00	25,000.00	0.00	100.0%
<b>544 Road &amp; Street Operations</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>566 Substance Abuse</b>				
566 72 42 0100 Substance Abuse/Liquor Profits	0.00	0.00	0.00	0.0%
<b>566 Substance Abuse</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>594 Capital Expenditures</b>				
595 21 61 0000 Right of Way	0.00	0.00	0.00	0.0%
595 30 41 0000 McEvoy Overlay	0.00	78,049.00	78,049.00	0.0%
595 30 41 0001 Loop Road Rebuild	0.00	287,998.00	287,998.00	0.0%
595 40 41 0000 Rock Creek Stormwater and Out	0.00	0.00	0.00	0.0%
595 40 41 0001 Loop Rd Stormwater	0.00	0.00	0.00	0.0%
595 50 41 0000 Kanaka Bridge Rebuild	0.00	0.00	0.00	0.0%

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 17

---

100 Street Fund

Expenditures	Original	Proposed	Difference	%	Remarks
<hr/>					
594 Capital Expenditures					
<hr/>					
595 61 41 0001 Loop Rd. Sidewalk	0.00	200,000.00	200,000.00	0.0%	Sidewalk portion of Loop Rd. Rebuild project
594 Capital Expenditures	0.00	566,047.00	566,047.00	0.0%	
<hr/>					
597 Interfund Transfers					
<hr/>					
597 18 00 0000 Transfer Out to 309 Russell Ave	0.00	0.00	0.00	0.0%	
597 19 00 0000 Transfer Out To 311 First St	0.00	0.00	0.00	0.0%	
597 Interfund Transfers	0.00	0.00	0.00	0.0%	
<hr/>					
999 Ending Balance					
<hr/>					
508 51 00 0100 Streets-Unreserved Ending Cash	55,197.33	66,091.33	10,894.00	119.7%	
508 51 01 0100 Streets-Snow Reserve	10,000.00	10,000.00	0.00	100.0%	
999 Ending Balance	65,197.33	76,091.33	10,894.00	116.7%	
<hr/>					
Fund Expenditures:	631,311.89	1,360,786.89	729,475.00	215.5%	
<hr/>					
Fund Excess/(Deficit):	0.00	0.00			

2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 18

103 Tourism Promo & Develop Fund

Revenues	Original	Proposed	Difference	Remarks
<b>308 Beginning Balances</b>				
308 31 00 0103 Tourism Reserved C&I - Capital	100,000.00	100,000.00	0.00	100.0%
308 31 01 0103 Tourism Reserved C&I - Rev. Shc	486,008.78	486,008.78	0.00	100.0%
<b>308 Beginning Balances</b>	<b>586,008.78</b>	<b>586,008.78</b>	<b>0.00</b>	<b>100.0%</b>
<b>310 Taxes</b>				
313 31 00 0000 Stadium (Motel/Hotel) Tax	473,000.00	473,000.00	0.00	100.0%
<b>310 Taxes</b>	<b>473,000.00</b>	<b>473,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>360 Interest &amp; Other Earnings</b>				
361 11 00 0103 Interest Income/Tourism	0.00	0.00	0.00	0.0%
<b>360 Interest &amp; Other Earnings</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Revenues:</b>	<b>1,059,008.78</b>	<b>1,059,008.78</b>	<b>0.00</b>	<b>100.0%</b>

Expenditures	Original	Proposed	Difference	Remarks
<b>573 Cultural &amp; Community Activities</b>				
573 30 41 0000 Consultant Services, Chamber	110,000.00	110,000.00	0.00	100.0%
573 30 41 0001 SBA Consultant Services	85,000.00	81,000.00	(4,000.00)	95.3%
573 30 41 0002 Chamber Events	14,000.00	18,000.00	4,000.00	128.6%
573 30 41 0004 County - Fair & Timber Carnival	5,000.00	5,000.00	0.00	100.0%
573 30 41 0005 County - Bluegrass Festival	10,000.00	10,000.00	0.00	100.0%
573 30 41 0008 County-Fireworks	7,500.00	7,500.00	0.00	100.0%
573 30 41 0010 General Admin Fees	6,428.27	6,428.27	0.00	100.0%
573 90 10 0000 Promotion Salaries	5,000.00	5,000.00	0.00	100.0%
573 90 10 0003 Promotion Field Salaries	3,300.00	3,300.00	0.00	100.0%
573 90 20 0000 Promotion Benefits	1,000.00	1,000.00	0.00	100.0%
573 90 20 0003 Promotion Field Benefits	1,700.00	1,700.00	0.00	100.0%
573 90 31 0000 Promotion Supplies	0.00	0.00	0.00	0.0%
573 90 41 0002 CRGIC Consultant Services	60,000.00	60,000.00	0.00	100.0%
573 90 41 0003 X-Fest Event	1,000.00	1,000.00	0.00	100.0%
573 90 41 0004 Dog Mountain Shuttle	0.00	10,000.00	10,000.00	0.0%
573 90 41 0008 Gorge Outrigger Races	5,000.00	5,000.00	0.00	100.0%
573 90 41 0009 BOTG Kiteboarding Festival	3,000.00	3,000.00	0.00	100.0%
573 90 41 0013 Main St Program Coordinator (SI	65,000.00	75,000.00	10,000.00	115.4%

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 19

103 Tourism Promo & Develop Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>573 Cultural &amp; Community Activities</b>				
573 90 41 0014 Stevenson Waterfront Music Fes	4,500.00	5,000.00	500.00	111.1%
573 90 41 0018 SC Fair Board-GorgeGrass	4,000.00	4,000.00	0.00	100.0%
573 90 41 0019 CGTA Services	5,000.00	5,000.00	0.00	100.0%
573 90 41 0021 Computer Services	0.00	0.00	0.00	0.0%
573 90 41 0022 Audit Fee	2,000.00	2,000.00	0.00	100.0%
573 90 41 0024 Gorge Olympic Windsurfing Cup	3,000.00	3,000.00	0.00	100.0%
573 90 41 0025 Gorge Downwind Champs	10,000.00	10,000.00	0.00	100.0%
573 90 41 0026 OPA-Waterfront Festival	0.00	700.00	700.00	0.0%
573 90 41 0100 TAC - Professional Services	0.00	0.00	0.00	0.0%
573 90 44 0000 TAC-Publishing	0.00	0.00	0.00	0.0%
573 90 45 0099 Eq Rental - Promotion Field	0.00	0.00	0.00	0.0%
<b>573 Cultural &amp; Community Activities</b>	<b>411,428.27</b>	<b>432,628.27</b>	<b>21,200.00</b>	<b>105.2%</b>
<b>594 Capital Expenditures</b>				
594 75 63 0011 Chamber Office Display Remode	0.00	10,000.00	10,000.00	0.0%
594 76 63 0001 Courthouse Park Plaza (SDA)	0.00	0.00	0.00	0.0%
595 64 63 0000 Wayfinding Signs-Tourism	0.00	72,000.00	72,000.00	0.0%
<b>594 Capital Expenditures</b>	<b>0.00</b>	<b>82,000.00</b>	<b>82,000.00</b>	<b>0.0%</b>
<b>999 Ending Balance</b>				
508 31 00 0103 Tourism-Cap. Facility Reserve	100,000.00	100,000.00	0.00	100.0%
508 31 01 0103 Tourism-Ending Cash	547,580.51	444,380.51	(103,200.00)	81.2%
<b>999 Ending Balance</b>	<b>647,580.51</b>	<b>544,380.51</b>	<b>(103,200.00)</b>	<b>84.1%</b>
<b>Fund Expenditures:</b>	<b>1,059,008.78</b>	<b>1,059,008.78</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 20

105 Affordable Housing Fund

Revenues	Original	Proposed	Difference	Remarks
----------	----------	----------	------------	---------

308 Beginning Balances

308 31 00 0105 Affordable Housing-Beg Balance	6,215.61	11,376.16	5,160.55	183.0%
308 Beginning Balances	6,215.61	11,376.16	5,160.55	183.0%

310 Taxes

313 27 00 0000 Affordable And Supportive Hous	5,000.00	5,000.00	0.00	100.0%
310 Taxes	5,000.00	5,000.00	0.00	100.0%

Fund Revenues:	11,215.61	16,376.16	5,160.55	146.0%
----------------	-----------	-----------	----------	--------

Expenditures	Original	Proposed	Difference	Remarks
--------------	----------	----------	------------	---------

999 Ending Balance

508 31 00 0105 Affordable Housing-Ending Bala	11,215.61	16,376.16	5,160.55	146.0%
999 Ending Balance	11,215.61	16,376.16	5,160.55	146.0%

Fund Expenditures:	11,215.61	16,376.16	5,160.55	146.0%
--------------------	-----------	-----------	----------	--------

Fund Excess/(Deficit):	0.00	0.00		
------------------------	------	------	--	--

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 21

---

107 HEALing SCARS Fund

---

	Original	Proposed	Difference	
--	----------	----------	------------	--

---

308 Beginning Balances

---

308 31 00 0107 HEALing SCARS-Beg. Balance	0.00	10,190.57	10,190.57	0.0%
---	------	-----------	-----------	------

308 Beginning Balances	0.00	10,190.57	10,190.57	0.0%
------------------------	------	-----------	-----------	------

360 Interest & Other Earnings

---

367 27 00 0000 HS-Contributions and Donations	0.00	0.00	0.00	0.0%
---	------	------	------	------

360 Interest & Other Earnings	0.00	0.00	0.00	0.0%
-------------------------------	------	------	------	------

Fund Revenues:	0.00	10,190.57	10,190.57	0.0%
----------------	------	-----------	-----------	------

	Original	Proposed	Difference	
--	----------	----------	------------	--

---

999 Ending Balance

---

508 31 00 0107 HEALing SCARS-Ending Balance	0.00	10,190.57	10,190.57	0.0%
---	------	-----------	-----------	------

999 Ending Balance	0.00	10,190.57	10,190.57	0.0%
--------------------	------	-----------	-----------	------

Fund Expenditures:	0.00	10,190.57	10,190.57	0.0%
--------------------	------	-----------	-----------	------

Fund Excess/(Deficit):	0.00	0.00		
------------------------	------	------	--	--

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 22

300 Capital Improvement Fund

Revenues	Original	Proposed	Difference	Remarks
----------	----------	----------	------------	---------

308 Beginning Balances

308 31 00 0300 Cap Imp Reserved Begin C&I	136,065.23	136,065.23	0.00	100.0%
308 31 01 0300 Cap Imp Res Begin C&I Waterfr	11,256.65	11,256.65	0.00	100.0%
<b>308 Beginning Balances</b>	<b>147,321.88</b>	<b>147,321.88</b>	<b>0.00</b>	<b>100.0%</b>

310 Taxes

318 34 00 0000 Real Estate Excise Tax	20,000.00	20,000.00	0.00	100.0%
<b>310 Taxes</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>100.0%</b>

360 Interest & Other Earnings

361 11 00 0300 Interest on Investments-Cap Imp	0.00	0.00	0.00	0.0%
<b>360 Interest &amp; Other Earnings</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

<b>Fund Revenues:</b>	<b>167,321.88</b>	<b>167,321.88</b>	<b>0.00</b>	<b>100.0%</b>
-----------------------	-------------------	-------------------	-------------	---------------

Expenditures	Original	Proposed	Difference	Remarks
--------------	----------	----------	------------	---------

597 Interfund Transfers

597 01 00 0100 Transfer Out to Streets	0.00	0.00	0.00	0.0%
<b>597 Interfund Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

999 Ending Balance

508 31 00 0300 Cap. Imp.-Ending Cash	156,065.23	156,065.23	0.00	100.0%
508 31 01 0300 Cap. Imp.-Waterfront Imp Res	11,256.65	11,256.65	0.00	100.0%
<b>999 Ending Balance</b>	<b>167,321.88</b>	<b>167,321.88</b>	<b>0.00</b>	<b>100.0%</b>

<b>Fund Expenditures:</b>	<b>167,321.88</b>	<b>167,321.88</b>	<b>0.00</b>	<b>100.0%</b>
---------------------------	-------------------	-------------------	-------------	---------------

<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		
-------------------------------	-------------	-------------	--	--



2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 23

311 First Street

Revenues	Original	Proposed	Difference	Remarks
----------	----------	----------	------------	---------

308 Beginning Balances

308 91 00 0311 First St-Res Beg Cash	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%

330 Intergovernmental Revenues

333 20 20 0002 First St.-TA Grant	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 00 00 0311 First St-Transfer In From Streets	0.00	0.00	0.00	0.0%
397 00 00 1311 First St-Transfer In From CIP	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Revenues:	0.00	0.00	0.00	0.0%
----------------	------	------	------	------

Expenditures	Original	Proposed	Difference	Remarks
--------------	----------	----------	------------	---------

594 Capital Expenditures

595 10 41 0311 First St-Engineering Svc	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.0%

999 Ending Balance

508 91 00 0311 First St-Ending Balance	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		
------------------------	------	------	--	--

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 24

312 Columbia Ave

Revenues	Original	Proposed	Difference	Remarks
----------	----------	----------	------------	---------

330 Intergovernmental Revenues

334 03 10 0312 Columbia Ave-DOE IPG	170,000.00	170,000.00	0.00	100.0%
-------------------------------------	------------	------------	------	--------

330 Intergovernmental Revenues	170,000.00	170,000.00	0.00	100.0%
--------------------------------	------------	------------	------	--------

Fund Revenues:	170,000.00	170,000.00	0.00	100.0%
----------------	------------	------------	------	--------

Expenditures	Original	Proposed	Difference	Remarks
--------------	----------	----------	------------	---------

594 Capital Expenditures

594 54 41 0312 Columbia Ave-Consultant Service	170,000.00	170,000.00	0.00	100.0%
--	------------	------------	------	--------

594 Capital Expenditures	170,000.00	170,000.00	0.00	100.0%
--------------------------	------------	------------	------	--------

999 Ending Balance

508 51 00 0312 Columbia Ave Ending Balance	0.00	0.00	0.00	0.0%
--	------	------	------	------

999 Ending Balance	0.00	0.00	0.00	0.0%
--------------------	------	------	------	------

Fund Expenditures:	170,000.00	170,000.00	0.00	100.0%
--------------------	------------	------------	------	--------

Fund Excess/(Deficit):	0.00	0.00		
------------------------	------	------	--	--

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 25

400 Water/Sewer Fund

Revenues	Original	Proposed	Difference	Remarks
<b>308 Beginning Balances</b>				
308 51 00 0400 WS Unreserved Begin CA & Inve	430,384.64	430,384.64	0.00	100.0%
400 Water/Sewer	430,384.64	430,384.64	0.00	100.0%
308 51 01 0400 WS Res Begin C&I System Dev V	352,238.95	352,238.95	0.00	100.0%
401 Water	352,238.95	352,238.95	0.00	100.0%
308 51 02 0400 WS Res Begin C&I System Dev S	317,679.76	317,679.76	0.00	100.0%
402 Sewer	317,679.76	317,679.76	0.00	100.0%
<b>308 Beginning Balances</b>	<b>1,100,303.35</b>	<b>1,100,303.35</b>	<b>0.00</b>	<b>100.0%</b>
<b>340 Charges For Goods &amp; Services</b>				
343 40 00 0000 Water Sales	744,575.00	744,575.00	0.00	100.0%
343 40 18 0000 Turn on Fees	1,500.00	1,500.00	0.00	100.0%
343 40 19 0000 Disconnect/Nonpayment Fee	1,000.00	1,000.00	0.00	100.0%
343 40 20 0000 Water Construction Hookup	0.00	0.00	0.00	0.0%
343 40 21 0000 Hydrant Rental - External	600.00	600.00	0.00	100.0%
343 40 99 0000 Hydrant Rental-Internal (fire)	4,000.00	4,000.00	0.00	100.0%
343 41 00 0000 Installation Water	10,000.00	10,000.00	0.00	100.0%
343 Water	761,675.00	761,675.00	0.00	100.0%
343 50 00 0000 Sewer Service Income	1,322,008.13	1,322,008.13	0.00	100.0%
343 50 01 0000 BOD Surcharge	0.00	0.00	0.00	0.0%
343 50 02 0000 Downspout-Sump Pump Dischar	0.00	0.00	0.00	0.0%
343 51 00 0000 Installation Sewer	300.00	300.00	0.00	100.0%
344 Sewer	1,322,308.13	1,322,308.13	0.00	100.0%
<b>340 Charges For Goods &amp; Services</b>	<b>2,083,983.13</b>	<b>2,083,983.13</b>	<b>0.00</b>	<b>100.0%</b>
<b>360 Interest &amp; Other Earnings</b>				
367 40 00 0000 Water Capital Contributions	46,674.00	46,674.00	0.00	100.0%
369 10 01 0000 Water Miscellaneous Income	0.00	0.00	0.00	0.0%
343 Water	46,674.00	46,674.00	0.00	100.0%
367 50 00 0000 Sewer Capital Contributions	56,532.00	56,532.00	0.00	100.0%

2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 26

400 Water/Sewer Fund

Revenues	Original	Proposed	Difference	Remarks
<b>360 Interest &amp; Other Earnings</b>				
369 10 02 0000 Sewer Miscellaneous Income	0.00	0.00	0.00	0.0%
344 Sewer	56,532.00	56,532.00	0.00	100.0%
361 11 00 0400 Interest on Investments - W/S	4,000.00	4,000.00	0.00	100.0%
369 81 00 0000 Cashier's Overages/Shortages	0.00	0.00	0.00	0.0%
369 91 00 0400 Other Miscellaneous/NSF Fee Re	0.00	0.00	0.00	0.0%
400 Water/Sewer	4,000.00	4,000.00	0.00	100.0%
<b>360 Interest &amp; Other Earnings</b>	<b>107,206.00</b>	<b>107,206.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>380 Non Revenues</b>				
386 00 00 0000 Customer Deposits	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>3,291,492.48</b>	<b>3,291,492.48</b>	<b>0.00</b>	<b>100.0%</b>

Expenditures	Original	Proposed	Difference	Remarks
<b>534 Water Utilities</b>				
534 10 10 0000 WA-Administrative Salary	52,943.00	52,943.00	0.00	100.0%
534 10 20 0000 WA-Administrative Benefits	21,177.20	21,177.20	0.00	100.0%
534 10 41 0001 General Admin Fee	93,675.52	93,675.52	0.00	100.0%
534 10 41 0022 WA-Audit Fee	6,180.00	6,180.00	0.00	100.0%
534 10 42 0000 WA-Op. Permit(DOH)/Other Fee:	5,304.50	5,304.50	0.00	100.0%
534 10 49 0001 WA-Dues & Membership/Filing l	2,060.00	2,060.00	0.00	100.0%
534 20 41 0000 WA-Admin Planning Water - Cor	52,000.00	52,000.00	0.00	100.0%
534 40 43 0000 WA-Travel	2,060.00	2,060.00	0.00	100.0%
534 40 49 0001 WA-Training	2,060.00	2,060.00	0.00	100.0%
534 50 35 0000 WA-Small Tools/Minor Equipme	2,575.00	2,575.00	0.00	100.0%
534 50 48 0000 WA-Repair-Contracted Labor	20,600.00	20,600.00	0.00	100.0%
534 70 10 0000 WA-Customer Services Salary	54,020.40	54,020.40	0.00	100.0%
534 70 20 0000 WA-Customer Services Benefits	17,363.70	17,363.70	0.00	100.0%
534 70 31 0000 WA-Office Supplies And Postage	4,171.50	4,171.50	0.00	100.0%
534 70 41 0000 WA-Computer Services/Repair	6,180.00	6,180.00	0.00	100.0%
534 70 41 0001 WA-EBPP Fees	3,090.00	3,090.00	0.00	100.0%
534 80 31 0000 WA-Operating Supplies	36,050.00	36,050.00	0.00	100.0%

2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 27

400 Water/Sewer Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>534 Water Utilities</b>				
534 80 41 0000 WA-Testing	5,150.00	5,150.00	0.00	100.0%
534 80 41 0001 WA-Services	4,900.00	4,900.00	0.00	100.0%
534 80 42 0000 WA-Telephone	2,060.00	2,060.00	0.00	100.0%
534 80 45 0001 WA-Telemetry/Meter Services	4,120.00	4,120.00	0.00	100.0%
534 80 45 0099 WA-Eq Rental - Water	54,590.00	54,590.00	0.00	100.0%
534 80 46 0000 WA-Insurance	32,630.00	32,630.00	0.00	100.0%
534 80 47 0000 WA-Electricity	24,720.00	24,720.00	0.00	100.0%
534 81 41 0000 WA-Prof Services - General	85,253.10	85,253.10	0.00	100.0%
534 84 10 0000 WA-Operations Plant Salary	82,404.00	82,404.00	0.00	100.0%
534 84 20 0000 WA-Operations Plant Benefits	41,202.00	41,202.00	0.00	100.0%
534 84 31 0000 WA-Chemicals Plant	10,609.00	10,609.00	0.00	100.0%
534 84 41 0000 WA-Consultant Services - Plant	0.00	0.00	0.00	0.0%
534 85 10 0000 WA-Operations T & D Salary	70,632.00	70,632.00	0.00	100.0%
534 85 20 0000 WA-Operations T & D Benefits	35,316.00	35,316.00	0.00	100.0%
534 90 44 0000 WA-Taxes	41,215.97	41,215.97	0.00	100.0%
<b>534 Water Utilities</b>	<b>876,312.89</b>	<b>876,312.89</b>	<b>0.00</b>	<b>100.0%</b>

535 Sewer

535 10 10 0000 WW-Administrative Salary	78,252.80	78,252.80	0.00	100.0%
535 10 20 0000 WW-Administrative Benefits	32,949.20	32,949.20	0.00	100.0%
535 10 41 0001 WW-General Admin Fee	105,720.73	105,720.73	0.00	100.0%
535 10 41 0022 WW-Audit Fee	8,240.00	8,240.00	0.00	100.0%
535 10 42 0000 WW-Permit Fees/DOE	2,575.00	2,575.00	0.00	100.0%
535 10 44 0000 WW-Advertising	0.00	0.00	0.00	0.0%
535 10 49 0001 WW-Dues & Membership/filing	1,030.00	1,030.00	0.00	100.0%
535 20 41 0000 WW-Admin Planning Sewer - Cc	55,900.00	55,900.00	0.00	100.0%
535 40 43 0000 WW-Travel	1,545.00	1,545.00	0.00	100.0%
535 40 49 0001 WW-Training	3,090.00	3,090.00	0.00	100.0%
535 51 31 0000 WW-Maintenance Supplies	10,300.00	10,300.00	0.00	100.0%
535 51 48 0000 WW-Repair (Contract Serv) T&D	123,600.00	123,600.00	0.00	100.0%
535 51 48 0001 WW-Solids Hauling & Disposal	123,600.00	123,600.00	0.00	100.0%
535 64 41 0000 WW-Plant Services	0.00	0.00	0.00	0.0%
535 70 10 0000 WW-Customer Service Salary	54,020.40	54,020.40	0.00	100.0%
535 70 20 0000 WW-Customer Service Benefits	17,363.70	17,363.70	0.00	100.0%
535 70 31 0000 WW-Office Supplies & Postage	4,429.00	4,429.00	0.00	100.0%
535 70 41 0000 WW-Computer Services/Repair	5,150.00	5,150.00	0.00	100.0%
535 70 41 0001 WW-EBPP Fees Sewer	3,090.00	3,090.00	0.00	100.0%
535 80 31 0000 WW-Operating Supplies	10,300.00	10,300.00	0.00	100.0%

2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 28

400 Water/Sewer Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>535 Sewer</b>				
535 80 41 0000 Sewer Operations Testing	21,630.00	21,630.00	0.00	100.0%
535 80 41 0001 Sewer Operations-Services	4,800.00	4,800.00	0.00	100.0%
535 80 42 0000 Sewer Telephone	4,738.00	4,738.00	0.00	100.0%
535 80 45 0099 Eq Rental - Sewer	46,350.00	46,350.00	0.00	100.0%
535 80 46 0000 Sewer Insurance	25,758.75	25,758.75	0.00	100.0%
535 81 10 0000 WW-Operations Coll. Salary	42,324.00	42,324.00	0.00	100.0%
535 81 20 0000 WW-Operations Coll. Benefits	15,662.00	15,662.00	0.00	100.0%
535 81 47 0000 WW-Coll Electricity	5,150.00	5,150.00	0.00	100.0%
535 81 47 0001 WW-Coll. Water	463.50	463.50	0.00	100.0%
535 84 10 0000 WW-Operations Plant Salary	124,200.00	124,200.00	0.00	100.0%
535 84 20 0000 WW-Operations Plant Benefits	77,004.00	77,004.00	0.00	100.0%
535 84 47 0000 WW-Electricity	26,780.00	26,780.00	0.00	100.0%
535 84 47 0001 WW-Plant Water	21,630.00	21,630.00	0.00	100.0%
535 85 10 0000 WW Sampling Salary	4,000.00	4,000.00	0.00	100.0%
535 85 20 0000 WW Sampling Benefits	2,500.00	2,500.00	0.00	100.0%
535 85 31 0000 WW Sampling Supplies	515.00	515.00	0.00	100.0%
535 85 41 0000 WW Sampling Professional Servi	7,210.00	7,210.00	0.00	100.0%
535 85 41 0002 WW Industrial Pretreatment Serv	4,120.00	4,120.00	0.00	100.0%
535 85 45 0000 WW Sampling Equipment Rental	0.00	0.00	0.00	0.0%
535 90 44 0000 Sewer Taxes	41,457.50	41,457.50	0.00	100.0%
<b>535 Sewer</b>	<b>1,117,448.58</b>	<b>1,117,448.58</b>	<b>0.00</b>	<b>100.0%</b>
<b>591 Debt Service</b>				
591 34 70 0000 WA-SMART Meter Lease-Principa	30,275.15	30,275.15	0.00	100.0%
591 34 78 0000 Base Res PWTF Loan Principal	23,273.39	23,273.39	0.00	100.0%
592 34 80 0000 WA-SMART Meter Lease-Interes	6,840.53	6,840.53	0.00	100.0%
592 34 83 0000 Base Reservoir PWTF Loan Intere	465.47	465.47	0.00	100.0%
<b>534 Water</b>	<b>60,854.54</b>	<b>60,854.54</b>	<b>0.00</b>	<b>100.0%</b>
591 35 72 0000 Sewer Outfall - USDA RDA Princi	25,377.34	25,377.34	0.00	100.0%
591 35 72 0001 WWTP Design-DOE Principal	30,678.05	30,678.05	0.00	100.0%
592 35 83 0000 Sewer Outfall - USDA RDA Intere	7,292.66	7,292.66	0.00	100.0%
592 35 83 0001 WWTP Design-DOE Interest	18,901.15	18,901.15	0.00	100.0%
<b>535 Sewer</b>	<b>82,249.20</b>	<b>82,249.20</b>	<b>0.00</b>	<b>100.0%</b>
<b>591 Debt Service</b>	<b>143,103.74</b>	<b>143,103.74</b>	<b>0.00</b>	<b>100.0%</b>

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 29

400 Water/Sewer Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>594 Capital Expenditures</b>				
594 34 10 4006 Water Connections - Salary	5,400.00	5,400.00	0.00	100.0%
594 34 20 4006 Water Connections - Benefits	2,700.00	2,700.00	0.00	100.0%
594 34 31 4009 Water Plant Improvements-Supp	0.00	0.00	0.00	0.0%
594 34 45 0400 Eq Rental - Water Connections	2,060.00	2,060.00	0.00	100.0%
594 34 48 0000 Loop Rd Waterline-Cont. Labor	162,000.00	162,000.00	0.00	100.0%
594 34 62 4009 Water Plant Improvements-Cont	100,000.00	100,000.00	0.00	100.0%
594 34 64 0000 WA-Fixed Assets To Capitalize	0.00	0.00	0.00	0.0%
534 Water	272,160.00	272,160.00	0.00	100.0%
594 Capital Expenditures	272,160.00	272,160.00	0.00	100.0%
<b>597 Interfund Transfers</b>				
597 10 00 0000 Transfer Out to 410 WW Sys. Up	400,000.00	400,000.00	0.00	100.0%
597 10 00 0406 Transfer Out To 406 WW Short L	21,779.00	21,779.00	0.00	100.0%
535 Sewer	421,779.00	421,779.00	0.00	100.0%
597 Interfund Transfers	421,779.00	421,779.00	0.00	100.0%
<b>999 Ending Balance</b>				
508 51 00 0400 WS-Ending Cash	249,563.56	249,563.56	0.00	100.0%
400 Water/Sewer	249,563.56	249,563.56	0.00	100.0%
508 51 01 0400 WS-Water Reserve	136,912.95	136,912.95	0.00	100.0%
401 Water	136,912.95	136,912.95	0.00	100.0%
508 51 02 0400 WS-WW Reserve	74,211.76	74,211.76	0.00	100.0%
402 Sewer	74,211.76	74,211.76	0.00	100.0%
999 Ending Balance	460,688.27	460,688.27	0.00	100.0%
<b>Fund Expenditures:</b>	<b>3,291,492.48</b>	<b>3,291,492.48</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 30

406 Wastewater Short Lived Asset Res. Fund

Revenues	Original	Proposed	Difference	Remarks
<b>308 Beginning Balances</b>				
308 31 00 0406 WWSLAR Beginning Cash	65,337.00	65,337.00	0.00	100.0%
308 Beginning Balances	65,337.00	65,337.00	0.00	100.0%
<b>397 Interfund Transfers</b>				
397 10 00 0406 WWSLA-Transfers In	21,779.00	21,779.00	0.00	100.0%
397 Interfund Transfers	21,779.00	21,779.00	0.00	100.0%
<b>Fund Revenues:</b>	<b>87,116.00</b>	<b>87,116.00</b>	<b>0.00</b>	<b>100.0%</b>
Expenditures	Original	Proposed	Difference	Remarks
<b>999 Ending Balance</b>				
508 31 00 0406 WWSLAR-Ending Cash	87,116.00	87,116.00	0.00	100.0%
999 Ending Balance	87,116.00	87,116.00	0.00	100.0%
<b>Fund Expenditures:</b>	<b>87,116.00</b>	<b>87,116.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		



## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 31

408 Wastewater Debt Reserve Fund

Revenues	Original	Proposed	Difference	Remarks
----------	----------	----------	------------	---------

308 Beginning Balances

308 31 00 0408 WW Debt Reserve Beg. Balance	61,191.00	61,191.00	0.00	100.0%
308 Beginning Balances	61,191.00	61,191.00	0.00	100.0%

397 Interfund Transfers

397 10 00 0408 WW Debt Res-Transfers In	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%

Fund Revenues:	61,191.00	61,191.00	0.00	100.0%
----------------	-----------	-----------	------	--------

Expenditures	Original	Proposed	Difference	Remarks
--------------	----------	----------	------------	---------

999 Ending Balance

508 31 00 0408 WW Debt Reserve-Ending Balance	61,191.00	61,191.00	0.00	100.0%
999 Ending Balance	61,191.00	61,191.00	0.00	100.0%

Fund Expenditures:	61,191.00	61,191.00	0.00	100.0%
--------------------	-----------	-----------	------	--------

Fund Excess/(Deficit):	0.00	0.00		
------------------------	------	------	--	--

2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 32

410 Wastewater System Upgrades

Revenues	Original	Proposed	Difference	Remarks
----------	----------	----------	------------	---------

308 Beginning Balances

308 51 00 0410 WW Sys Upgrades Beg Cash & Ir	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%

330 Intergovernmental Revenues

331 11 00 0000 EDA Grant-WW Coll. Sys. Upgrad	2,320,344.00	2,320,344.00	0.00	100.0%
330 Intergovernmental Revenues	2,320,344.00	2,320,344.00	0.00	100.0%

390 Other Financing Sources

391 20 00 0000 USDA RDA Bond Proceeds-WW	539,586.00	539,586.00	0.00	100.0%
391 90 00 0410 DOE Construction Loan	10,627,000.00	10,627,000.00	0.00	100.0%
390 Other Financing Sources	11,166,586.00	11,166,586.00	0.00	100.0%

397 Interfund Transfers

397 05 00 0410 Transfer In from Water/Sewer Fu	400,000.00	400,000.00	0.00	100.0%
397 Interfund Transfers	400,000.00	400,000.00	0.00	100.0%

Fund Revenues:	13,886,930.00	13,886,930.00	0.00	100.0%
----------------	---------------	---------------	------	--------

Expenditures	Original	Proposed	Difference	Remarks
--------------	----------	----------	------------	---------

592 Debt Service - Interest Costs

592 35 83 0410 USDA-Interim Interest	0.00	0.00	0.00	0.0%
592 Debt Service - Interest Costs	0.00	0.00	0.00	0.0%

594 Capital Expenditures

594 35 31 4113 WWTP-Equipment	0.00	0.00	0.00	0.0%
594 35 31 4114 WWTP-Lab Equipment	0.00	0.00	0.00	0.0%
594 35 41 4104 Coll. Sys. Upgrades Consultant S	155,016.00	155,016.00	0.00	100.0%
594 35 41 4105 Coll. Sys. Upgrades Construction	2,731,914.00	2,731,914.00	0.00	100.0%
594 35 41 4106 Collection Sys. Upgrades-PUD	0.00	0.00	0.00	0.0%
594 35 41 4110 WWTP-Consultant Services	0.00	0.00	0.00	0.0%
594 35 41 4111 WWTP-Construction Services	11,000,000.00	11,000,000.00	0.00	100.0%
594 35 41 4112 WWTP Upgrades-PUD	0.00	0.00	0.00	0.0%

2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 33

410 Wastewater System Upgrades

Expenditures	Original	Proposed	Difference	Remarks
<b>594 Capital Expenditures</b>				
594 35 41 4114 WWTP-Deferred Maintenance	0.00	0.00	0.00	0.0%
594 35 41 4115 Main D Extension-Construction	0.00	0.00	0.00	0.0%
594 35 49 0000 WW Upgrades-Permitting	0.00	0.00	0.00	0.0%
<b>594 Capital Expenditures</b>	<b>13,886,930.00</b>	<b>13,886,930.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>999 Ending Balance</b>				
508 51 00 0410 WW Cap-Ending Cash	0.00	0.00	0.00	0.0%
<b>999 Ending Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>13,886,930.00</b>	<b>13,886,930.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 34

500 Equipment Service Fund

Revenues	Original	Proposed	Difference		Remarks
<b>308 Beginning Balances</b>					
308 51 00 0500 ES Unreserved Begin CA & Inves	87,358.72	87,358.72	0.00	100.0%	
308 Beginning Balances	87,358.72	87,358.72	0.00	100.0%	
<b>340 Charges For Goods &amp; Services</b>					
348 00 00 0000 Equipment Rental-Internal	150,000.00	175,000.00	25,000.00	116.7%	Revised projections based on new rates
340 Charges For Goods & Services	150,000.00	175,000.00	25,000.00	116.7%	
<b>360 Interest &amp; Other Earnings</b>					
361 11 00 0500 Interest Income/ES	0.00	0.00	0.00	0.0%	
369 10 00 0500 Sale of Scrap Equip Service	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%	
<b>390 Other Financing Sources</b>					
395 10 00 0500 Sale of Fixed Assets	0.00	0.00	0.00	0.0%	
390 Other Financing Sources	0.00	0.00	0.00	0.0%	
<b>Fund Revenues:</b>	<b>237,358.72</b>	<b>262,358.72</b>	<b>25,000.00</b>	<b>110.5%</b>	

Expenditures	Original	Proposed	Difference		Remarks
<b>548 Public Works - Centralized Services</b>					
548 65 10 0000 Maintenance Salary	37,800.00	37,800.00	0.00	100.0%	
548 65 20 0000 Maintenance Benefits	18,360.00	18,360.00	0.00	100.0%	
548 65 25 0000 Medical Physicals-Required	2,000.00	2,000.00	0.00	100.0%	
548 65 31 0000 Tires	2,000.00	2,000.00	0.00	100.0%	
548 65 32 0000 Gas and Oil	25,000.00	25,000.00	0.00	100.0%	
548 65 33 0000 Supplies	3,000.00	3,000.00	0.00	100.0%	
548 65 41 0001 General Gov. Admin	13,134.23	13,134.23	0.00	100.0%	
548 65 46 0000 Insurance	10,000.00	10,000.00	0.00	100.0%	
548 65 47 0000 Heat & Lights	3,000.00	3,000.00	0.00	100.0%	
548 65 48 0000 Repairs/Supplies Contracted	20,000.00	20,000.00	0.00	100.0%	
548 65 49 0000 Training	7,250.00	7,250.00	0.00	100.0%	
548 Public Works - Centralized Services	141,544.23	141,544.23	0.00	100.0%	

## 2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 35

500 Equipment Service Fund

Expenditures	Original	Proposed	Difference		Remarks
<b>594 Capital Expenditures</b>					
594 48 64 0000 Equipment Purchase	50,000.00	100,000.00	50,000.00	200.0%	New vehicle, fully outfitted, taxes, licenses and fees.
594 Capital Expenditures	50,000.00	100,000.00	50,000.00	200.0%	
<b>999 Ending Balance</b>					
508 51 00 0500 ES-Ending Cash	45,814.49	20,814.49	(25,000.00)	45.4%	
999 Ending Balance	45,814.49	20,814.49	(25,000.00)	45.4%	
<b>Fund Expenditures:</b>	<b>237,358.72</b>	<b>262,358.72</b>	<b>25,000.00</b>	<b>110.5%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>			

2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:29:31 Date: 12/08/2022

Page: 36

630 Stevenson Municipal Court

Revenues	Original	Proposed	Difference	Remarks
----------	----------	----------	------------	---------

308 Beginning Balances

308 31 00 0630 Stevenson Municipal Court-Beg	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.0%

380 Non Revenues

386 90 00 0000 Agency Deposit - Court Remittar	0.00	0.00	0.00	0.0%
386 90 00 0001 Agency Deposit - CVC	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%

Fund Revenues:	0.00	0.00	0.00	0.0%
----------------	------	------	------	------

Expenditures	Original	Proposed	Difference	Remarks
--------------	----------	----------	------------	---------

580 Non Expenditures

586 90 00 0000 Agency Disbursement - Court Re	0.00	0.00	0.00	0.0%
586 90 00 0001 Agency Disbursement - CVC	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.0%

999 Ending Balance

508 31 00 0630 Stevenson Municipal Court-Endi	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		
------------------------	------	------	--	--

2023 PROPOSED BUDGET CHANGES

City Of Stevenson

Fund Totals

Time: 16:29:31 Date: 12/08/2022

Page: 37

Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
001 General Expense Fund	2,539,908.13	2,539,908.13	0.00	100.0%	2,539,908.13	2,539,908.13	0.00	100.0%
010 General Reserve Fund	334,314.62	334,314.62	0.00	100.0%	334,314.62	334,314.62	0.00	100.0%
020 Fire Reserve Fund	1,667,765.44	1,667,765.44	0.00	100.0%	1,667,765.44	1,667,765.44	0.00	100.0%
030 ARPA	297,354.00	297,354.00	0.00	100.0%	297,354.00	297,354.00	0.00	100.0%
100 Street Fund	631,311.89	1,360,786.89	729,475.00	215.5%	631,311.89	1,360,786.89	729,475.00	215.5%
103 Tourism Promo & Develop Fund	1,059,008.78	1,059,008.78	0.00	100.0%	1,059,008.78	1,059,008.78	0.00	100.0%
105 Affordable Housing Fund	11,215.61	16,376.16	5,160.55	146.0%	11,215.61	16,376.16	5,160.55	146.0%
107 HEALing SCARS Fund	0.00	10,190.57	10,190.57	0.0%	0.00	10,190.57	10,190.57	0.0%
300 Capital Improvement Fund	167,321.88	167,321.88	0.00	100.0%	167,321.88	167,321.88	0.00	100.0%
311 First Street	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
312 Columbia Ave	170,000.00	170,000.00	0.00	100.0%	170,000.00	170,000.00	0.00	100.0%
400 Water/Sewer Fund	3,291,492.48	3,291,492.48	0.00	100.0%	3,291,492.48	3,291,492.48	0.00	100.0%
406 Wastewater Short Lived Asset Res. Fu	87,116.00	87,116.00	0.00	100.0%	87,116.00	87,116.00	0.00	100.0%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	0.00	100.0%	61,191.00	61,191.00	0.00	100.0%
410 Wastewater System Upgrades	13,886,930.00	13,886,930.00	0.00	100.0%	13,886,930.00	13,886,930.00	0.00	100.0%
500 Equipment Service Fund	237,358.72	262,358.72	25,000.00	110.5%	237,358.72	262,358.72	25,000.00	110.5%
630 Stevenson Municipal Court	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Excess/(Deficit):</b>	<b>24,442,288.55</b>	<b>25,212,114.67</b>	<b>769,826.12</b>	<b>103.1%</b>	<b>24,442,288.55</b>	<b>25,212,114.67</b>	<b>769,826.12</b>	<b>103.1%</b>

**CITY OF STEVENSON, WASHINGTON  
ORDINANCE NO. 2022-1191**

**AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF  
STEVENSON, WASHINGTON, FOR FISCAL YEAR 2023**

**WHEREAS**, the City Administrator of the City of Stevenson, Washington completed and placed on file a proposed budget and estimate of the money required to meet the public expenses, debt service, reserve funds, and expenses of government of the City of Stevenson for the 2023 fiscal year; and

**WHEREAS**, the City Council of the City of Stevenson held public hearings regarding the 2023 proposed budget on October 12, 2022, and November 17, 2022; and

**WHEREAS**, the 2023 proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on property within the City of Stevenson for the purposes set forth in the 2023 budget, and the estimated expenditures set forth in the 2023 budget are necessary to carry on the government of the City of Stevenson.

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

**Section 1. Budget Adoption.** The budget for the City of Stevenson, Washington for the year 2023 is hereby adopted in its final form and content, a copy of which is on file with the City Administrator and available for inspection by the public at City Hall, 7121 East Loop Road, Stevenson, Washington, during normal business hours.

**Section 2. Appropriations:** Estimated revenues for each fund of the City of Stevenson for the year 2023 are set forth in summary form on Exhibit A attached hereto, and are hereby appropriated for expenditure at the fund level as set forth on Exhibit A.

**Section 3. Transmittal.** The City Clerk is directed to transmit a copy of the budget hereby adopted to the State Auditor’s office and to the Association of Washington Cities.

**Section 4. Effective Date.** This Ordinance shall take effect and be in force January 1, 2023, or five days after publication according to law, whichever date is later.

**Passed by the City Council** of the City of Stevenson this 15<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
Scott Anderson, Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Leana Kinley, City Clerk

\_\_\_\_\_  
Kenneth B Woodrich, PC  
City Attorney



**Ordinance 2022-1191 Exhibit A**

**2023 Initial Budget**

Estimated Revenues and Budgeted Appropriations by Fund

		Budgeted Resources				Budgeted Appropriations			
Fund		Estimated		Transfers	Total			Estimated	
No.	Name	Cash	Revenues	In	Resources	Expenditures	Out	Cash	Appropriations
001	General Fund	1,175,238	1,364,670	-	2,539,908	1,362,729	175,000	1,002,179	2,539,908
010	General Fund Reserve	334,315	-	-	334,315	-	-	334,315	334,315
020	Fire Reserve Fund	1,642,765	-	25,000	1,667,765	-	-	1,667,765	1,667,765
030	ARPA Fund	297,354	-	-	297,354	-	-	297,354	297,354
100	Street Fund	68,862	1,141,925	150,000	1,360,787	1,284,696	-	76,091	1,360,787
103	Tourism Promotion	586,009	473,000	-	1,059,009	514,628	-	544,381	1,059,009
105	Affordable Housing	11,376	5,000	-	16,376	-	-	16,376	16,376
107	HEALing SCARS Fund	10,191	-	-	10,191	-	-	10,191	10,191
300	Capital Improvements Fund	147,322	20,000	-	167,322	-	-	167,322	167,322
311	First Street	-	-	-	-	-	-	-	-
312	Columbia Ave	-	170,000	-	170,000	170,000	-	-	170,000
400	Water / Sewer Fund	1,100,303	2,191,189	-	3,291,492	2,409,025	421,779	460,688	3,291,492
406	WW Short-Lived Asset Res.	65,337	-	21,779	87,116	-	-	87,116	87,116
407	WW Debt Res.	61,191	-	-	61,191	-	-	61,191	61,191
410	Wastewater System Improv.	-	13,486,930	400,000	13,886,930	13,886,930	-	-	13,886,930
500	Equipment Service Fund	87,359	175,000	-	262,359	241,544	-	20,814	262,359
		5,587,622	19,027,714	596,779	25,212,115	19,869,552	596,779	4,745,784	25,212,115



**Vision:** Those citizens have now spoke, and their vision for the future is to proudly look out their window, walk down their street, or return for a visit in 2023 and honestly say: "Stevenson is a friendly, welcoming community that values excellent schools and a small-town atmosphere. The natural beauty is enjoyed by residents and visitors through a network of recreational opportunities. The strength of Stevenson's economy is built upon high quality infrastructure and a vibrant downtown that provides for residents' daily needs. Stevenson takes advantage of our unique location on the Columbia River by balancing jobs, commerce, housing, and recreation along the waterfront."

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

Strategic Planning Draft		Timeline FY 2022	Timeline FY 2023	Timeline FY 2024	Timeline FY 2025	Tactics: Action Items ('The How')	Status/Reporting
<b>Focus Area I: Organizational Health and Sustainability</b> Vision of Success:							<b>Status Key:</b> Gray = Not Started Red = Off Track (0-25%) Yellow = Slow Progress (25-50%) Green = On Track (50-90%) Blue = Complete (90-100%)
<b>Strategy I: Governance</b>						<b>Council Training-</b>	
	X	X				Joint workshop for Informed Consent Training-Scheduled for September 8 with Bleiker Consulting	
		X	X			Leadership and self-deception/Arbinger Institute	
			X	X	X	Hold monthly workshops with council to cover a topics for more in-depth discussion and for required trainings such as the Public Records Act and Open Public Meetings Act.	
<b>Strategy II: Financial Health</b>						<b>Analyze Current Revenue Sources-</b>	
	X	X	X	X		System Development Charge and Utility Rate restructuring-Contracted with FCS Group, Anticipate final rate changes by mid-2023.	
				X	X	Review development and plan review fees for permits, establish fees for development modification process from engineering standards.	Starts July 2023
<b>Strategy III: Internal Processes</b>						<b>Resources, Training and Tools for Staff</b>	
	X	X	X	X	X	GIS technology for PW and utilities-Contracted with AWC Consortium and FLO Analytics to migrate data, established ESRI account and obtained iPads for fieldwork.	
	X	X				ClearGov budgeting display tool.	Further data validation needed.
	X	X				Informed Consent Training-Schedule for Nov 15-17th. Process is being implemented going forward.	
	X	X	X	X	X	Asset Management and Work Orders tool optimization and needs evaluation-Cancelled contract with Brightly. Evaluation of other tools has commenced.	Software demos are in process.
	X	X	X	X	X	Evaluate need for additional tools and office equipment and/or office reconfiguration. Contracted with Transform Design Group on office reconfigurations. Will determine path forward by Dec. 1.	Office Closed Fridays to Public. Plans being reviewed and refined.
						<b>Emergency Planning-</b>	
						Fire Dept Strategic Plan	Fire Department leading process with
	X	X	X	X		Skamania County Hazard Mitigation Plan-Approved at Oct. council meeting. Works needs to take place on incorporating into CIP	Projects need to be incorporated into next CIP update.
				X	X	Water/Sewer Emergency Plans	Existing plans to be reviewed and updated.
						<b>Staffing Structure</b>	
	X	X	X			Evaluate Org Chart and Need for additional staffing: Create Job description (revise Personnel Policy), review/determine salary scale, include in 2023 budget, and hire in 2023.-Salary range determined and included in 2023 budget.	Personnel Policy and Salary updates on Dec. 15th agenda.

Focus Area II: Infrastructure																			
Vision of Success:																			
Strategy I: Equipment and Assets																		<b>Fire Hall-</b>	
																		Finalize Design and Cost (public outreach/engagement?)	Timeline will not be determined until Strategic Plan completed.
																		Establish funding stream and line up financing	Timeline not determined until Plan completed.
Strategy II: Multimodal transportation																			
	X	X	X																
	X	X	X																
			X	X	X														
Strategy III: Utilities (Maintenance of Current & New Growth)																			
	X	X	X	X	X	X													
Strategy IV: Parks and Outdoor Space																			
		X																	
				X	X	X	X												
		X	X	X	X														
Strategy V: Developments with Utilities Partners (gas, electric, broadband, phone)																			
<b>Focus Area III: Intentional Development</b>																			
<b>Vision of Success:</b>																			
Strategy I: Partnerships																			
Strategy II: Housing																			
						X	X												
Strategy III: Planning and Zoning																			
		X	X	X	X	X													
	X	X	X																
		X	X	X															
Strategy IV: Strategic Land Use Planning and Development																			

Completed-3; On Track-15; Slow Progress-5; Off Track-0; Not Started-22

**CITY OF STEVENSON  
RESOLUTION NO. 2022-404**

**A RESOLUTION OF THE CITY OF STEVENSON  
REVISING THE SALARY SCALE**

**WHEREAS**, on December 16, 2021 the City Council of the City of Stevenson adopted a revised 2022 salary schedule in resolution 2021-386; and

**WHEREAS**, the City wishes to revise the salary scale to reflect a cost of living increase of 5.0% for 2023 and 2024 as discussed at the November 1, and November 17, 2021 council meetings.

**NOW, THEREFORE**, be it resolved that the City Council of the City of Stevenson, Washington, as follows:

1. The salary scale attached as exhibit A is hereby accepted, effective January 1, 2023.

ADOPTED this 15<sup>th</sup> day of December, 2022.

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

ATTEST:

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

APPROVED AS TO FORM:

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

**Resolution 2022-404 Exhibit A**

City of Stevenson Salary Schedule

2023 Salary Schedule

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
City Administrator	97,754	101,664	105,731	109,960	114,358	118,932	123,689	128,637
Public Works Director	84,612	87,996	91,516	95,177	98,984	102,943	107,061	111,343
Comm Dev. Director	78,010	81,130	84,375	87,750	91,260	94,910	98,706	102,654
Field Sprvr /Bldg Inspr/WWTPO III	68,244	70,974	73,813	76,766	79,837	83,030	86,351	89,805
Deputy Clerk/Treasurer II	64,489	67,069	69,752	72,542	75,444	78,462	81,600	84,864
WWTPO II	60,666	63,093	65,617	68,242	70,972	73,811	76,763	79,834
UMW/WWTPO I/Utilities Clerk/Planning & PW Assistant	56,843	59,117	61,482	63,941	66,499	69,159	71,925	74,802
Entry Level UMW/Certified Facilities Worker	46,451	48,309	50,241	52,251	54,341	56,515	58,776	61,127
Facilities Maintenance Worker	36,754	38,224	39,753	41,343	42,997	44,717	46,506	48,366
Minute Taker (Hourly)	21.25	22.10	22.98	23.90	24.86	25.85	26.88	27.96
Temporary Assistant II (office or field)(Hourly)	17.67	18.38	19.12	19.88	20.68	21.51	22.37	23.26
Temporary Assistant I (office or field)(Hourly)	15.74	16.37	17.02	17.70	18.41	19.15	19.92	20.72
Standby Pay (Hourly)	4.00							

**Resolution 2022-404 Exhibit A**

City of Stevenson Salary Schedule

2024 Salary Schedule

<u>Position</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
City Administrator	102,642	106,748	111,018	115,459	120,077	124,880	129,875	135,070
Public Works Director	88,843	92,397	96,093	99,937	103,934	108,091	112,415	116,912
Comm Dev. Director	81,911	85,187	88,594	92,138	95,824	99,657	103,643	107,789
Field Sprvr /Bldg Insptr/WWTPO III	71,656	74,522	77,503	80,603	83,827	87,180	90,667	94,294
Deputy Clerk/Treasurer II	67,713	70,422	73,239	76,169	79,216	82,385	85,680	89,107
WWTPO II	63,699	66,247	68,897	71,653	74,519	77,500	80,600	83,824
UMW/WWTPO I/Utilities Clerk/Planning & PW Assistant	59,685	62,072	64,555	67,137	69,822	72,615	75,520	78,541
Entry Level UMW/Certified Facilities Worker	48,774	50,725	52,754	54,864	57,059	59,341	61,715	64,184
Facilities Maintenance Worker	38,584	40,127	41,732	43,401	45,137	46,942	48,820	50,773
Minute Taker (Hourly)	22.31	23.20	24.13	25.10	26.10	27.14	28.23	29.36
Temporary Assistant II (office or field)(Hourly)	18.55	19.29	20.06	20.86	21.69	22.56	23.46	24.40
Temporary Assistant I (office or field)(Hourly)	15.74	16.37	17.02	17.70	18.41	19.15	19.92	20.72
Standby Pay (Hourly)	4.20							

**CITY OF STEVENSON  
RESOLUTION NO. 2022-405  
A RESOLUTION OF THE CITY OF STEVENSON  
REVISING THE PERSONNEL POLICY**

**WHEREAS**, the City has in place a personnel policy that is in need of updates based on an overall update of certain provisions, adding and revising job descriptions; and

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

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

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

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 15<sup>th</sup> day of December, 2022.

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

ATTEST:

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

APPROVED AS TO FORM:

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

# Exhibit A



## City of Stevenson Personnel Policy

Revised ~~June~~ December 16<sup>th</sup>, 2022





# City of Stevenson Personnel Policy

## Contents

RECEIPT OF PERSONNEL POLICIES .....	<u>76</u>
CHAPTER 1: PURPOSE AND SCOPE.....	<u>87</u>
1.1 INTRODUCTION .....	<u>87</u>
1.2 INTENT OF POLICIES .....	<u>87</u>
1.3 SCOPE OF POLICIES .....	<u>87</u>
1.4 CHANGING OF POLICIES.....	<u>98</u>
1.5 DEFINITIONS.....	<u>98</u>
CHAPTER 2: GENERAL POLICIES & PRACTICES .....	<u>1211</u>
2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY .....	<u>1211</u>
2.2 DISABILITY DISCRIMINATION PROHIBITED.....	<u>1211</u>
2.3 LIFE THREATENING/COMMUNICABLE DISEASES .....	<u>1211</u>
2.4 ANTI-HARASSMENT POLICY .....	<u>1211</u>
2.5 SEXUAL HARASSMENT PROHIBITED.....	<u>1312</u>
2.6 DISCRIMINATION COMPLAINT PROCEDURE .....	<u>1312</u>
2.7 EMPLOYEE RECORDS.....	<u>1413</u>
2.8 EMPLOYMENT REFERENCES.....	<u>1413</u>
CHAPTER 3: RECRUITING & HIRING.....	<u>1514</u>
3.1 RECRUITING .....	<u>1514</u>
3.2 HIRING.....	<u>1514</u>
3.3 TEMPORARY EMPLOYEES .....	<u>1615</u>
3.4 TRIAL PERIOD .....	<u>1615</u>
3.5 EMPLOYMENT OF RELATIVES (NEPOTISM) .....	<u>1716</u>
3.6 PROMOTIONS.....	<u>1716</u>
CHAPTER 4: HOURS & ATTENDANCE.....	<u>1817</u>
4.1 WORKING HOURS.....	<u>1817</u>
4.2 HOURS OF WORK AND OVERTIME .....	<u>1817</u>
4.3 COMPENSATORY TIME .....	<u>1918</u>
4.4 ATTENDANCE.....	<u>1918</u>
4.5 UNUSUAL CONDITIONS .....	<u>1918</u>
4.6 BREAKS AND MEAL PERIODS .....	<u>2019</u>
4.7 CALL BACK.....	<u>2019</u>
4.8 PAYROLL RECORDS.....	<u>2019</u>



# City of Stevenson Personnel Policy

CHAPTER 5: COMPENSATION.....	<u>2120</u>
5.1 SALARY CLASSIFICATION AND GRADES .....	<u>2120</u>
5.2 EMPLOYEE PAY RATES.....	<u>2120</u>
5.3 CERTIFICATION PAY .....	<u>2120</u>
5.4 OUT OF CLASS PAY .....	<u>2224</u>
5.5 ON CALL PAY .....	<u>2224</u>
5.4 PAYDAYS AND PAY PERIODS .....	<u>2322</u>
5.5 DEDUCTIONS.....	<u>2322</u>
5.6 TRAVEL AND TRANSPORTATION REGULATIONS .....	<u>2322</u>
5.7 COMPENSATION UPON TERMINATION.....	<u>2524</u>
CHAPTER 6: TRAINING & PERFORMANCE EVALUATIONS .....	<u>2625</u>
6.1 TRAINING .....	<u>2625</u>
6.2 PERFORMANCE EVALUATIONS.....	<u>2625</u>
CHAPTER 7: BENEFITS POLICY .....	<u>2726</u>
7.1 RETIREMENT BENEFITS.....	<u>2726</u>
7.2 DISABILITY BENEFITS (WORKERS COMPENSATION).....	<u>2726</u>
7.3 HEALTH INSURANCE BENEFITS .....	<u>2726</u>
7.4 CONTINUATION OF INSURANCE COVERAGE .....	<u>2827</u>
7.5 UNEMPLOYMENT COMPENSATION.....	<u>2928</u>
7.6 FIRE/EMERGENCY CALLS .....	<u>2928</u>
7.7 BOOT ALLOWANCE .....	<u>2928</u>
CHAPTER 8: LEAVES.....	<u>3029</u>
8.1 VACATION LEAVE.....	<u>3029</u>
8.2 SICK LEAVE .....	<u>3029</u>
8.3 LEAVE WITHOUT PAY.....	<u>3130</u>
8.4 JURY AND WITNESS LEAVE .....	<u>3234</u>
8.5 ADMINISTRATIVE LEAVE .....	<u>3234</u>
8.6 MILITARY LEAVE.....	<u>3234</u>
8.7 FAMILY LEAVE .....	<u>3234</u>
8.8 BEREAVEMENT LEAVE.....	<u>3534</u>
8.9 SHARED LEAVE PROGRAM.....	<u>3534</u>
8.10 HOLIDAYS .....	<u>3635</u>
8.11 RELIGIOUS HOLIDAYS .....	<u>3635</u>
8.12 BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES...	<u>3635</u>



# City of Stevenson Personnel Policy

CHAPTER 9: EMPLOYEE RESPONSIBILITIES & CONDUCT .....	<u>3837</u>
9.1    GENERAL CODE OF CONDUCT.....	<u>3837</u>
9.2    OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST .....	<u>3837</u>
9.3    CODE OF CONDUCT .....	<u>3837</u>
9.4    REPORTING IMPROPER GOVERNMENTAL ACTION.....	<u>3938</u>
9.5    POLITICAL ACTIVITIES.....	<u>3938</u>
9.6    NO SMOKING POLICY.....	<u>3938</u>
9.7    PERSONAL POSSESSIONS AND ELECTRONIC COMMUNICATIONS <u>3938</u>	
9.8    USE OF CITY VEHICLES AND EQUIPMENT .....	<u>4039</u>
9.9    USE OF CITY CREDIT CARDS (Ref. Resolution No. 132).....	<u>4039</u>
9.10   CONTACT WITH THE NEWS MEDIA .....	<u>4140</u>
9.11   DRIVER’S LICENSE REQUIREMENTS.....	<u>4140</u>
9.12   SOLICITATIONS.....	<u>4140</u>
9.13   SAFETY .....	<u>4241</u>
9.14   DRUG-FREE WORKPLACE .....	<u>4241</u>
9.15   DRUG & ALCOHOL TESTING POLICY & PROCEDURES.....	<u>4342</u>
10.1   ACTIONS SUBJECT TO DISCIPLINARY ACTION .....	<u>5453</u>
10.2   POSSIBLE DISCIPLINARY ACTIONS .....	<u>5554</u>
10.3   PRE-TERMINATION HEARING .....	<u>5554</u>
10.4   LAYOFF .....	<u>5655</u>
10.5   RESIGNATION OR RETIREMENT.....	<u>5655</u>
CHAPTER 11: COMPLAINT PROCEDURES.....	<u>5756</u>
11.1   COMPLAINT PROCEDURES .....	<u>5756</u>
Appendix # A-1.....	<u>5857</u>
MEMORANDUM OF AGREEMENT .....	<u>5857</u>
Appendix # A-2.....	<u>5958</u>
SUPERVISOR GUIDES .....	<u>5958</u>
Appendix # A-3.....	<u>6059</u>
SEPARATION AGREEMENT (a).....	<u>6059</u>
SEPARATION AGREEMENT (b) .....	<u>6160</u>
Appendix # A-4: .....	<u>6362</u>
CELL PHONE POLICY.....	<u>6362</u>
Appendix # A-5.....	<u>6867</u>
Ordinance No. 879 .....	<u>6867</u>



# City of Stevenson Personnel Policy

Appendix # A-6.....	<u>7170</u>
LIST OF AGENCIES .....	<u>7170</u>
LOCAL <del>7170</del>	
STATE OR REGIONAL AGENCIES .....	<u>7170</u>
FEDERAL AGENCIES.....	<u>7271</u>
Appendix # A-7.....	<u>7574</u>
TRAVEL REIMBURSEMENT REQUEST.....	<u>7574</u>
Appendix # A-8.....	<u>7675</u>
CITY ADMINISTRATOR.....	<u>7675</u>
PUBLIC WORKS DIRECTOR.....	<u>7978</u>
COMMUNITY DEVELOPMENT DIRECTOR.....	<u>8382</u>
DEPUTY CLERK/TREASURER II.....	<u>8685</u>
DEPUTY CLERK/TREASURER I.....	<u>8988</u>
PUBLIC WORKS FIELD SUPERVISOR.....	<u>9591</u>
UTILITIES/MAINTENANCE WORKER.....	<u>9894</u>
FACILITIES MAINTENANCE WORKER.....	<u>10297</u>
WASTEWATER TREATMENT PLANT OPERATOR I.....	<u>10499</u>
WASTEWATER TREATMENT PLANT OPERATOR II.....	<u>107102</u>
WASTEWATER TREATMENT PLANT OPERATOR III .....	<u>110405</u>
MINUTE TAKER.....	<u>113108</u>
Appendix # A-9.....	<u>115110</u>
CITY OF STEVENSON INTERNET/INTRANET, PERSONAL COMPUTER, VOICE MAIL AND E-MAIL USE POLICY .....	<u>115110</u>
Appendix # A-10.....	<u>123118</u>
CITY OF STEVENSON AUTHORIZING THE USE OF CREDIT CARDS. <u>123118</u>	
Appendix # A-11.....	<u>125120</u>
Reasonable Suspicion Documentation Form.....	<u>125120</u>
Appendix # A-12.....	<u>126121</u>
Post-Accident Checklist.....	<u>126121</u>
Appendix # A-13.....	<u>127122</u>
Consent for Limited Queries of the FMCSA Drug and Alcohol Clearinghouse <u>127122</u>	
Appendix # A-14.....	<u>128123</u>
Driver Evaluation Matrix.....	<u>128123</u>



# City of Stevenson Personnel Policy



## City of Stevenson Personnel Policy

# RECEIPT OF PERSONNEL POLICIES

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

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

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

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

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

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

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

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

I have read and understand the statements above.

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

\_\_\_\_\_  
Date

Return one signed copy of this form to payroll.



# City of Stevenson Personnel Policy

## CHAPTER 1: PURPOSE AND SCOPE

### 1.1 INTRODUCTION

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

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

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

### 1.2 INTENT OF POLICIES

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

### 1.3 SCOPE OF POLICIES

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



# City of Stevenson Personnel Policy

## 1.4 CHANGING OF POLICIES

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

## 1.5 DEFINITIONS

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

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

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

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

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

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

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

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

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





# City of Stevenson Personnel Policy

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

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

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

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

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

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

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

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

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

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

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

Memo: PERS 2

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

PERS 3

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



## City of Stevenson Personnel Policy

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

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

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

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

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



## City of Stevenson Personnel Policy

### CHAPTER 2: GENERAL POLICIES & PRACTICES

#### 2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

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

#### 2.2 DISABILITY DISCRIMINATION PROHIBITED

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

#### 2.3 LIFE THREATENING/COMMUNICABLE DISEASES

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

#### 2.4 ANTI-HARASSMENT POLICY

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

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



## City of Stevenson Personnel Policy

### 2.5 SEXUAL HARASSMENT PROHIBITED

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

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

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

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

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

### 2.6 DISCRIMINATION COMPLAINT PROCEDURE

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

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

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



## City of Stevenson Personnel Policy

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

### 2.7 EMPLOYEE RECORDS

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

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

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

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

### 2.8 EMPLOYMENT REFERENCES

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



# City of Stevenson Personnel Policy

## CHAPTER 3: RECRUITING & HIRING

### 3.1 RECRUITING

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

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

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

### 3.2 HIRING

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

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

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

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

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



## City of Stevenson Personnel Policy

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

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

### 3.3 TEMPORARY EMPLOYEES

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

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

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

### 3.4 TRIAL PERIOD

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

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

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



## City of Stevenson Personnel Policy

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

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

### 3.5 EMPLOYMENT OF RELATIVES (NEPOTISM)

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

### 3.6 PROMOTIONS

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

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

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

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

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





# City of Stevenson Personnel Policy

## CHAPTER 4: HOURS & ATTENDANCE

### 4.1 WORKING HOURS

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

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

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

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

### 4.2 HOURS OF WORK AND OVERTIME

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

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

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

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



## City of Stevenson Personnel Policy

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

### 4.3 COMPENSATORY TIME

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

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

### 4.4 ATTENDANCE

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

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

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

### 4.5 UNUSUAL CONDITIONS

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

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



## City of Stevenson Personnel Policy

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

### 4.6 BREAKS AND MEAL PERIODS

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

### 4.7 CALL BACK

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

### 4.8 PAYROLL RECORDS

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



# City of Stevenson Personnel Policy

## CHAPTER 5: COMPENSATION

### 5.1 SALARY CLASSIFICATION AND GRADES

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

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

### 5.2 EMPLOYEE PAY RATES

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

Pay increases are contingent on satisfactory performance. If an employee's performance is consistently unsatisfactory, the supervisor may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.

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

Any employee promoted to a position in a higher classification and salary range shall receive the next highest available pay step in the new range.

### 5.3 CERTIFICATION PAY

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



## City of Stevenson Personnel Policy

percent). The adjustment shall be awarded after receipt of certification and is conditioned on the following:

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

Examples of certifications include:

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

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

### 5.4 OUT OF CLASS PAY

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

### 5.5 ON CALL PAY

The City requires some employees to be “on-call” when needed to protect the health, safety and property of the City and its residents. To meet the needs of the City’s utilities, employees with Water Plant Operator I and Wastewater Treatment Plant Operator I



## City of Stevenson Personnel Policy

certifications will be required to be “on call” on a rotating basis with other employees with these certifications. “On Call” requires that the employee will be available for all emergencies by an effective means, to be determined by each employee (telephone, cell phone, pager, radio, etc.). The employee must be able to respond to a call within 30 minutes and shall not be impaired at any time while on call. If the scheduled employee cannot fulfill their standby obligation, it is their responsibility to find an employee to take their place.

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

### 5.4 PAYDAYS AND PAY PERIODS

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

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

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

### 5.5 DEDUCTIONS

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

### 5.6 TRAVEL AND TRANSPORTATION REGULATIONS

Responsibilities: The Mayor, City Administrator or Director of Public Works are primarily responsible for ensuring that any cost incurred pursuant to this chapter are directly work related, ***obtained within the state rate***, and are both critical and necessary for city business. Prudent judgment is to be exercised in approving these costs. Receipts showing proof of payment will be required for all expense except for per diem meal reimbursements.



## City of Stevenson Personnel Policy

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

**General:**

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

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

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

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

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



## City of Stevenson Personnel Policy

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

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

### 5.7 COMPENSATION UPON TERMINATION

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

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





## City of Stevenson Personnel Policy

### CHAPTER 6: TRAINING & PERFORMANCE EVALUATIONS

#### 6.1 TRAINING

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

#### 6.2 PERFORMANCE EVALUATIONS

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



## City of Stevenson Personnel Policy

### CHAPTER 7: BENEFITS POLICY

#### 7.1 RETIREMENT BENEFITS

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

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

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

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

#### 7.2 DISABILITY BENEFITS (WORKERS COMPENSATION)

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

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

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

#### 7.3 HEALTH INSURANCE BENEFITS

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



## City of Stevenson Personnel Policy

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

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

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

Temporary employees will normally not be eligible for insurance coverage.

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

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

### 7.4 CONTINUATION OF INSURANCE COVERAGE

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

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

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



## City of Stevenson Personnel Policy

### 7.5 UNEMPLOYMENT COMPENSATION

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

### 7.6 FIRE/EMERGENCY CALLS

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

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

### 7.7 BOOT ALLOWANCE

Regular full-time, non-probationary city employees working in the Public Works department will receive an annual \$200 boot reimbursement allowance. The city will comply with all IRS regulations regarding taxable fringe benefits and reimbursements.



# City of Stevenson Personnel Policy

## CHAPTER 8: LEAVES

### 8.1 VACATION LEAVE

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

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

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

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

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

### 8.2 SICK LEAVE

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



## City of Stevenson Personnel Policy

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

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

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

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

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

### 8.3 LEAVE WITHOUT PAY

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



## City of Stevenson Personnel Policy

### 8.4 JURY AND WITNESS LEAVE

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

### 8.5 ADMINISTRATIVE LEAVE

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

### 8.6 MILITARY LEAVE

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

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

### 8.7 FAMILY LEAVE

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

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



## City of Stevenson Personnel Policy

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

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

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

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

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

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

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

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





## City of Stevenson Personnel Policy

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

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

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

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

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

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

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

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



## City of Stevenson Personnel Policy

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

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

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

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

### 8.8 BEREAVEMENT LEAVE

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

### 8.9 SHARED LEAVE PROGRAM

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

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



# City of Stevenson Personnel Policy

## 8.10 HOLIDAYS

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

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

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

In their first year of employment, newly hired employees with a start date prior to July 1<sup>st</sup> will receive 2 Personal Days, while those with a start date of July 1<sup>st</sup> or later will receive 1 Personal Day.

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

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

## 8.11 RELIGIOUS HOLIDAYS

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

## 8.12 BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES

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



## City of Stevenson Personnel Policy

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

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



# City of Stevenson Personnel Policy

## CHAPTER 9: EMPLOYEE RESPONSIBILITIES & CONDUCT

### 9.1 GENERAL CODE OF CONDUCT

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

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

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

### 9.2 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

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

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

### 9.3 CODE OF CONDUCT

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

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

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



## City of Stevenson Personnel Policy

### 9.4 REPORTING IMPROPER GOVERNMENTAL ACTION

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

### 9.5 POLITICAL ACTIVITIES

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

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

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

### 9.6 NO SMOKING POLICY

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

### 9.7 PERSONAL POSSESSIONS AND ELECTRONIC COMMUNICATIONS

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



## City of Stevenson Personnel Policy

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

### 9.8 USE OF CITY VEHICLES AND EQUIPMENT

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

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

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

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

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

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



# City of Stevenson Personnel Policy

## 9.10 CONTACT WITH THE NEWS MEDIA

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

## 9.11 DRIVER'S LICENSE REQUIREMENTS

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

## 9.12 SOLICITATIONS

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

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





## City of Stevenson Personnel Policy

### 9.13 SAFETY

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

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

### 9.14 DRUG-FREE WORKPLACE

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

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

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



## City of Stevenson Personnel Policy

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

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

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

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

### 9.15 DRUG & ALCOHOL TESTING POLICY & PROCEDURES

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

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

### DEFINITIONS

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

Safety-sensitive functions:

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



## City of Stevenson Personnel Policy

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

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

### SCOPE

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

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

### PROHIBITED BEHAVIOR

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



## City of Stevenson Personnel Policy

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

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

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

### PRESCRIPTION DRUG USE

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



## City of Stevenson Personnel Policy

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

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

### PROCEDURES

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



## City of Stevenson Personnel Policy

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

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

### CIRCUMSTANCES FOR TESTING

#### *Pre-Employment Testing*

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



## City of Stevenson Personnel Policy

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

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

### *FMCSA Drug Testing Exceptions*

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

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

### *Reasonable Suspicion Testing*

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

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

### *Post-Accident Testing*

#### DOT FMCSA Procedures

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

#### Fatal Accidents



## City of Stevenson Personnel Policy

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

### Non-fatal Accidents

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

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

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

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

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

### *Random Testing*

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

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





## City of Stevenson Personnel Policy

to random drug and alcohol testing at the annual percentage rate established by the DOT agency regulating more than 50% of the driver's function.

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

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

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

### *Return to Duty Testing*

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

### *Follow-up Testing*

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

### *Testing Procedures*

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

### *Dilute Urine Specimen*

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

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



## City of Stevenson Personnel Policy

### *Split Specimen Test*

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

### *Test Refusals*

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

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

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

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

### DOT-FMCSA CLEARINGHOUSE

The Clearinghouse is a centralized database that employers will use to report drug and alcohol program violations and to check that current or prospective employees are not



## City of Stevenson Personnel Policy

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

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

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

### TRAINING

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

### CONFIDENTIALITY

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

### VOLUNTARY SELF-REFERRAL

Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or



## City of Stevenson Personnel Policy

alcohol test may voluntarily refer her or himself to the City Administrator, who will refer the individual to a substance abuse counselor for evaluation and treatment. **A self-referral is not a violation of this policy and will not, in itself, be grounds for termination.**

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

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



## City of Stevenson Personnel Policy

### CHAPTER 10: DISCIPLINE & TERMINATIONS

#### 10.1 ACTIONS SUBJECT TO DISCIPLINARY ACTION

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

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



## City of Stevenson Personnel Policy

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

### 10.2 POSSIBLE DISCIPLINARY ACTIONS

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

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

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

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

### 10.3 PRE-TERMINATION HEARING

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



## City of Stevenson Personnel Policy

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

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

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

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

### 10.4 LAYOFF

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

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

### 10.5 RESIGNATION OR RETIREMENT

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



## City of Stevenson Personnel Policy

### CHAPTER 11: COMPLAINT PROCEDURES

#### 11.1 COMPLAINT PROCEDURES

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

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

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

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

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

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

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





# City of Stevenson Personnel Policy

Appendix # A-1

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

## MEMORANDUM OF AGREEMENT

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

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

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

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

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

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

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

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



# City of Stevenson Personnel Policy

## Appendix # A-2

### SUPERVISOR GUIDES

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

#### Oral Warnings

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

#### Written Reprimand

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

#### Suspension

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

#### Demotion

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

#### Terminations

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



# City of Stevenson Personnel Policy

## Appendix # A-3

### SEPARATION AGREEMENT (a)

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

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

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

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## SEPARATION AGREEMENT (b)

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

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

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



# City of Stevenson Personnel Policy

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

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

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
Date

THE CITY OF STEVENSON

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## Appendix # A-4:

### CELL PHONE POLICY

#### PURPOSE

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

#### DEFINITIONS

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

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

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

#### POLICY

This policy shall apply to all City employees.

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



## City of Stevenson Personnel Policy

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

### PROCEDURE

#### 1. Determination of Cell Phone Eligibility

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

#### 2. Determination of Phone or Plan

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

#### 3. Use of Cell Phone

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



## City of Stevenson Personnel Policy

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

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

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

- A. Phone only
- B. Phone with data

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





## City of Stevenson Personnel Policy

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

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

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



# City of Stevenson Personnel Policy

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

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

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

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

\_\_\_\_\_  
Employee Name (Signature)

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## Appendix # A-5

City of Stevenson  
Ordinance No. 879

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

### Recitals

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

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

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



## City of Stevenson Personnel Policy

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



# City of Stevenson Personnel Policy

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

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

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

ATTEST:

APPROVED AS TO FORM:

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

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



# City of Stevenson Personnel Policy

## Appendix # A-6

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

#### LOCAL

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

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

#### SKAMANIA COUNTY

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

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

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

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

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

#### STATE OR REGIONAL AGENCIES

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

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

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

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

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

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



# City of Stevenson Personnel Policy

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

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

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

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

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

## FEDERAL AGENCIES

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

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

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

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

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

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

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

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

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

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

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

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

Environmental Protection Agency  
Criminal Investigations  
1200 Sixth Avenue  
Seattle, WA



## City of Stevenson Personnel Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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





# City of Stevenson Personnel Policy

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

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



# City of Stevenson Personnel Policy

## Appendix # A-7

### Travel Reimbursement Request

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

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

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

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

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

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

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

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

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



# City of Stevenson Personnel Policy

## Appendix # A-8

### CITY ADMINISTRATOR

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

#### SUMMARY:

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

#### ESSENTIAL JOB DUTIES:

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

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



## City of Stevenson Personnel Policy

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

### ABILITY TO:

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



## City of Stevenson Personnel Policy

- Exhibit proficient computer skills.

### SUPERVISORY RESPONSIBILITIES:

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

### JOB CONDITIONS:

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

Evening meetings and substantial overtime may be required.

### MINIMUM QUALIFICATIONS:

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

### PREFERRED QUALIFICATIONS:

Grant Writing Experience  
Master's degree in a related field

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

First Aid & CPR Certification

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## PUBLIC WORKS DIRECTOR

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

### SUMMARY:

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

### ESSENTIAL JOB DUTIES:

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

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



## City of Stevenson Personnel Policy

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

### ABILITY TO:

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

### SUPERVISORY RESPONSIBILITIES:

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



# City of Stevenson Personnel Policy

## JOB CONDITIONS

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

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

## MINIMUM QUALIFICATIONS:

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

## PREFERRED QUALIFICATIONS:

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

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

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

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

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





## City of Stevenson Personnel Policy

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## COMMUNITY DEVELOPMENT DIRECTOR

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

### SUMMARY:

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

### ESSENTIAL JOB DUTIES:

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

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



## City of Stevenson Personnel Policy

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

### ABILITY TO:

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

### SUPERVISORY RESPONSIBILITIES:

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

### JOB CONDITIONS:

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

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

### MINIMUM QUALIFICATIONS:

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

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

Working knowledge of:



## City of Stevenson Personnel Policy

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

### PREFERRED QUALIFICATIONS:

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

Working knowledge of:

- GIS, presentation, and infographic software.

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

First Aid & CPR Certification

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## DEPUTY CLERK/TREASURER~~II~~

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

### SUMMARY:

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

### ESSENTIAL JOB DUTIES:

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

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



## City of Stevenson Personnel Policy

- Prepare monthly payroll for city staff, maintaining all payroll files.
- Maintain city website and other city communication outlets.

### ABILITY TO:

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

### SUPERVISORY RESPONSIBILITIES:

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

### JOB CONDITIONS:

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

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

### MINIMUM QUALIFICATIONS:

High School Graduate or GED equivalent.

Office Experience, good writing skills, understanding of Generally Accepted Accounting Principles (GAAP)

10-key by touch, computer experience (preferably Windows based Excel & Word)

Good Customer Service

### PREFERRED QUALIFICATIONS:

Prior Government Accounting and Court Experience

College graduate



## City of Stevenson Personnel Policy

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification
- Notary Public Designation

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## City of Stevenson Personnel Policy

### DEPUTY CLERK/TREASURER/UTILITIES CLERK

**POSITION:** ~~Deputy Clerk/Treasurer~~ Utilities Clerk  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** ~~June 21, 2018~~ December 15, 2022  
**FLSA STATUS:** Non-Exempt

#### SUMMARY:

This is an office position that performs a wide variety of regular and recurring accounting procedures; payroll and utility billing tasks; records management and permit technician duties.

#### ESSENTIAL JOB DUTIES:

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

- Provide outstanding, friendly customer service to all city customers.
- Responsible for utility billing including preparation and reconciliation of water and sewer billing, receipting payments, maintenance of customer service records and compiling reports.
- Maintain records of connections and utility applications with associated costs.
- Receive, account for and safeguard cash, checks and other valuables as required.
- Develop and maintain procedures for utility bills, delinquent billing reminders and service cut-offs.
- Review invoices submitted and determine proper account coding, prepare vouchers and checks for payment.
- Prepare monthly payroll for city staff, maintaining all payroll files.
- Perform confidential secretarial and administrative work of a varied nature including receive and screen telephone calls; establish and maintain files, records and other information sources needed to facilitate, support and document office or department activities.
- Perform secretarial services for various departments when required.
- Secretary to the Board of Adjustment and Board of Appeals committees and fill in for the Planning Commission/City Council when required.
- Assist in the preparation of the budget, financial reports and annual state audit.
- Maintain Business License, Small Works Roster and Outdoor Burn Files.
- Assist with records retention and maintains City Council cross reference indexes.
- Provide zoning information, building permit information, water/sewer information. Provide general public/tourist information and relocation assistance.
- Operate office equipment, trouble shoot hardware software problems and operate Microsoft suite software and utility/financial software programs.
- Assist with project administration, monitor compliance with state/federal prevailing wage laws, RCW's and WAC's.
- Assist City Administrator in grant management.





## City of Stevenson Personnel Policy

- Assist with asset management to include conducting an inventory, and logging information in spreadsheets.
- Calculate annual Volunteer Firefighter pay and Skamania County Fire District II billing.
- Maintain varied accounting office filing systems and records as directed to assure proper follow-through.
- Process and assist in the completion of applications for various city permits.
- ~~• Review contractor applications for current license and insurance coverage.~~
- ~~• Calculate permit and plan review fees and ensure plans are reviewed by appropriate departments.~~
- ~~• Determine the appropriate permit application type, accept applications and revisions, perform a completeness check, route the review material and complete necessary documentation.~~
- ~~Maintain~~ Assist with maintaining the permit tracking database.
- ~~• Monitor the progress of permit applications; take action when required to meet target timelines.~~
- ~~• Issue a permit after ensuring that all necessary approvals are obtained, all required documentation is complete, and all regulations are addressed.~~

### ABILITY TO:

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

### SUPERVISORY RESPONSIBILITIES:

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

### JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects



## City of Stevenson Personnel Policy

weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

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

### MINIMUM QUALIFICATIONS:

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

### PREFERRED QUALIFICATIONS:

- Prior Government Accounting Experience
- College graduate

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

- First Aid & CPR Certification
- Notary Public Designation

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## PLANNING AND PUBLIC WORKS ASSISTANT

**POSITION:** Planning and Public Works Assistant

**REPORTS TO:** City Administrator

**EFFECTIVE DATE:** December 15, 2022

**FLSA STATUS:** Non-Exempt

### SUMMARY:

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

### ESSENTIAL JOB DUTIES:

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

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



## City of Stevenson Personnel Policy

- Provide zoning information, building permit information, water/sewer information. Provide general public/tourist information and relocation assistance.
- Operate office equipment, trouble shoot hardware/software problems and operate Microsoft suite software and building permit and public works software programs.
- Assist with project administration, monitor compliance with state/federal prevailing wage laws, RCW's and WAC's.
- Assist City Administrator in grant management.
- Assist with asset management to include conducting an inventory, and logging information in spreadsheets.
- Intake, track, manage and coordinate responses to public nuisances.

### ABILITY TO:

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

### SUPERVISORY RESPONSIBILITIES:

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

### JOB CONDITIONS:

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

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

### MINIMUM QUALIFICATIONS:

High School Graduate or GED equivalent.



# City of Stevenson Personnel Policy

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

PREFERRED QUALIFICATIONS:

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

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

First Aid & CPR Certification  
Notary Public Designation  
Building Permit Technician Certification

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## PUBLIC WORKS FIELD SUPERVISOR

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

### SUMMARY:

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

### ESSENTIAL JOB DUTIES:

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

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

### ABILITY TO:

- Oversee, direct and coordinate the work of lower level staff.



## City of Stevenson Personnel Policy

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

### SUPERVISORY RESPONSIBILITIES:

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

### JOB CONDITIONS:

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

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

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

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

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

### MINIMUM QUALIFICATIONS:



## City of Stevenson Personnel Policy

High School graduate or GED equivalent.

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

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

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

Must be highly skilled in heavy equipment operation and maintenance.

Work is performed out-of-doors requiring average physical agility, dexterity and endurance.

### PREFERRED QUALIFICATIONS:

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

Plumbing and Carpentry Skills.

Basic electrical skills, telemetry and cable splicing knowledge.

Experience in Welding.

Basic mechanical skills and diesel and gas equipment repair.

Experience in Road Construction and Repair.

Knowledge of Grounds Maintenance and/or Irrigation Experience.

Supervisory skills and good oral communication capabilities to work with the public

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

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

Water Distribution Manager I (WDM I)

Cross Connection Control Specialist (CCCS)

Water Plant Operator I (WTPO I)

Wastewater Treatment Plant Operator I (WTPO I)

A/C Pipe Certification

Flagger Certification

First Aid & CPR Certification

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

Water Plant Operator II (WTPOII)

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

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





# City of Stevenson Personnel Policy

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## UTILITIES/MAINTENANCE WORKER

**POSITION:** Utilities/Maintenance Worker  
**REPORTS TO:** Public Works Field Supervisor  
**EFFECTIVE DATE:** June 21, 2018  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

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

### ESSENTIAL JOB DUTIES:

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

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



## City of Stevenson Personnel Policy

- Culvert replacement, chip seal, painting crosswalks, concrete cutting saw, pouring sidewalks, operating cutting torch, saws, roller, man lift, jumping jack.
- Maintenance of fire hydrants.
- Responsible for the general maintenance and repair of both diesel and gas engines.
- Responsible for the construction and maintenance of city parks, city buildings and other structures.

### ABILITY TO:

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

### SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

### JOB CONDITIONS:

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

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

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

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



## City of Stevenson Personnel Policy

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

### MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

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

Must be able to work independently.

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

### PREFERRED QUALIFICATIONS:

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

Plumbing Skills.

Basic Electrical Skills including basic Telemetry and cable splicing knowledge.

Carpentry Skills.

Experience in Welding.

Diesel and Gas equipment repair.

Basic Mechanical Skills.

Experience in Road Construction and Repair.

Knowledge of Grounds Maintenance.

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

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

Water Distribution Manager I (WDM I)

Cross Connection Control Specialist (CCCS)

Water Plant Operator I (WTPO I)

Wastewater Treatment Plant Operator I (WWTPO I)

A/C Pipe Certification

Flagger Certification

First Aid & CPR Certification

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

Water Plant Operator II (WTPO II)

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

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



# City of Stevenson Personnel Policy

---

Signature

---

Date



# City of Stevenson Personnel Policy

## FACILITIES MAINTENANCE WORKER

**POSITION:** Facilities Maintenance Worker  
**REPORTS TO:** Public Works Field Supervisor  
**EFFECTIVE DATE:** January 1, 2020  
**FLSA STATUS:** Non-Exempt

### SUMMARY:

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

### ESSENTIAL JOB DUTIES:

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

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

### ABILITY TO:

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



# City of Stevenson Personnel Policy

## SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

## JOB CONDITIONS:

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

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

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

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

## MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

Must be able to work independently.

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

## PREFERRED QUALIFICATIONS:

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

Basic Mechanical Skills.

Knowledge of Grounds Maintenance.

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

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

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

Flagger Certification

First Aid & CPR Certification

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## City of Stevenson Personnel Policy

### WASTEWATER TREATMENT PLANT OPERATOR I

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

#### SUMMARY:

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

#### ESSENTIAL JOB DUTIES:

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

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



## City of Stevenson Personnel Policy

### ABILITY TO:

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

### SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

### JOB CONDITIONS:

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

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

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

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

### MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

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

Must be able to work independently.

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





# City of Stevenson Personnel Policy

**PREFERRED QUALIFICATIONS:**

- Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
- Plumbing Skills.
- Basic Electrical Skills including basic Telemetry and cable splicing knowledge.
- Carpentry Skills.
- Experience in Welding.
- Diesel and Gas equipment repair.
- Basic Mechanical Skills.
- Knowledge of Grounds Maintenance.

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## City of Stevenson Personnel Policy

### WASTEWATER TREATMENT PLANT OPERATOR II

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

#### SUMMARY:

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

#### ESSENTIAL JOB DUTIES:

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

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



## City of Stevenson Personnel Policy

### ABILITY TO:

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

### SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

### JOB CONDITIONS:

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

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

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

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

### MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

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

Must be able to work independently.

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



# City of Stevenson Personnel Policy

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

**PREFERRED QUALIFICATIONS:**

- Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
- Plumbing Skills.
- Basic Electrical Skills including basic Telemetry and cable splicing knowledge.
- Carpentry Skills.
- Experience in Welding.
- Diesel and Gas equipment repair.
- Basic Mechanical Skills.
- Knowledge of Grounds Maintenance.
- Cross Connection Control Specialist
- Wastewater Treatment Plant Operator III (WWTPO III)

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## City of Stevenson Personnel Policy

### WASTEWATER TREATMENT PLANT OPERATOR III

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

#### SUMMARY:

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

#### ESSENTIAL JOB DUTIES:

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

- Makes sure that all work is performed to safety standards and that no property or person is at risk.
- Perform Operation and Maintenance activities within the general areas of wastewater treatment plant, sewer collection system, sewer lift stations and other public facilities as needed.
- Monitor, test, adjust and maintain the wastewater treatment plant in working order.
- Make periodic rounds to check the general operations of the plant; unplug and clean pumps; remove debris; check operation of pumps.
- Take and record plant operation readings according to prescribed schedules.
- Collect samples for lab analysis; perform lab analysis as required.
- Inspection and data collection from customers for use in the Industrial Permitting process.
- Maintain and operate lift stations and wells.
- Maintain daily logs; report unsafe conditions; record plant operating data as required.
- Identifies and diagnoses operational problems, discusses scope and attributes of problems with staff and management, and recommends alterations, adjustments, and procedural changes to correct problems and maintain system stability.
- Acts as the treatment plant Onsite Operator and coordinates the activities of lower level operations staff; responds to operational incidents, and takes command when appropriate
- Uses a variety of standard testing procedures to determine problems and any adjustments needed in the treatment process.
- Maintain building and grounds in a clean and sanitary condition; wash floors and walls; clear weeds; perform light maintenance.
- Operates and maintains equipment which may include city trucks, backhoes, jackhammers, mowers, snow plows, compactors, cutting torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.



## City of Stevenson Personnel Policy

- Assists with the general maintenance and repair of both diesel and gas engines.

### ABILITY TO:

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

### SUPERVISORY RESPONSIBILITIES:

This is a supervisory position directly overseeing city workers and contractors in the Wastewater department. Supervisory responsibilities include providing daily work direction, approval of absences and overtime, making recommendations regarding hiring, and completing performance evaluations.

### JOB CONDITIONS:

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

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

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

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



# City of Stevenson Personnel Policy

## MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- Must live within a thirty-minute response time of the city.
- Must be able to work independently.
- Must have a valid state issued Driver’s License. The City will complete a review of the final applicant’s driving record.
- Wastewater Treatment Plant Operator III (WWTPO III)
- Water Distribution Manager I (WDM I)

## PREFERRED QUALIFICATIONS:

- Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
- Plumbing Skills.
- Basic Electrical Skills including basic Telemetry and cable splicing knowledge.
- Carpentry Skills.
- Experience in Welding.
- Diesel and Gas equipment repair.
- Basic Mechanical Skills.
- Knowledge of Grounds Maintenance.
- Cross Connection Control Specialist
- Wastewater Treatment Plant Operator IV (WWTPO IV)

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## MINUTE TAKER

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

### SUMMARY:

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

### ESSENTIAL JOB DUTIES:

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

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

### ABILITY TO:

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

### SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

### JOB CONDITIONS:

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

### MINIMUM QUALIFICATIONS

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

### PREFERRED QUALIFICATIONS:

Prior experience with boards and/or governing bodies





## City of Stevenson Personnel Policy

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

## Appendix # A-9

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

#### Section 1 - Purpose

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

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

#### Section 2 - Affected Parties

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

#### Section 3 - References

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

:

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

#### Section 4 – Definitions

Terms used for the purposes of this policy --

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



## City of Stevenson Personnel Policy

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

### Section 5 - Policies

#### 5.1 City Business Purposes

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

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

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

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

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

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

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

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

Photocopy Machines - same rate charged to the public.

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

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



# City of Stevenson Personnel Policy

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

## 5.2 Computer Viruses

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

## 5.3 Electronic Mail (Email)

### 5.3.1 Disclosure

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

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

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

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

### 5.3.3 Retention of Electronic Mail (Email)

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

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

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

## 5.4 Voice Mail (If Applicable)

### 5.4.1 Disclosure

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



# City of Stevenson Personnel Policy

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

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

## 5.4.2 Requests for Copies of Voice Mail Information

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

## 5.4.3 Retention of Voice Mail Messages

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

## 5.4.4 Inappropriate Voice Mail Message Content

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

## **5.5 Solicitations**

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

## **5.6 Advertising**

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

## **5.7 Campaigning**

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

## **5.8 Personal Security**



# City of Stevenson Personnel Policy

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

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

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

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

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

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

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

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

### 5.9.4 Data Sharing By and Between Employees

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

### 5.9.5 Access Levels

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

All users must submit a completed Internet Usage Agreement to their department head who will assign access levels.

## **5.10 World Wide Web**

### 5.10.1 Internet Access

Permission for employees to access the World Wide Web (WWW) resources will be dependent on approval from elected officials or department heads.

#### 5.10.1.1 Internet Access Audit Logs

The Department Head may revoke permission to access specific sites. Access times may be restricted due to bandwidth congestion and/or misuse of system resources.

### 5.10.2 News Groups

When posting to news groups, City employees will use a disclaimer, such as - "these opinions are mine and not necessarily those of the City". Users shall abide by all other policies of appropriate behavior and usage discussed in this policy.

## **5.11 Copyrights, Trademarks, Patents and Authorship**

### 5.11.1 Conservative and Cautious Approach to Copyrights, etc.



# City of Stevenson Personnel Policy

City employees should take a conservative and cautious approach when dealing with materials that may be copyrighted. In general, if an employee is not sure if materials are copyrighted, they should not be used without permission in writing from the author.

The City will comply with Federal software licensing and copyright law.

Copies are to be made with the copyright holder's permission.

Unauthorized copying of software will be cause for disciplinary action. The City will not defend employees for willful misuse of copyrighted software.

Employee owned software must be accompanied by a valid license as evidence of ownership.

## 5.11.2 Trademarks, Patents and Authorship

Trademark violations can occur when governments publish materials online, and knowingly or unknowingly attach to a publication, or omit from the publication, a registered trademark. Employees publishing materials online will respect trademarks and obtain the appropriate authorizations before publishing the materials.

## **5.12 Public Meetings Regulations Open**

RCW 42.30 addresses regulations concerning public and private meetings. Email or voice mail initiated by a Council person and directed to any other Council person, relating to the conduct of City government, is subject to the Open Public Meetings Act. The City should therefore be cautious in the use of Email and voice mail communication in order to not violate these regulations.

## **5.13 Public Disclosure of Electronic Data and Voice Mail, RCW 42.17**

### 5.13.1 Email (electronic communication from one computer to another or to others) and Voice Mail

Each person and department using Email or voice mail should be familiar with the Public Disclosure Act and the definition of "public records."

When information is initiated by a City employee it is NOT SUBJECT TO DISCLOSURE if

- (i) it is of a private nature (non-governmental); or
- (ii) it is within the exemptions from public inspection.

Otherwise, it is subject to public inspection at reasonable times, but not by computer operation by other than City employees or contractors. Preferably, disclosure should be provided by printed document; if by diskette or visual examination of screen, care must be exercised to delete exempt data from disclosure.

### 5.13.2 Other Data

The same rules of disclosure apply to Email and voice mail as to written or printed information. The public's right to inspect and copy remains the same. Because of financial restraints and to protect public records from destruction, requesters of public records should not have access to electronic information. Instead, a City representative should print out a hard copy of the requested information. The public should not be permitted to operate City computers for three reasons:

- 1) Data could be inadvertently erased or destroyed;
- 2) Certain excepted or exempt documents, including personal or confidential material, could inadvertently be disclosed; and



## City of Stevenson Personnel Policy

- 3) Limited resources do not allow us to provide the equipment necessary to permit citizens' access to this information.

### Section 6 - Procedures:

#### 6.1 Enforcement of This Policy (Right to Administer or Revoke Use).

Failure of City employees to adhere to this policy may result in restriction or revocation of access and/or disciplinary action. The City Administrator, Mayor or their designee may access data under an employee's control without the consent of the individual employee when necessary for normal business functions or when the Administrator becomes aware of possible inappropriate Internet use.

The Administrator will investigate the site(s) and/or system(s) and call upon the user to determine how the site is business related. If the Administrator concludes that the site is inappropriate the offense will be logged in the individual's file and a memo forwarded to the employee detailing the offense and potential consequences.

##### 6.1.1 Access Limitation or Revocation

With concurrence of the Mayor, City Administrator or Department Head, employees who are found to have violated this Policy may be subject to the following:

- 1) Internet and Email access may be revoked.
- 2) Access times may be restricted.
- 3) Disciplinary action.

##### 6.1.2 Disciplinary Action

Substantial or repeated abuse of the provisions outlined in this policy may be deemed sufficient justification for immediate discharge.

### Section 7 - Responsibilities:

#### 7.1 Compliance with City Policies

All Department Supervisors, Department Heads and Elected Officials are responsible for ensuring compliance with federal laws and regulations, RCW'S, WAC'S, City Ordinances, resolutions and policies. Employees (excluding Elected Officials) may be disciplined in accordance to the City Personnel Policy and/or applicable union contract for failure to follow this Policy.





# City of Stevenson Personnel Policy

## Internet Policy Waiver Form & Authorization to Use

I, \_\_\_\_\_,  
have read and understand the City Computer Network, Internet, Intranet, E-mail and Voice Mail Use Policy.

I understand and agree to follow this policy which includes:

Network resources, whether LAN, WAN, Internet, Electronic Mail or Voice Mail systems should be used for official City business purposes only, as is the case with all forms City of equipment and resources. Personal use of the City equipment discussed in this policy is allowed only as described in Section 5. 1. 1.

Electronic Mail (Email) from an internal system and/or the Internet, is NOT private. All Email messages, (whether created or received) may be considered to be public records pursuant to the Public Disclosure Act, RCW Ch. 42.17, and the public has a right to examine most public records.

The City will maintain and monitor Internet access. Permission to access Internet or specific Internet sites may be revoked by a department head and at times internet access may be restricted due to bandwidth congestion and/or misuse of system resources.

I have read and understand this policy and will abide by its provisions.

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

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



# City of Stevenson Personnel Policy

## Appendix # A-10

### CITY OF STEVENSON AUTHORIZING THE USE OF CREDIT CARDS

#### 1) Retail Gasoline Credit Cards

- A. Credit cards may be used for the purchase of gasoline and other minor automotive supplies for City vehicles. Cash advances, purchases of food or other non-automotive related items are not authorized.
- B. No single transaction will exceed \$500.00 unless authorized by the Mayor or City Administrator.
- C. The City Administrator shall be responsible for establishing all credit arrangements and agreements with applicable vendors and managing the use of credit cards by City employees and elected or appointed officials.
  - I. Except when being used by an employee, elected or appointed official to make an authorized transaction, credit cards shall remain in the possession of the City Administrator or his/her designee.
  - II. Any department head, elected or appointed official, or other authorized employee requesting to use a credit card shall make a request to the City Administrator and shall sign for receipt and return of the card. A copy of the receipt for all purchases shall be submitted to the City Administrator when the card is returned.
    - (i) An employee whose job responsibilities would be facilitated by the use of a credit card will be assigned a gas credit card to be used in the day to day operations of the Public Works Department.
  - III. The vendor which carries the account shall be required to submit a bill for the credit card to the City monthly. All charges will be reviewed by the accountable Department Head before being routed to the Accounts Payable Department.
  - IV. The City Administrator may disallow the use of any City credit card by a City employee or official for a violation or misuse of this policy.

#### 1 All Other Credit Cards

- A. The City of Stevenson shall contract with an appropriate banking facility for one VISA credit card account with a limit of \$5,000.00. The City may establish credit arrangements with other vendors from time to time. The City Administrator shall set individual credit limits on each account as they are established, not to exceed \$5,000.00 per account.
- B. Credit cards may be used by City employees, and by the elected or appointed officials, for advance payment of expenses associated with authorized travel such as registration and tuition fees, lodging expenses and transportation expenses,



## City of Stevenson Personnel Policy

Credit cards may also be used for official government purchases and acquisitions, including supplies, small tools and equipment, capital equipment approved by budget or authorization of the Council, unless the law requires the City to purchase such equipment by bid process.

- C. Credit cards shall not be used for cash advances. If requested, funds for City business travel may be provided to employees and elected or appointed officials from the Travel Advance Account.
- D. The City Administrator shall be responsible for managing the use of credit cards by City employees and city officials
  - I. Except when being used by an employee or elected or appointed official to make an authorized transaction, credit cards shall remain in the possession of the City administrator or designee.
  - II. Any department head, elected or appointed official, or other authorized employee requesting to use a City VISA or other credit card shall make a request to the City Administrator and shall sign for receipt and return of the card.
  - III. The financial institute or vendor that carries the account shall be required to submit a bill for use of credit cards to the City monthly. All charges will be reviewed by the accountable Department Head before being routed to the Accounts Payable Department.
  - IV. Elected or appointed officials and employees of the City of Stevenson who use the credit cards are required to comply in all respects with the provisions of RCW 42.24.115 regarding the submission of a fully itemized travel expense voucher and a repayment of disallowed charges.
  - V. The City Administrator may disallow the use of any City credit card by a City employee or official for violation of this policy.



# City of Stevenson Personnel Policy

## Appendix # A-11

### Reasonable Suspicion Documentation Form

Employee Name: \_\_\_\_\_  
 Observation Date: \_\_\_\_\_ Location: \_\_\_\_\_  
 Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

**APPEARANCE**

- Normal
- Flushed complexion
- Poor hygiene
- Unkempt clothing
- Bloodshot eyes
- Rapid eye movement
- Blank/glazed eyes
- Inability to focus eyes
- Eyes overly sensitive to light
- Frequent use of eye drops
- Trembling/shaking
- Drowsiness

**BEHAVIOR**

- Normal
- Poor balance
- Stumbling
- Swaying
- Staggering
- Unusual gait
- Using arms for balance
- Grabbing for support
- Flailing

**PERSONAL**

- Normal
- Moody/mood swings
- Depressed
- Overly excitable
- Loss of inhibitions
- Risk taking
- Unwarranted confidence

**SPEECH**

- Normal
- Slurred
- Loud
- Incoherent
- Rapid/excessive talk
- Confused/hard to follow
- Exaggerated pronunciation
- Inappropriate laughter
- Whispering
- Non-responsive/silent

**PERFORMANCE INDICATORS**

- Normal
- Poor manual dexterity
- Work errors
- Excessive time off task
- Absent from work station
- Inability to follow directions
- Inattentive
- Customer complaints
- Co-worker complaints

**PHYSICAL**

- Normal
- Complaints of dizziness
- Flu-like symptoms
- Chills
- Low energy
- Bursts of high/low energy

**INTERPERSONAL**

- Normal
- Arguing
- Fighting
- Defensive
- Hostile
- Overly aggressive

**BODY ODORS**

- Normal
- Odor of alcohol on breath
- Body odor of alcohol
- Smell of marijuana on breath or clothes
- Excessive perspiration
- Frequent use of mouthwash breath mints or spray

**AWARENESS**

- Disoriented
- Sleepy
- Stupor
- Suspicious
- Blaming
- Paranoia

Other observed actions or behavior: \_\_\_\_\_

*To the best of my knowledge and belief, this report represents the appearance, behavior, and/or conduct of the above-named employee, observed by me and upon which I base my decision to require said employee to submit to reasonable suspicion drug and/or alcohol testing.*

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



# City of Stevenson Personnel Policy

Appendix # A-12

## Post-Accident Checklist

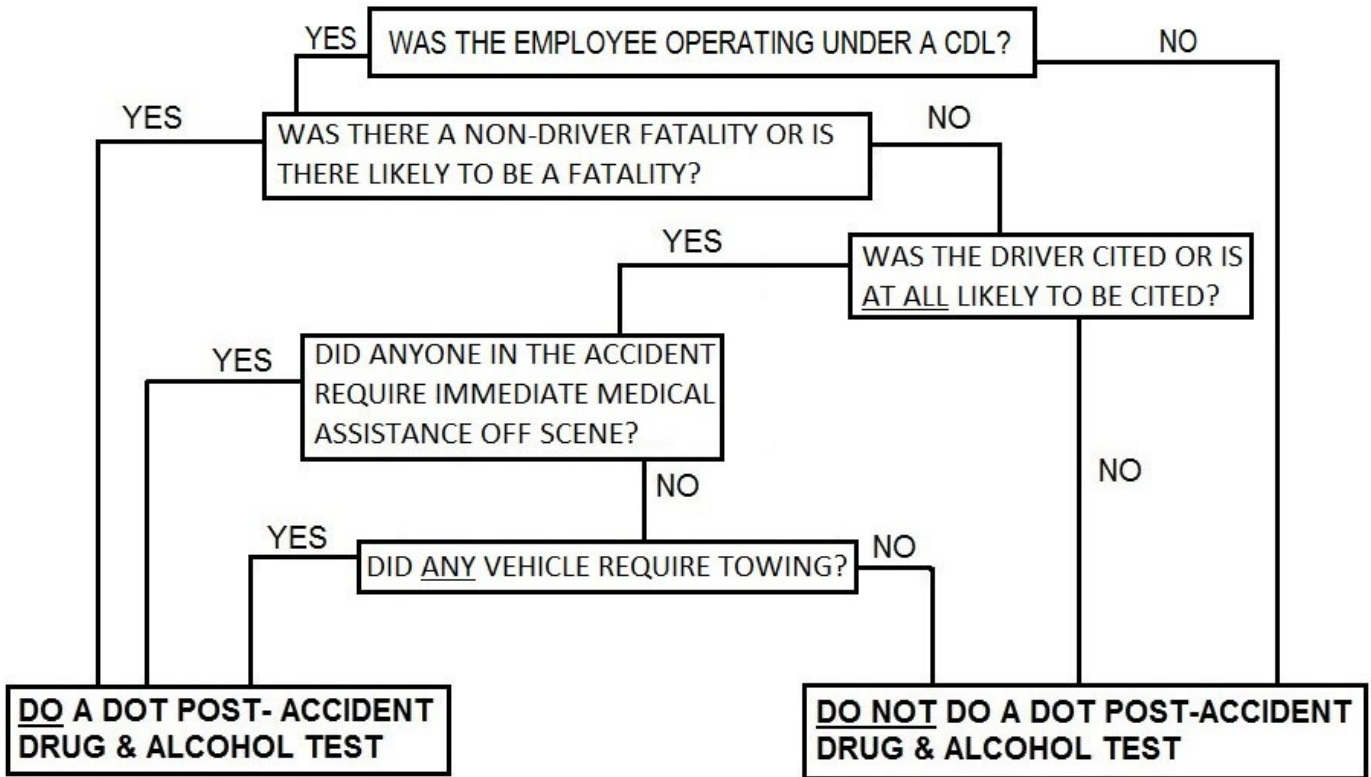
Employee Name: \_\_\_\_\_

Date/Time Accident Occurred: \_\_\_\_\_

Documenting Personnel: \_\_\_\_\_

### Is the employee required to test under DOT?

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



*Additional Comments:*

---



---



---



---

If the employee is NOT required to test under DOT, what does your **company policy** state... *Do they need to test as a NON-DOT?*



#### DOT REGULATION TIME LIMITS:

**CONTROLLED SUBSTANCES:** Employee must test within **32 HOURS** of the accident.

**ALCOHOL:** Employee must test within **8 HOURS** of the accident.

(If the alcohol test is not administered within the first 2 hours, document why.)



# City of Stevenson Personnel Policy

## Appendix # A-13

### Consent for Limited Queries of the FMCSA Drug and Alcohol Clearinghouse

I, \_\_\_\_\_, hereby provide consent to the City of Stevenson,  
 Employee Name  
 hereinafter referred to as the Company and QCL, Inc. as the C/TPA, to conduct a limited query of the FMCSA Commercial Driver’s License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse. I consent to multiple limited queries, to be conducted for the duration of my employment with the Company; and understand that the number of limited queries is unlimited.

I understand that if the limited query conducted by the Company indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to the Company without first obtaining additional specific consent from me. The company will obtain the driver’s electronic consent in the Clearinghouse prior to the release of detailed violation information when a full query is warranted.

I further understand that if I refuse to provide consent for the Company to conduct a limited query of the Clearinghouse, the Company must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA’s drug and alcohol program regulations.

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

\_\_\_\_\_  
 Date



# City of Stevenson Personnel Policy

## Appendix # A-14

### Driver Evaluation Matrix

The purpose of the Driver Evaluation Matrix is to determine eligibility for an employee when driving is a function of the job.

#### **ONCE ADR IS RECEIVED:**

1. Review the driver's Abstract of Driving Record (ADR) using the Driver Evaluation Matrix shown below.
2. Determine whether driving record is clear, acceptable, borderline or poor.

#### **THINGS TO KEEP IN MIND:**

1. Past driving records are highly predictive of future performance as a safe, dependable driver and statistically, there is a high correlation between recent driving history and future accident frequency. A driver, who had four moving violations, more than three years ago, may be a better risk than a driver who has two violations within the last 12 months. However, do not base any hiring, promotion, or transfer decisions solely on this one factor. Persons with borderline ADRs can be advised of their status and coached to improve.
2. Consider the applicability of the individual's past violations to the job the applicant or employee will perform.
3. Review the details of the violations listed on the ADR with the applicant/employee to determine if any extenuating circumstances exist regarding the violation.
4. Accidents listed on ADRs are coded with a two-digit number (e.g. 01-CAR, 02-CAR) that indicates the number of vehicles involved in the particular accident. This number is NOT an indication the driver was or was not at fault.
5. Most convictions and violations are kept on an ADR for five years from the date of conviction or adjudication. Departmental actions, such as, suspensions, revocations, or disqualifications are kept on an ADR for ten years from final release date. Certain violations appear on an ADR in perpetuity, such as alcohol-related convictions, vehicular assault and vehicular homicide convictions and deferred prosecutions.

Under Washington State law, employers are not allowed to consider violations that occurred more than ten years ago, unless the position involves law enforcement, school districts, or the direct responsibility for children, mentally ill, developmentally delayed, or vulnerable adults. Federal law imposes no similar date restriction but requires employers to take into account the age of the violation, the nature of the violation, and the relationship of the violation to the job.



## City of Stevenson Personnel Policy

*Authorized drivers should only be allowed to operate a vehicle on behalf of the City if their driving record demonstrates they will be a safe driver. Those possessing an invalid or suspended license are not eligible to operate a vehicle, for the City under any circumstances.*

Moving Violations	# of Accidents (at-fault)			
	0	1	2	3+
0	CLEAR	A	A	B
1	A	A	B	P
2	A	B	P	P
3+	B	P	P	P
Major	P	P	P	P

A = Acceptable: Those with none or fewer than three points.

B = Borderline: Management should give consideration prior to placing or maintaining this individual in a driving position and may want to provide additional training or other requirements.

P = Poor: Management should give serious consideration to not placing or maintaining this individual in a driving position.

Major Violations include:

- DUI – Driving under the influence of drugs or alcohol
- Negligent homicide in the use of a motor vehicle
- Using a motor vehicle for the commission of a felony
- Operating a vehicle without a valid unsuspended license
- Aggravated assault with a motor vehicle
- Grand theft of a motor vehicle
- Reckless driving or speed contest/racing
- Hit and run (bodily injury and/or property damage)

Moving Violations include violations other than Major Violations. These consist of speeding and other moving traffic infractions. See WAC 308-104-160. Traffic photo enforcement and parking tickets do not appear on driving records as Moving Violations. If multiple citations are issued on the same day, they will be counted as a single violation.



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

**THIS CONTRACT**, made and entered into this 22<sup>nd</sup> day of December, 2020, by and between the **COUNTY OF SKAMANIA**, a legal subdivision of the State of Washington, hereinafter referred to as "County," and the **CITY OF STEVENSON**, a municipal corporation of the State of Washington, hereinafter referred to as "City,"

**WITNESSETH:**

**WHEREAS**, The City desires to contract with the County and its Sheriff, for the Sheriff to provide certain law enforcement services within the City's corporate limits; and

**WHEREAS**, The County, by and through its Sheriff, wishes to perform law enforcement services for the City as set forth below; and

**WHEREAS**, such contracts are authorized by the provisions of RCW 39.34.010 et seq.;

**NOW, THEREFORE, it is agreed as follows:**

1.0 Agreement to Provide Services

The County, by and through its Sheriff, agrees to provide certain law enforcement services for the City, within the City's corporate limits. "Law enforcement services" shall mean response to emergency calls for service, investigation/enforcement of violations of state statutes and certain city code violations, random patrols, regulation of traffic control within City limits, animal control services and shall include the quality of service customarily rendered by the Skamania County Sheriff's Office.

2.0 Payment

.1 Basic Fee. As consideration for these services, the City shall pay the County the amounts listed below for each calendar year:

.1.1 \$176,906 for calendar year 2021, paid in 12 equal installments of \$14,742.17 per month.

.1.2 An amount to be determined for calendar year 2022 equal to the 2021 scheduled amount increased by the West B/C CPI-U 12-month change for June of the current year as reported by the US Bureau of Labor Statistics.

Checks shall be made payable to the Skamania County Treasurer and be issued at the regularly scheduled Council meeting for the month in which the service is provided.

.2 Criminal Justice Money. By state statute the City receives Criminal Justice transfers from the State's General Fund allocated for innovative law enforcement programs,

domestic violence prevention programs, child abuse prevention programs and for cities that contract for law enforcement services. Therefore, as further consideration of the services provided by the Sheriff, the City agrees to pay to the county all funding it receives through the Criminal Justice Programs (understanding these moneys are distributed at the discretion of the State of Washington). The City further agrees to take reasonable and good faith steps to obtain and secure funding for the various Criminal Justice program areas.

### 3.0 Term

The duration of this agreement shall be for two (2) years beginning on January 1, 2021 and ending on December 31, 2022. Upon the mutual written consent of both parties, this agreement can be extended for one (1) additional year after the above stated ending date, including a CPI adjustment per section 2.1.2, above. This agreement may be terminated at any time, or by either party for any reason upon ninety (90) days' written notice. Both parties agree that in October of 2021 the contract will be open for discussion in order to address potential changes affected through collective bargaining that may impact the agreed upon fee.

### 4.0 Customary Services

- .1 Scope of Services. Unless otherwise specified, services provided by the County shall include investigation and enforcement of statutes of the State of Washington, random patrols and certain ordinances of the City.
- .2 Control. The Sheriff shall have exclusive control of the Sheriff's enforcement operations in performing this contract, but the parties do agree to consult with one another, from time to time, to discuss law enforcement services.
- .3 Continuous Service. Law enforcement services will be available to the City on a twenty-four (24) hour per day, seven (7) days per week basis; Provided that allocations of manpower and equipment for this purpose will be at the reasonable discretion of the Sheriff.
- .4 Animal Control. The County agrees to provide certain animal control services for the City within the County's corporate limits. "Animal Control Services" shall mean response to complaints and/or information received regarding violations of Stevenson Municipal Code Title 6, as it now exists or is hereafter amended.  
  
Animal control Services shall be limited to domesticated animals which shall include dogs, live stock and poultry, excluding cats.
- .5 Priorities. The City will work with the county to set service level priorities, goals and metrics. These will be reviewed bi-annually in June and December of each year and adjusted as necessary with a contract amendment. The current list of priorities is listed in the attached Exhibit A.

## 5.0 Indemnification

- .1 County Indemnification. The County acknowledges that, pursuant to the terms of this contract, the County is totally responsible for the acts and omissions of its officers, officials and employees, and is responsible as an independent contractor for the safety of all persons and property in performing pursuant to this contract. The County assumes the risk of all damages, loss, costs, penalties and expense and agrees to indemnify, defend and hold harmless the City, its officers, officials and employees, from and against any and all liability which may accrue to or be sustained by the City, or its officers, officials and employees, on account of any claim, suit or legal action made or brought against the City for the death or injury to persons (including County's employees) or damage to property involving the County, arising out of any act or omission of the County or any County employee in the performance of services performed hereunder. This indemnification extends to the officials, officers and employees of the City and also includes attorney's fees and the cost of establishing the right to indemnification herein in favor of the City. This indemnification does not extend to injuries or damages caused by the sole negligence of the City.
  
- .2 City Indemnification. The City acknowledges that pursuant to the terms of this contract, the City is totally responsible for the acts or omissions of its own officials, officers and employees. The City assumes the risk of all damages, loss, costs and penalties, and agrees to indemnify, defend and hold harmless the County, its officers, officials and employees from and against any and all liability which may accrue to or be sustained by the County on account of any claim, suit or legal action made or brought against the County or its officers, officials and employees, for the death or injury to persons (including City's employees) or damage to property involving the City, arising out of any act or omission of the City or any City employee in the performance of law enforcement services. This indemnification extends to the officials, officers and employees of the County and also includes attorney's fees and the cost of establishing the right to indemnification hereunder in favor of the County. This indemnification does not extend to injuries or damages caused by the sole negligence of the County.

## 6.0 Authority.

The parties agree that for all intents and purposes, the Skamania County Sheriff is also the Chief of Police for the City, and with respect to law enforcement, is bound to the interlocal agreements signed by the City. While performing services under this contract, the Sheriff's Office personnel shall have all authority granted to a police department of a non-charter code city under the laws of the State of Washington.

## 7.0 Materials.

All material needed to perform this contract and the expense of performing it, shall be provided or paid by the County. Such material includes, but is not limited to, vehicles, weapons, communication facilities and such other supplies needed by a law enforcement

agency to carry out its normal functions.

8.0 City to Cooperate.

The City agrees to cooperate fully with the County in the performance of this contract and to furnish the County with any information available to the City that the County may require in the course of the performance of this contract.

9.0 Prosecution.

All citations or complaints for violations of municipal ordinances, including state statutes involving infractions, misdemeanors and gross misdemeanors shall be filed in the Stevenson Municipal Court and shall be prosecuted by the City.

10.0 Insurance.

The County shall provide and maintain police professional liability insurance coverage with limits adequate to cover all foreseeable errors and omissions, and shall provide a copy of said policy to the City for its review and approval.

11.0 Reports.

County will provide City with activity reports on a monthly basis. Such reports shall include the number and types of reported complaints, the type and quantity of arrests made within the City, and any other information relevant to reporting criminal activity within the City.

12.0 Equal Opportunity Employer.

The County covenants that it is an equal opportunity employer.

13.0 Severability.

In the event of invalidity or irresolvable ambiguity of any provision of this contract, the remaining provisions shall nevertheless continue to be valid and enforceable.

14.0 Modifications.

No changes or modifications to this contract shall be valid or binding upon either party unless such changes or modifications be in writing and executed by both parties.

15.0 Attorney Fees.

If any suit or action is filed by any party to enforce or interpret a provision of this contract, or otherwise with respect to the subject matter of this contract, the prevailing party shall be entitled, in addition to other rights and remedies it might have, to reimbursement for its

expenses incurred with respect to such suit or action, including court costs and reasonable attorney's fees.

16.0 Extraordinary Services.

The parties recognize that this contract is designed to allow the City to use the Skamania County Sheriff's Office and its deputies to provide law enforcement services within the city limits. The parties further recognize that law enforcement must respond to a myriad of emergency and non-emergency situations. However, the parties realize that there are certain activities or events that will require exceptional and extraordinary preparation planning and staffing by the Sheriff's Office to adequately respond to the potential threats to safeguard the City's citizens and property. In recognition of these situations, the parties agree to negotiate in good faith additional payments from the City to the County that will fairly reimburse the County for providing these "extraordinary services". For purposes of this section, "Extraordinary services" shall mean those law enforcement services necessary to plan, prepare and staff law enforcement services to respond to or prepare for events that occur within the City limits. The terms "Extraordinary services" do not mean natural disasters, individual criminal episodes or other similar emergency responses.

17.0 Entire Contract.

This contract is the entire agreement between the parties and supersedes all previous agreements or understandings between them. This contract may be modified only in writing, provided both parties have signed the amended document.

18.0 Choice of Venue.

This contract shall be governed by and construed under the laws of the State of Washington, and any action brought to enforce the terms of this contract shall be brought in a court of competent jurisdiction located in Skamania County.

19.0. Interlocal Agreement Representations

This is an interlocal agreement pursuant to RCW Ch 39.34 and the parties make the following representations:

- a. Duration. This AGREEMENT shall terminate on December 31, 2022 or sooner as provided in paragraph 3.0, above.
- b. Organization. No new entity will be created to administer this agreement.
- c. Purpose. The purpose is to enable the City of Stevenson to contract with Skamania County for law enforcement services.
- d. Manner of Financing. The parties intend to finance this agreement in cash as part of their general funds budgets.

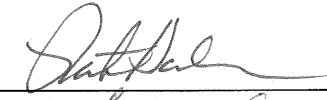
- e. Termination of Agreement. The parties shall have the right to terminate this agreement as provided in paragraph 3.0, above.
- f. Other. All terms are covered by this Agreement. No additional terms are contemplated.
- g. Selection of Administrator. The City of Stevenson City Administrator shall be the Administrator for this Interlocal Agreement.
- h. Filing. Prior to its entry into force, this agreement shall be filed with the Skamania County Auditor or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source.

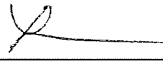
**IN WITNESS WHEREOF**, the **COUNTY** has caused this Contract to be duly executed on its behalf, and thereafter the **CITY** has caused the same to be duly executed on its behalf.


**CITY OF STEVENSON,**  
A Municipal Corporation,

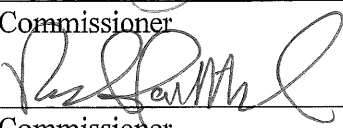
**COUNTY OF SKAMANIA,**  
Board of Commissioners

By:   
\_\_\_\_\_  
Mayor

By:   
\_\_\_\_\_  
Chairman

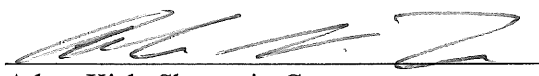
Attest:  
By:   
\_\_\_\_\_  
City Clerk

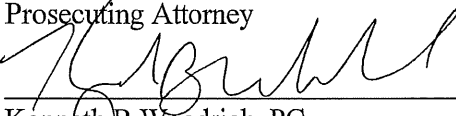
  
\_\_\_\_\_  
Commissioner

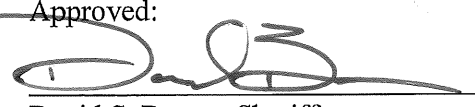
  
\_\_\_\_\_  
Commissioner

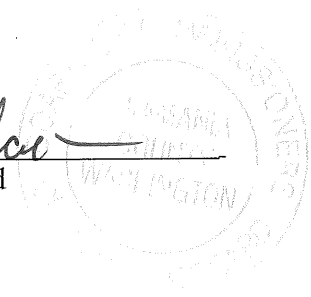
Approved as to form only:

Attest:  
  
\_\_\_\_\_  
Clerk of the Board

  
\_\_\_\_\_  
Adam Kick, Skamania County  
Prosecuting Attorney

  
\_\_\_\_\_  
Kenneth B Woodrich, PC  
City Attorney,  
City of Stevenson

Approved:  
  
\_\_\_\_\_  
David S. Brown, Sheriff  
Skamania County, WA



## Exhibit A

### Service Level Priorities-2021

The initial priorities as outlined below are goals to be reviewed and revised bi-annually. The Community Response Team is a new program and more specific metrics may be developed as the program rolls out. Other goals listed below are also new and may be revised.

#### Mental Health:

The City and County recognize the need for a coordinated effort between law enforcement and mental health providers to ensure people in crisis are adequately and appropriately served. Both the City and County commit to working together to increase mental health staffing levels while working with the State of Washington to meet requirements set forth in the Trueblood Settlement Agreement. Full implementation of a crisis response team will be a priority for the 2021 calendar year. Further, the City and County agree to work together to create a comprehensive plan to address the short and long-term needs related to mental health services with a goal of 20% of mental health calls are referred to the Community Response Team. A referral requires the consent of the person experiencing a mental health crisis and is not the decision of the Sheriff's Office. The Sheriff's Office will encourage contact with Community Health on 100% of mental health calls.

#### Training:

Training as required in WAC 139-11-020, specifically mental health and bias training as outlined in Part III of the Law Enforcement Training and Community Safety Act (LETCSA) or I-940, will be provided.

Reports on training provided, to include hours of training and title of training, will be submitted no less than annually or as required by state law.

#### Traffic Enforcement:

The city intends to work toward safer travel on city streets, especially Second Street. To this end the city will work with the county to identify areas needing infrastructure improvements and incorporate them into the traffic plan and capital improvement program. The goal is a reduction in requests for traffic enforcement within Stevenson city limits.



Leana Kinley &lt;leana@ci.stevenson.wa.us&gt;

---

**from Svetlana Heinze**

1 message

---

**Svetlana Lebedeva** <shokoladus@yahoo.com>  
To: Leana Kinley <leana@ci.stevenson.wa.us>

Tue, Nov 29, 2022 at 2:55 PM

Hello Leana

This is a copy of letter that I mailed today.

To the City of Stevenson Council,

I, Svetlana Heinze, owner of house 270 NE Columbia View Stevenson, am requesting the City Administration to forgive water/sewer back-charges.

My former husband, Richard Heinze, was informed by his real estate agent that he can rent this home as a duplex. Richard Heinze purchased the house in January 2017 as his sole property.

I legally became the owner of the home in 2019. No reconstruction was performed to the house or property.

I was surprised to become informed by the city administration in September 2021 that I am unable to rent the house as duplex. Currently it is being rented to a single family, who is awaiting the completion of their new house; right down the hill, here in Stevenson.

The hardships brought on by the COVID 19 pandemic led to the loss of the largest portion of my income by suddenly becoming unable to rent the home as a duplex and only being able to rely on one family.

I implore you to consider the challenges I have been facing and appreciate any leniency and kindness.

Warm regards,

Svetlana Heinze





**Bob Ferguson**  
**ATTORNEY GENERAL OF WASHINGTON**

**MEMORANDUM**

DATE: April 6, 2020

TO: Local Governments in Washington

FROM: The Attorney General's Office

SUBJECT: **Legality of Options for Supporting Small Businesses and Low-Income Individuals During a Public Health Crisis**

**I. INTRODUCTION**

Washington State and the nation are in the midst of a public health and economic crisis related to COVID-19. The Governor recently ordered all non-essential businesses generally to cease operations. The Governor also ordered all people in Washington State to stay home, with limited exceptions. In the midst of this unprecedented crisis, our office has heard from many local governments looking for ways to help the residents and businesses in their communities.

Several local governments have contacted our office to seek guidance about their aid efforts. Our office recently published general guidance that constitutional restrictions on use of public funds should not be an impediment to local efforts to combat COVID-19, as local government expenditures made in furtherance of the effort to combat the virus further fundamental public purposes, such as protecting public health and welfare.

This memorandum follows up on that general guidance by evaluating two potential initiatives some are considering to assist low-income residents and small businesses affected by the crisis. The first initiative would provide cash assistance to low-income individuals who lost their jobs due to COVID-19, or who are struggling financially as a result. The second initiative would provide grants or loans to small businesses struggling to survive the closure of their businesses. The stated goal of the initiatives is to ensure compliance with public health guidelines and to prevent economic hardship in the region.

We conclude that cash grants can be provided to low-income individuals consistent with our state constitution's restriction on gifts of public funds. We also conclude that grants or loans can likely be provided to impacted small businesses, so long as reasonable safeguards are in place to prevent fraud or abuse.

# ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 2

## II. ISSUES

1. Under article VIII, section 7 of the state constitution, may a local government provide cash assistance to low-income individuals who have lost their jobs or are struggling financially due to COVID-19?
2. Under article VIII, section 7 of the state constitution, may a local government provide grants or loans to small businesses struggling with the State-ordered closure of their businesses?

## III. SHORT ANSWERS

1. Yes. Article VIII, section 7 of the state constitution allows local governments to give money to provide necessary support for the “poor.” Temporary cash assistance to low-income individuals who have lost their jobs or are struggling financially would fit in this category. More broadly, when government carries out its fundamental purposes with public funds, it does not violate article VIII, section 7. Preserving public health and promoting public welfare are fundamental purposes of government. Temporary financial assistance for low-income residents during a public health crisis advances public welfare, so a court would likely not consider it to be an unconstitutional gift.
2. Probably, with sufficient safeguards in place. Given the unprecedented health crisis that Washington faces, loans or grants are likely permissible if a local government can establish a clear nexus between such programs and either protecting the local economy or promoting compliance with public health guidelines.

## IV. FACTUAL BACKGROUND

### A. The Governor Ordered People to Stay Home and Non-Essential Businesses to Close to Limit the Spread of COVID-19

Washington State faces an unprecedented public health and economic crisis related to COVID-19. On January 21, 2020, the Centers for Disease Control and Prevention (CDC) and the Washington State Department of Health announced the first case of COVID-19 in the State. *See* 2019 Novel Coronavirus Outbreak (COVID-19), <https://www.doh.wa.gov/Emergencies/Coronavirus> (last visited April 6, 2020). Since then, the virus has spread rapidly throughout the State. As of April 4, 2020, the State Department of Health has documented 7,984 cases and 338 deaths. *Id.*

The Governor has acted to limit the spread of COVID-19. Most relevant here, on March 23, 2020, the Governor issued the Stay Home – Stay Healthy Proclamation 20-25. *See* Proclamation

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 3

by the Governor Amending Proclamation 20-05. The proclamation described the virus's impact on public health and the economy: "the worldwide COVID-19 pandemic and its progression in Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace." *Id.* at 1. The proclamation also described the challenges faced by the state's health care system: "models predict that many hospitals in Washington State will reach capacity or become overwhelmed with COVID-19 patients within the next several weeks unless we substantially slow down the spread of COVID-19 throughout the state." *Id.*

To slow the spread of COVID-19, the Governor ordered people to stop leaving their homes, with limited exceptions, and he ordered non-essential businesses to close:

**All people in Washington State shall immediately cease leaving their home or place of residence except: (1) to conduct or participate in essential activities, and/or (2) for employment in essential business services.** This prohibition shall remain in effect until midnight on April 6, 2020, unless extended beyond that date.

.....

**Effective midnight on March 25, 2020, all non-essential businesses in Washington State shall cease operations except for performing basic minimum operations. All essential businesses are encouraged to remain open and maintain operations, but must establish and implement social distancing and sanitation measures established by the United States Department of Labor or the Washington State Department of Health Guidelines.** This prohibition shall remain in effect until midnight on April 8, 2020, unless extended beyond that date.

Proclamation by the Governor Amending Proclamation 20-05 at 3, 4. The Governor has since extended all provisions in this order through May 4, 2020. Proclamation by the Governor Amending Proclamations 20-05 and 20-25 at 2.

COVID-19 is also causing devastating economic effects in Washington and nationwide. During the two weeks from March 15 to March 28, Washingtonians filed 310,937 new claims for unemployment benefits. <https://www.esd.wa.gov/newsroom/news-releases?ReleaseYear=All> (last visited April 6, 2020). Across the nation, workers filed nearly ten million initial unemployment claims from March 15 to March 28. See <https://www.dol.gov/ui/data.pdf> (last visited April 6, 2020) Many small businesses in Washington have already announced plans to close permanently.

April 3, 2020

Page 4

**B. State and Local Governments Are Looking for Ways to Combat the COVID-19 Pandemic**

In recent weeks, our office has received a number of inquiries related to steps state agencies and local governments can take to combat the COVID-19 pandemic and its economic consequences. Our office recently published general guidance on these inquiries. *See* Guidance on Analyzing Issues Related to Gifts of Public Funds During the COVID-19 Pandemic (March 17, 2020), available at [http://mrsc.org/getmedia/37fa7cc7-fb7f-4dc4-88d4-4ad6a8887318/w3agcorona\\_gopf.pdf.aspx](http://mrsc.org/getmedia/37fa7cc7-fb7f-4dc4-88d4-4ad6a8887318/w3agcorona_gopf.pdf.aspx). This memo analyzes two specific ideas some local governments are considering to further ameliorate the effects of the crisis: (i) providing cash assistance to low-income individuals who have become unemployed or are otherwise struggling financially due to COVID-19, and (ii) providing government grants to small businesses that are struggling with government-ordered shut downs.

**V. ANALYSIS**

**A. Background Principles Related to Gifts of Public Funds Under Washington’s Constitution**

Before addressing the specific policies at issue, this memorandum briefly summarizes the constitutional limits on local governments’ ability to give or loan money to individuals or companies. Article VIII, section 7 of the state constitution reads:

No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation.<sup>1</sup>

Const. art. VIII, § 7.

---

<sup>1</sup> The state constitution places similar limits on the State’s use of its “credit.” *See* Const. art. VIII, § 5. “The credit of the state shall not, in any manner be given or loaned to, or in aid of, any individual, association, company or corporation.” *Id.* Because the present inquiry is from a local government, article VIII, section 7 applies, although courts interpret the two provisions “identically.” *See Citizens for Clean Air v. City of Spokane*, 114 Wn.2d 20, 39 n. 8, 785 P.2d 447 (1990).

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 5

Our Supreme Court has recognized that when the constitutional convention adopted article VIII, section 5, the related provision that limits the state's lending of credit, it did not intend to hinder state government from carrying out its "essential function to secure the health and welfare of the state's citizens." *See Wash. State Hous. Fin. Comm'n v. O'Brien*, 100 Wn.2d 491, 495, 671 P.2d 247 (1983). The purpose of article VIII, sections 5 and 7 is "to prevent state funds from being used to benefit private interests where the public interest is not primarily served." *Wash. Pub. Ports Ass'n v. Dep't of Revenue*, 148 Wn.2d 637, 653, 62 P.3d 462 (2003) (quoting *Japan Line, Ltd. v. McCaffree*, 88 Wn.2d 93, 98, 558 P.2d 211 (1977)). A government's use of public funds is presumed constitutional, and the burden of overcoming that presumption lies with the individual making the challenge. *City of Tacoma v. Taxpayers of Tacoma*, 108 Wn.2d 679, 702, 743 P.2d 793 (1987).

Washington courts "use a two-pronged analysis to determine whether a gift of public funds has occurred." *In re Recall of Burnham*, 194 Wn.2d 68, 77, 448 P.3d 747 (2019). First, the court asks whether the funds were expended "to carry out a fundamental purpose of the government." *Id.* If the answer to that question is yes, the analysis ends, and there is no gift of public funds. *Id.*; *CLEAN v. State*, 130 Wn.2d 782, 797-98, 928 P.2d 1054 (1996). If the answer to that question is no, the court asks whether the funds were given with donative intent, and what the public received in exchange (also called "consideration"). *CLEAN*, 130 Wn.2d at 797-98. The consideration that the public receives is the "key factor." *City of Tacoma*, 108 Wn.2d at 703 (quoting *Adams v. Univ. of Wash.*, 106 Wn.2d 312, 327, 722 P.2d 74 (1986)). Unless there is a proof of donative intent or a grossly inadequate return, courts do not inquire into the adequacy of consideration. *City of Tacoma*, 108 Wn.2d at 703.

State courts have not offered a complete list or definition of what constitutes a "fundamental purpose" of government. However, case law applying article VIII, sections 5 and 7 of the state constitution provides several examples. Fundamental purposes of government include collecting taxes, furthering higher education, acquiring real property, controlling floods, enforcing child support obligations, disposing of solid waste, providing and administering workers' compensation, and obtaining and defending guardians ad litem.<sup>2</sup> In contrast, building baseball

---

<sup>2</sup> *In re Burnham*, 194 Wn.2d at 77 (acquire real property); *Washington Pub. Ports Ass'n*, 148 Wn.2d at 653 (tax collection for use of public property); *Hadley v. Dep't of Labor & Indus.*, 116 Wn.2d 897, 907, 810 P.2d 500 (1991) (administer industrial insurance); *Citizens for Clean Air*, 114 Wn.2d at 39; *Johnson v. Johnson*, 96 Wn.2d 255, 263-64, 634 P.2d 877 (1981) (enforcing child support obligations); *Citizens Protecting Res. v. Yakima Cnty.*, 152 Wn. App. 914, 922, 219 P.3d 730 (2009) (flood control); *West v. Osborne*, 108 Wn. App. 764, 771, 34 P.3d 816 (2001) (obtaining guardians ad litem); *Major Prods. Co. v. Nw. Harvest Products, Inc.*, 96 Wn. App. 405, 410, 979 P.2d 905 (1999) (furthering higher education); *Dep't of Labor and Indus. v. Wendt*, 47 Wn. App. 427, 435, 735 P.2d 1334 (1987) (providing industrial insurance).

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 6

stadiums, constructing parking garages, and allowing a railroad to use tracks rent free are not fundamental purposes of government.<sup>3</sup>

Entitlement payments are an acceptable means to accomplish a fundamental government purpose. “No unconstitutional gift of public property occurs when funds are expended as entitlement payments, made by the government in carrying out its fundamental purposes.” *City of Tacoma*, 108 Wn.2d at 702. The Court defines “entitlements” as “a form of assistance provided to the public, or a segment of the public, as cash or services, in carrying out a program to further an overriding public purpose or satisfy a moral obligation.” *Id.* at 702 n.15 (quoting *City of Seattle v. State*, 100 Wn.2d 232, 241, 668 P.2d 1266 (1983)). Examples of entitlement payments include payments for day-care services, vaccinations, fare-free bus zones, crime victim compensation, and relocation assistance payments to people or businesses displaced by condemnation. *Id.*

Article VIII, section 7 also allows local governments to give or loan money for the “necessary support of the poor and infirm.” The phrase “poor and infirm” in article VIII, section 7 is read in the disjunctive, meaning the benefitted individual must be “poor” or “infirm,” but does not need to be both. *Wash. Health Care Facilities v. Ray*, 93 Wn.2d 108, 116, 605 P.2d 1260 (1980). State courts generally do not assess who “belongs in the benefitted class” of the “poor and infirm.” *O’Brien*, 100 Wn.2d at 497. Instead, they defer to the legislative determination of what constitutes need, and they assess the reasonableness of that determination. *Id.*

Finally, courts will likely consider a local government’s motive when it gives or loans money, property, or credit to individuals or companies. When analyzing the Legislature’s actions under article VIII, section 5, our Supreme Court has stated that it gives great weight to the government’s stated declaration of purpose. *Id.* at 495–96. The Court does not accept the government’s declaration as conclusive, but it will accept it unless it is arbitrary or unreasonable. *Id.* at 496.

Summarizing these principles, when a local government gives or loans money, property, or credit to an individual or company, the courts are most likely to uphold the local government’s action if one of the following is true: (1) the action is necessary to accomplish a fundamental governmental purpose, (2) the public is receiving something in exchange, (3) the action is necessary to support the poor, or (4) the action is necessary to support the infirm. Additionally, it

---

<sup>3</sup> *CLEAN v. City of Spokane*, 133 Wn.2d 455, 469, 947 P.2d 1169 (1997) (parking garage); *CLEAN*, 130 Wn.2d at 797-98 (baseball stadium); *Peterson v. Dep’t of Revenue*, 9 Wn. App. 2d 220, 228, 443 P.3d 818 (2019), review granted *sub nom. Peterson v. Port of Benton*, 194 Wn.2d 1001, 451 P.3d 326 (2019) (rent free use of railroad tracks).

April 3, 2020

Page 7

is advisable for the local government to state why it is taking the action, explain what it expects to accomplish, and describe the benefit the public will receive.

**B. Cash Assistance to Low-Income Individuals Who Have Lost Their Jobs or Are Struggling Financially Due to COVID-19 Comply with Washington’s Constitutional Limitations on Gifts of Public Funds**

Local governments do not violate Washington’s constitutional prohibition on gifts of public funds by providing cash assistance to low-income individuals who have lost their jobs or are struggling financially because of the COVID-19 crisis. This is clear for two independent reasons.

First, Washington’s Constitution does not prohibit local governments from expending resources for “the necessary support of the poor.” Const. art. VIII, § 7. If the local government’s program uses reasonable means to assess who is “poor” when providing cash assistance, a court would almost certainly conclude that such assistance is “the necessary support of the poor” and so not barred by article VIII, section 7. The courts have not clearly defined what “poor” means for purposes of article VIII, section 7, but they generally defer to governmental determinations on this point. *O’Brien*, 100 Wn.2d at 497.

Even if financial assistance to low-income individuals affected by the COVID-19 pandemic would not qualify as “the necessary support of the poor,” it would still not be a gift of public funds because it furthers a fundamental purpose of government. State courts have stated that a core purpose of government is ensuring public health and promoting public welfare. *See, e.g., O’Brien*, 100 Wn.2d at 495 (securing the health and welfare of the state’s citizens is an essential government function); *Hudson v. City of Wenatchee*, 94 Wn. App. 990, 995-96, 974 P.2d 342 (1999) (describing “the preservation of the public health” and “promotion of the public welfare” as fundamental purposes of government).

Temporary cash assistance to the jobless can help to promote public welfare by lessening the financial impact caused by sudden job loss and preventing potentially more intractable problems like long-term unemployment, hunger, and homelessness. Our Supreme Court has concluded that cash assistance can accomplish a fundamental purpose of government when it “further[s] an overriding public purpose or satisf[ies] a moral obligation.” *City of Tacoma*, 108 Wn.2d at 702 n.15 (quoting *City of Seattle*, 100 Wn.2d at 241). The overriding public purpose of temporary cash assistance in this context would be to ameliorate the economic hardship caused by the COVID-19 pandemic and the closure of non-essential businesses, which left many people

April 3, 2020

Page 8

without work, at least temporarily.<sup>4</sup> This in turn could help address local governments' concerns about the economic collapse of the region.

**C. Grants or Loans to Small Businesses That Are Struggling with Government Shutdowns Can Also Likely Be Provided in a Way that Complies With Washington's Constitution**

This question is a closer call than the first one, but we believe there are ways that grants or loans to small businesses affected by the COVID-19 crisis could be provided that would likely comply with Washington's constitutional prohibition on gifts of state funds.

The reason this question is a closer call than the first one is that our state constitution explicitly recognizes the importance of government support for "the poor," but also expresses concern about improper gifts to private businesses. For example, our Supreme Court found a violation of article VIII, section 7 when a county gave money directly to a private corporation for an agricultural fair and maintained "no direct control over how the money was . . . spent." *CLEAN*, 130 Wn.2d at 798 (discussing *Johns v. Wadsworth*, 80 Wash. 352, 355, 141 P. 892 (1914)).

That said, context matters. The context for local governments' proposed programs of small business loans and grants here is not "to enhance the private sector's profit at the taxpayer's expense"—which is clearly impermissible under the state constitution—but to prevent small businesses from having to close permanently due to the hardship associated with government-mandated closure of their businesses. *O'Brien*, 100 Wn.2d at 495. "[T]he health of the state's economy [has] traditionally been [a] concern[] of state government." *Id.* at 496. "The range of remedies available to meet these state problems must necessarily be wide. We leave the wisdom of a chosen remedy in the legislative arena." *Id.*

Local governments' stated purposes for providing grants and loans to small businesses are to prevent the region's economic collapse from the unprecedented COVID-19 crisis and to ensure compliance with public health guidelines. A local government would need to provide a clear nexus between any proposed grants and loans to small businesses and public health and welfare to help explain to a reviewing court why these local efforts accomplish a fundamental government purpose. It seems reasonable to conclude that helping small businesses survive temporary closure will help reduce the economic hardship caused by this crisis and encourage small businesses to comply fully with public health guidelines, but including statements to that effect in authorizing legislation would be helpful. Because there is no case law directly on point,

---

<sup>4</sup> This analysis is limited to the context of the COVID-19 crisis. A different analysis might apply if a local government wanted to provide cash assistance at another time.



ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 9

this conclusion is somewhat uncertain, but courts would likely recognize the unique circumstances here and the need for strong action.

If the court does not see small business grants and loans as accomplishing a fundamental government purpose, the court would next ask whether the funds were given with donative intent, and what the public received in exchange. *CLEAN*, 130 Wn.2d at 797-98.

A court would analyze the issue of donative intent by asking whether the local government intended to give money to small businesses without receiving anything in return for the public. A gift is a voluntary transfer of property without consideration. *City of Bellevue v. State*, 92 Wn.2d 717, 720, 600 P.2d 1268 (1979). “If intent to give a gift is lacking the elements of a gift are not present, and article 8, section 7 does not apply.” See *CLEAN*, 130 Wn.2d at 798 (quoting *Scott Paper Co. v. City of Anacortes*, 90 Wn.2d 19, 33, 578 P.2d 1292 (1978)). If the court found that the local government intended to receive something in return for the public, it would then ask whether what the public received was “grossly inadequate.” *CLEAN*, 133 Wn.2d at 469.

For the courts to analyze these questions, it would be helpful if local governments identified the specific economic benefits that the public would receive from the grants or loans. Local governments would be wise to ask any small business seeking funds for evidence of public benefit. This could include information like the number of jobs created or saved, the amount of tax revenue created or maintained, whether the business would pay wages or benefits to workers during the government shutdown, whether temporary funding would avoid risks like bankruptcy or permanent closure, or any other relevant information to assess public benefit. If a local government could document benefits to the public along these lines, a court could certainly find that state aid to this circumscribed class of the public (small businesses), in furtherance of legitimate state objectives, provided the necessary “consideration” for the aid. *Id.*

**INTERLOCAL AGREEMENT  
LEASE**

Lease made this 15<sup>th</sup> day of December, 2022 by and between **CITY OF STEVENSON**, a municipal corporation organized under the laws of the State of Washington, herein referred to as "Lessor", and **EDUCATIONAL SERVICE DISTRICT 112**, an educational service district organized under the laws of the State of Washington, having its principal office at Vancouver, Clark County, Washington, herein referred to as "Lessee."

**Recitals**

1. Lessor is the sole owner of the real property described in Exhibit "A" attached hereto and incorporated herein by reference, the leased portion of which is hereinafter referred to as "the Premises." The Premises being leased hereunder consist of 500 square feet.
2. Lessee desires to lease the Premises for the purpose(s) of running One Prevention Alliance which is a community coalition dedicated to reducing and preventing drug and alcohol abuse.
3. The parties desire to enter into this lease agreement defining their respective rights, duties and liabilities with respect to the Premises.
4. This Lease is between two Washington governmental agencies and is formed as an interlocal agreement under RCW Ch. 39.34.

In consideration of the mutual covenants contained herein, the parties agree as follows:

**SECTION ONE  
Subject and Purpose**

1. Lessor leases the Premises described in Exhibit "A" to Lessee for Lessee's use for the purpose(s) of running One Prevention Alliance and for no other purpose without the express permission of Lessor. If Lessee's use of the premises is at any time prohibited by law or governmental regulation, this lease shall terminate.
2. In connection with its use of the Premises, Lessee shall:
  - a. Conform to all applicable laws and regulations of any public authority affecting the Premises and their use and correct at Lessee's own expense any failure of compliance created through Lessee's fault or by reason of Lessee's use. Lessee shall not otherwise be required to make expenditures to comply with any laws and regulations, nor shall Lessee be required to make any structural changes to affect such compliance unless such changes are required because of Lessee's specific use.

b. Refrain from any activity which would make it impossible to insure the Premises against casualty or which would increase the insurance rate, unless Lessee pays the additional cost of the insurance.

c. Refrain from any use which would be reasonably offensive to other tenants, or owners, or users of neighboring premises, or which would tend to create a nuisance or damage the reputation of the Premises.

d. Refrain from loading the floors beyond the point considered safe by a competent engineer or architect selected by Lessor. If Lessor deems such inspection necessary by virtue of Lessee's use or intended use, Lessee shall bear the cost of the inspection.

e. Refrain from making any marks on or attaching any sign, insignia, antenna, aerial, or other device to the exterior or interior walls, windows, or roof of the Premises without the written consent of Lessor.

f. Comply with any reasonable rules respecting the use of the Premises promulgated by Lessor from time to time and communicated to Lessee in writing.

g. Prohibit cigarette smoking within the premises.

h. Inform Lessor of business hours and keep Lessor so informed.

## **SECTION TWO** **Term and Rent**

1. Lessor demises the Premises commencing January 1, 2023 and continuing thereafter on a month-to-month basis until terminated. Either party may terminate this Lease upon thirty (30) notice to the other, with or without cause.

2. For the use and occupancy of the Premises for the entire term and considering the public benefits derived from Lessee's occupancy of the space, Lessor agrees to provide the space free of charge.

## **SECTION THREE** **Inspection**

Lessee is leasing the Premises "as is", and Lessor makes no representations or warranties except as to title as set forth herein. Without limiting the generality of the foregoing, Lessee acknowledges that it has made its own independent investigation and inspection respecting the Premises and will be relying entirely thereon and on the advice of any consultant it may retain. Lessee may not rely upon any representation of any party, whether or not such party purports to act on behalf of Lessor, unless the representation is expressly set forth herein or in a subsequent document executed by Lessor. All representations, warranties, understandings and agreements between Lessee and Lessor are merged herein.

## **SECTION FOUR**

### **Taxes**

1. Lessee is a governmental agency and as such is not subject to state or federal taxation. However, any tax that may be imposed on Lessee by reason of Lessee's occupancy of the premises shall be Lessee's responsibility and Lessee shall full indemnify Lessor against those charges.

## **SECTION FIVE**

### **Utilities**

1. Lessor shall pay all utilities to the Premises.
2. All applications and connections for utility services which are to be separately metered shall be made in the name of Lessee only, and Lessee shall be solely liable for such utility charges as they become due. Lessor warrants to hold Lessee harmless from all obligations for cost of utility services incurred by previous Lessees of the Premises.

## **SECTION SIX**

### **Maintenance and Repairs**

Lessee shall, at all times during the term of the Lease and at its own cost and expense, maintain, in good order and condition, any buildings and improvements, and all additions and alterations thereto, located on the Premises; provided however, that Lessor shall be responsible for repairing and replacing the roof, foundation and structural components of any existing building(s), unless the use, conduct or activities of Lessee caused the problem which necessitated the repair or replacement work. Lessee shall use all reasonable precaution to prevent waste, damage or injury to the Premises. If Lessee fails to repair any substandard condition after written notice by Lessor, Lessor may do so and assess the cost of repair to Lessee.

Upon expiration or early termination of this Lease, Lessee shall surrender the Premises to Lessor in good order and condition, subject to depreciation, ordinary wear and tear, and damage by fire or other casualty. All repairs for which Lessee is responsible shall be completed by the date of surrender. Lessee shall remove all of its equipment, machinery, fixtures and other personal property that remain its property by the date of surrender.

## **SECTION SEVEN**

### **Insurance/Casualty to Premises**

1. Casualty Insurance. Lessor shall at all times obtain and maintain a policy of casualty insurance (or participation in an insurance pool with similar coverage) on any and all buildings and improvements of which the Premises are a part, including all alterations and additions thereto, for all known risks, in an amount equal to the market value of said buildings and improvements. Lessor shall prorate the cost of such policy among the tenants of the building of which the Premises are a part, and upon presentation of a bill for the prorated premium amount, Lessee shall pay the amount due to Lessor in a timely manner. Proration shall be calculated as set out in Section Five (2) above.

2. Personal Property Insurance. Any personal property shall be on the premises at the sole risk of Lessee, and Lessee shall bear all costs associated with any property damage insurance.

3. Liability Insurance. Lessor shall have no liability or responsibility whatsoever with respect to the conduct and operation of the Lessee's business on the Premises. Lessor shall not be liable for any accident or injury to any person or property in or about the Premises that is caused by the conduct or operation of said business or by virtue of equipment or property of Lessee on said premises. Lessee agrees to defend and hold Lessor harmless against any and all such claims.

a. Without limiting the foregoing, Lessee agrees to purchase public liability and property damage insurance with limits of not less than \$2 million general aggregate, \$2 million products composition aggregate, and personal injury of \$1,000,000 per occurrence, which insurance shall protect the Lessor, and to deposit evidence of same with Lessor. The evidence of insurance deposited with Lessor shall name the Lessor as an additional insured. Lessor reserves the right to require reasonable increases in the insurance coverage mandated by this subparagraph.

b. Lessee shall indemnify and save Lessor harmless from and against any and all losses, costs (including attorney fees), damages, expenses, liabilities (including statutory liability), and claims for damages as a result of injury of death of any person or damage to any property that arise from or in any manner grow out of any act or neglect on or about the leased Premises by Lessee, Lessee's partners, agents, employees, customers, invitees, contractors or subcontracts or any other persons or property present on or about the Premises arising from Lessee's occupation of the Premises.

c. All insurance provided by Lessee as required by this section shall insure performance by Lessee of the indemnity provisions hereof. Both Lessor and Lessee shall be named as insureds, and the policy shall be primary insurance as far as Lessor is concerned. All insurance shall be written with responsible companies acceptable to Lessor and authorized to conduct business in the State of Washington. Lessee shall provide the names of all of Lessee's insurance carriers to Lessor and shall provide copies of all insurance policies to Lessor. All policies shall require written notice to Lessor of any cancellation or change affecting any interest of Lessor.

4. Other Insurance. Lessee shall provide and keep in force other insurance in amounts that may from time to time be reasonably required by Lessor against other such insurable hazards as are commonly insured against for the type of business activity that Lessee will conduct.

5. In the event fire or other casualty causes damage to the Premises, Lessor shall restore any damaged portion of the Premises as soon as practicable to substantially its condition immediately before the casualty. Rent shall be abated during the period of restoration and to the extent the buildings and Premises are not reasonably usable by Lessee, except that there will be no rent abatement if the casualty was caused by Lessee's negligence or failure to comply with the terms of this Lease. Insurance proceeds pertaining to the buildings and improvements shall be applied to the costs of such restoration and repair. If the damage to the Premises exceeds 50% of its replacement cost, Lessor may elect to terminate this lease.

**SECTION EIGHT**  
**Unlawful or Dangerous Activity**

Lessee shall neither use nor occupy the Premises, nor any part thereof, for any unlawful, disreputable or ultra-hazardous purpose, nor shall Lessee operate or conduct its business in a manner constituting a nuisance of any kind. Upon Lessee's discovery of any unlawful, disreputable or ultrahazardous use, Lessee shall immediately take action to halt such activities. Lessee will not do or permit anything to be done on the Premises, or bring or keep anything therein, which shall in any way increase the rate of fire or other insurance on the building, or on the property kept therein, or endanger, obstruct or interfere with the rights of other tenants, or conflict with the fire laws or regulations or with any insurance policy upon the building or any part thereof, or with any statutes, rules, or regulations enacted or established by any governmental authority.

**SECTION NINE**  
**Indemnity**

Lessee shall indemnify Lessor against all expenses, liabilities and claims of every kind, including reasonable attorney fees, made by or on behalf of any person or entity arising out of either: (1) a failure by Lessee to perform any of the terms or conditions of this Lease; (2) any injury or damage to persons or property happening on or about the Premises; (3) a failure of Lessee to comply with any law of any governmental authority; or (4) any mechanic's lien or security interest filed against the Premises or any buildings or improvements thereon as a result of Lessee's activities.

**SECTION TEN**  
**Default or Breach**

Each of the following events shall constitute a default or breach of this Lease by Lessee:

1. If Lessee, or any successor or assignee of Lessee while in possession, shall file a petition in bankruptcy or insolvency or for reorganization under any bankruptcy act, or shall voluntarily take advantage of any such act by answer or otherwise, or shall make an assignment for the benefit of creditors.
2. If involuntary proceedings under any bankruptcy law or insolvency act shall be instituted against Lessee, or if a receiver or trustee shall be appointed for all or substantially all of the property of Lessee, and such proceedings shall not be dismissed or the receivership or trusteeship vacated within 90 days after the institution or appointment.
3. If Lessee remains on the premises after Lessor provides thirty (30) days' written notice of Lessor's intent to terminate the lease. Following any such notice, Lessee shall surrender possession of the premises, remove all personal property and leave the premises in a clean, rentable condition.
4. If Lessee shall fail to perform or comply with any of the conditions of this Lease and if the nonperformance shall continue for a period of 30 days after notice thereof by Lessor to Lessee

or, if the performance cannot be reasonably had within the 30-day period, Lessee shall not in good faith have commenced performance within the 30-day period and shall not diligently proceed to completion of performance. However, no such notice shall be required if a similar notice was given within the previous six (6) months.

5. If Lessee shall abandon the demised Premises. However, Lessor's acceptance of Lessee's abandonment shall not relieve Lessee of its obligation to pay rent for the remainder of the term.

6. If this Lease or the estate of Lessee hereunder shall be transferred to or shall pass to or devolve on any other person or party, except in the manner herein permitted.

### **SECTION ELEVEN** **Effect of Default/Remedies**

In the event of any default hereunder, Lessor shall have an immediate right to pursue the following remedies in addition to remedies provided by law:

1. Lessor may elect, but shall not be obligated, to make any payment required of Lessee herein or comply with any agreement, term, or condition required hereby to be performed by Lessee, and Lessor shall have the right to enter the Premises for the purpose of correcting or remedying any such default and to remain until the default has been corrected or remedied and may charge Lessee for any such expenditures, but any expenditure for the correction by Lessor shall not be deemed to waive or release the default of Lessee or the right of Lessor to take any action as may be otherwise permissible hereunder in the case of any default.

2. Lessor shall have the right to cancel and terminate this Lease, as well as all of the right, title and interest of Lessee hereunder, without demand or legal process, by giving to Lessee thirty (30) days' written notice of the cancellation and termination. Thereupon, this Lease and the right, title and interest of Lessee hereunder, shall terminate in the same manner and with the same force and effect, except as to Lessee's liability, as if the date fixed in the notice of cancellation and termination were the end of the term herein originally determined.

3. Upon termination of the Lease under the foregoing paragraph, Lessor may by written notice to Lessee demand that Lessee assemble all Lessee's personal property on the Premises at a place designated by Lessor that is reasonably convenient to Lessor and Lessee, and Lessee agrees that it will assemble such property. In the alternative, Lessor may re-enter the Premises and remove the property and personnel of Lessee. Lessor may then store Lessee's property in a public warehouse or other place selected by Lessor, at the expense of the Lessee; provided, however, that Lessor may, after a reasonable attempt to notify Lessee, dispose of Lessee's stored property by sale or otherwise after a period of forty-five (45) days from the date of termination, and credit the proceeds of sale against any amounts owed by Lessee. Upon termination, Lessor may recover from Lessee all damages proximately resulting from the breach, including the cost of recovering the Premises and the worth of the balance of this Lease over the reasonable rental value of the Premises for the remainder of the lease term, which sum shall be immediately due Lessor from Lessee.

4. After re-entry, Lessor may relet the Premises or any part thereof for any term without terminating the Lease, at the rent and on the terms as Lessor may choose.

5. Lessor may declare all sums due and to become due for the full term of this Lease immediately due and payable, plus interest thereon at the highest legal rate until paid in full.

6. Lessor may retain all prior payments by Lessee, including, without limitation, rent.

7. Lessor may sue for specific performance.

**SECTION TWELVE**  
**Lessor's Access to Premises**

Lessee shall permit Lessor or its agents to enter the demised Premises at all reasonable hours to examine, inspect or protect the Premises, prevent damage or injury to the Premises, or make such repairs to the Premises as are necessary and reasonable; or to exhibit the Premises to prospective tenants during the last ninety (90) days of the lease term, unless and until Lessee rightfully exercises its option to re-let.

**SECTION THIRTEEN**  
**Lessee's Improvements**

1. Lessee may not make improvements or alterations to the Premises without the prior written consent of Lessor.

2. Lessor and Lessee acknowledge and confirm that Lessee may install and place in and about the Premises furniture, equipment, supplies and fixtures that are and shall remain the property of Lessee. Lessee shall have the right during the terms of this Lease, and upon termination hereof, to remove said furniture, equipment, supplies and fixtures; provided, however, that Lessee shall be solely responsible for and shall bear the cost and expense for such removal, and shall restore the premises to its original condition following such removal, and reimburse Lessor for any and all costs and damages incurred by Lessor on account of such removal.

**SECTION FOURTEEN**  
**Presence and Use of Hazardous Substances**

1. Lessor makes no representation regarding the prior use of the Premises or the existence of previous contamination of the Premises, except that none is known to Lessor.

2. Lessee represents that the following types of processes will be used in connection with the Lessee's intended use of the premises: conducting governmental operations and administration and for no other purpose.

3. Lessee shall not, without the Lessor's prior written consent, keep on or around the



Premises, common areas or building, for use, disposal, treatment, generation, storage, or sale, any substances designated as, or containing components designated as hazardous, extra hazardous, dangerous, toxic or harmful (collectively referred to as "Hazardous Substances"), and/or which are subject to regulation by any federal, state or local law, regulation, statute or ordinance. With respect to any Hazardous Substance, Lessee shall:

a. Comply promptly, timely and completely with all governmental requirements for reporting, keeping and submitting manifests and obtaining and keeping current identification numbers;

b. Submit to the Lessor and correct copies of all reports, manifests and identification numbers at the same time as they are required to be and/or submitted to the appropriate governmental authorities;

c. Within five (5) days of the Lessor's request, submit written reports to Lessor regarding Lessee's use, storage, treatment, transportation, generation, disposal or sale of Hazardous Substances and provide evidence satisfactory to the Lessor of Lessee's compliance with the applicable governmental regulations;

d. Allow Lessor or its agents or representatives to come on the Premises at all reasonable times to check Lessee's compliance with all applicable governmental regulations regarding Hazardous Substances, to investigate any alleged release of hazardous Substances and to undertake cleanup action in the event Lessee fails to do so;

e. Comply with minimum levels, standards or other performance standards or requirements which may be set forth or established for certain Hazardous Substances (if minimum standards or levels are applicable to Hazardous Substances) present on the Premises, these levels or standards shall be established by an on-site inspection by the appropriate governmental authorities;

f. Comply with all governmental rules, regulations and requirements regarding the proper and lawful use, sale, transportation, generation, treatment, storage and disposal of hazardous or other polluting substances and

g. Notify Lessor promptly of any investigation involving release of a Hazardous Substance.

4. In the event of a violation or suspected violation, any and all costs incurred by Lessor and associated with the Lessor's inspections of the Premises and the Lessor's monitoring of Lessee's compliance with this section, and including the Lessor's attorney fees and costs, shall be additional rent and shall be due and payable to Lessor immediately upon written demand by Lessor.

5. Lessee shall not release any Hazardous Substance into the surface, subsurface, water or air in or adjacent to the Premises.

6. Lessee agrees to comply with all applicable federal, state and local laws, ordinances, rules and regulations governing environmental protection, regulation of hazardous substances and land use, and to indemnify Lessor against all losses, damages and costs resulting from any failure of

Lessee of any of its employees, agents or contractors to do so, including, but not limited to, violation of the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S. C. Sec. 9601 et seq.; the Clean Water Act, 33 U.S. C. Sec. 1251 et seq.; the Resource Conservation and Recovery Act, 42 U.S. C. Sec. 6901; the Toxic Substances Control Act., U.S.C. Sec. 2601; the Federal Insecticide, Fungicide and Rodenticide Act, 7 U.S.C. Sec. 136 et seq.; the Clean Air Act, 42 U.S.C. Sec. 7401 et seq.; the Oil Pollution Act of 1990, 33 U.S.C. Sec. 2701 et seq.; the Model Toxics Control Act., R.C.W. 70.105D,010 et seq.; the Washington Water Pollution Control Act., R.C.W. 90.48; the Washington Clean Air Act., R.C.W. 70.94; the Washington Solid Waste Management Act., R.C.W. 70.95; the Washington Hazardous Waste Management Act., R.C.W. 70.105; and the Washington Nuclear Energy and Radiation Act., R.C.W. 70.98.

### **SECTION FIFTEEN** **Cleanup Costs, Default and Indemnification**

1. Lessee shall be fully and completely liable to Lessor for any and all investigatory, cleanup and/or monitoring costs and any and all other charges, fees, penalties (civil and criminal) imposed by any governmental authority with respect to Lessee's use, disposal, transportation, storage, generation, release and/or sale of Hazardous Substances, in or about the Premises, the common areas or adjacent property.

2. Lessee shall defend and hold Lessor harmless from any and all actions which arise out of or relate to any threatened, alleged, or actual release of Hazardous Substances or any other violation under any applicable environmental law or regulation, including, but not limited to, any investigations, administrative proceedings, emergency actions, cost recovery actions, requests for injunctive relief, penalties, fines, lawsuits, appeals and supplemental proceedings. The obligation of Lessee to defend Lessee shall not preclude the right of Lessor to select its own counsel. Any costs and fees incurred in defense of Lessor shall be paid by Lessee as the same are incurred.

3. Lessee shall indemnify and hold Lessor harmless from any damages or other liabilities which arise out of or relate to any threatened, alleged, or actual release of Hazardous Substances or any other violation under any applicable environmental law or regulation, including, but not limited to, investigation of a release or other violation; actual releases or other violations; remediation, cleanup and/or response costs; damage to natural resources; fines or penalties; economic loss or damages; enforcement action costs; judgments; appeal bonds; continuing monitoring costs; attorney fees and costs; and consultant fees and costs. Lessee specifically agrees that any bond or other security provided shall extend to the indemnity agreed to in this subparagraph.

### **SECTION SIXTEEN** **Compliance With All Laws**

Lessee agrees to comply with all applicable federal, state and municipal laws, ordinances, and regulations. Any fees for any inspection of the Premises during or for the lease term by any federal, state or municipal officer and the fees for any so-called "Certificate of Occupancy" shall be paid by Lessee.

**SECTION SEVENTEEN**  
**Easements, Agreements or Encumbrances**

The parties shall be bound by all existing easements, agreements and encumbrances (if any) of record relating to the demised Premises which Lessor has disclosed to Lessee in writing, and Lessor shall not be liable to Lessee for any damages resulting from any action taken by a holder of an interest pursuant to the rights of that holder thereunder.

**SECTION EIGHTEEN**  
**Quiet Enjoyment**

Lessor warrants that Lessee shall be granted peaceable and quiet enjoyment of the demised Premises free from any eviction or interference by Lessor or those claiming through Lessor, so long as Lessee pays the rent and other charges provided herein, and otherwise fully and punctually performs the terms and conditions imposed on Lessee.

**SECTION NINETEEN**  
**Liability of Lessor**

Lessee shall be in exclusive control and possession of the demised Premises, and Lessor shall not be liable for any injury or damages to any property or to any person on or about the demised Premises nor for any injury or damage to any property of Lessee. The provisions herein permitting Lessor to enter and inspect the demised Premises are made to ensure that Lessee is in compliance with the terms and conditions hereof and makes repairs that Lessee has failed to make. Lessor shall not be liable to Lessee for any entry on the Premises for inspection purposes.

**SECTION TWENTY**  
**Consents, Waivers**

Whenever either party's consent or approval is required under this Lease, the party shall promptly exercise its judgment in a reasonable manner. Failure of a party to insist on a strict performance of any of the terms and conditions hereof shall be deemed a waiver of the rights or remedies that the party may have regarding that specific instance only and shall not be deemed a waiver of any subsequent breach or default in any terms and conditions.

**SECTION TWENTY-ONE**  
**Notice**

All notices to be given with respect to this Lease shall be in writing. Each notice shall be sent by registered or certified mail, postage prepaid and return receipt requested, to the party to be notified at the address set forth herein or at such other address as either party may from time to time designate in writing.

Every notice shall be deemed to have been given at the time it shall be deposited in the United States mails in the manner prescribed herein.

Lessor:  
City of Stevenson  
PO Box 371  
Stevenson, WA 98648

Lessee:  
One Prevention Alliance  
ESD 112  
2500 NE 65<sup>th</sup> Avenue  
Vancouver, WA 98661

**SECTION TWENTY-TWO**  
**Assignment, Mortgage or Sublease**

Neither Lessee nor its successors or assigns shall assign, mortgage, pledge or encumber this Lease for any reason nor shall this Lease be assigned or transferred by operation of law, without the prior consent in writing of Lessor in each instance.

Lessee shall not have the right to sublet the demised Premises, in whole or in part, or permit the Premises to be used or occupied by others, without Lessor's prior written approval. Such approval shall not be unreasonably withheld; provided, however, that no sublease shall release Lessee from its obligation to perform pursuant to this Lease, unless the Lessor shall, at its sole option, consent in writing to the release of Lessee and substitution of the Sublessee.

**SECTION TWENTY-THREE**  
**Total Agreement; Applicable to Successors**

This Lease contains the entire agreement between the parties and cannot be changed or terminated except by a written instrument subsequently executed by the parties hereto. This Lease and the terms and conditions hereof apply to and are binding on the heirs, legal representatives, successors and assigns of both parties.

**SECTION TWENTY-FOUR**  
**Applicable Law**

This agreement shall be governed by and construed in accordance with the laws of the State of Washington.

**SECTION TWENTY-FIVE**  
**Venue/Attorney Fees**

In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Lease, or for the collection of any sums due hereunder, the parties agree that the venue of such action or litigation shall be in the proper court of the State of Washington in and for the County of Skamania. The parties agree that the prevailing party in any action or litigation shall recover costs and reasonable attorney fees.

**SECTION TWENTY-SIX**  
**Time of the Essence**

Time is of the essence in all provisions of this Lease.

**SECTION TWENTY-SEVEN**  
**Interlocal Agreement Representations**

This is an interlocal agreement pursuant to RCW Ch 39.34 and the parties make the following representations:

- a. Duration. This AGREEMENT shall terminate on December 31, 2024 or sooner as provided in SECTION TWO, above.
- b. Organization. No new entity will be created to administer this agreement.
- c. Purpose. The purpose is to enable the City of Stevenson to contract with EDUCATIONAL SERVICE DISTRICT 112 for office space.
- d. Manner of Financing. The parties intend to finance this agreement in cash as part of their general fund budgets.
- e. Termination of Agreement. The parties shall have the right to terminate this agreement as provided in SECTION TWO, above.
- f. Other. All terms are covered by this Agreement. No additional terms are contemplated.
- g. Selection of Administrator. The City of Stevenson City Administrator shall be the Administrator for this Interlocal Agreement.
- h. Filing. Prior to its entry into force, this agreement shall be filed with the Skamania County Auditor or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source.

**IN WITNESS WHEREOF**, the parties have executed this Lease as of the day and year first above written.

**LESSOR: CITY OF STEVENSON, a Washington Municipal Corporation**

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

ATTEST:

\_\_\_\_\_  
Leana Kinley, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Kenneth Woodrich, City Attorney

**LESSEE: EDUCATIONAL SERVICE DISTRICT 112, a Washington Municipal Corporation**

\_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

## EXHIBIT "A"

1. The premises are a section of the basement of Stevenson City Hall, located at 7121 E. Loop Rd., Stevenson, WA 98648.
2. The portion of the premises is the northern center of the basement measuring 25' in length and 20' in width with outside access.
3. The total area being leased is 500 square feet, excluding common areas.
3. The tenants may use the restrooms, parking lot and other access points of the premises.



Leana Kinley &lt;leana@ci.stevenson.wa.us&gt;

---

**Stevenson Community Pool - loan forgiveness**

1 message

---

**Hilary Evert** <hilary.evert@stevensoncommunitypool.org>

Tue, Dec 13, 2022 at 8:15 PM

To: Leana Kinley &lt;leana@ci.stevenson.wa.us&gt;

Good evening, Leana,

We just concluded our Board Meeting of the Pool District, and the group approved that I send this message.

We were recently awarded a \$50K matching grant from the Firstenburg Foundation. They have agreed to release \$25K of those matching funds if the City of Stevenson forgives their loan to the Pool District.

May I ask you to bring a proposition to Thursday's Stevenson Council meeting regarding the loan that the city generously provided? We would be very grateful.

Sincerely,  
Hilary

**Hilary Evert**  
**Commissioner #4**  
**Stevenson Community Pool District**  
[www.stevensoncommunitypool.org](http://www.stevensoncommunitypool.org)

*Public Records Notice: Under RCW 42.56, State of Washington Public Records Law, all email and written communications, or portions thereof that are not subject to confidentiality laws may be subject to public disclosure.*





# City of Stevenson

## Planning Department

(509)427-5970

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

**TO:** City Council  
**FROM:** Ben Shumaker  
**DATE:** December 15<sup>th</sup>, 2022  
**SUBJECT:** HEALing SCARS Program Guidance

---

### **Introduction**

The presence of septic systems within the city threatens surface and ground water quality; decreases the supply of buildable land; limits the number of users contributing toward the sewer system's operations, maintenance and development; and stretches the means of homeowners through unexpected repairs. The Helping Adjacent Landowners Sewer Connection and Replumbing Stipend program considers providing City financial assistance when septic systems are abandoned and properties are connected to the public sewer system.

This memo asks for City Council guidance on key aspects of the conceptual septic-to-sewer program before final documents are brought forward for approval consideration

### **Guidance Points**

The following elements of the conceptual program require guidance:

1. Should property owners who allow their system to fail have access to this program's financial assistance?
2. Should City financial assistance from this program include loans?/Should the City become a lender?

### **Failed Systems**

System failure means the drain field from a septic system is no longer able to sufficiently pass water. Failure begins immediately upon installation. Among other factors, failure is accelerated when tanks are not pumped, when heavy traffic compresses drain field soils and when vegetation disturbs drain field lines. Proper stewardship of a system therefore involves periodic pumping and protection of the drain field from harm. Even in those cases, septic systems will fail. Failure is anticipated in the review and permitting of septic systems by setting aside reserve areas where a new drain field can be placed upon failure of the first. When a system fails within 300' of a public sewer, connection to the sewer is required regardless of a reserve field's presence.

The current draft anticipates competition for a small fund and excludes failed systems from eligibility. However, even though the failed systems would be compelled to connect, the burden would be great and access to the program would be appreciated.

**Decision Point #1:** Should property owners who allow their system to fail have access to this program's financial assistance?

### **Loans**

Cities in Washington are generally limited in their ability to lend public credit. However state statutes provide a limited authority for the City to act as a lender for septic-to-sewer programs. This authority is not currently exercised nor has any other loan program been created. If adopted with the HEALing SCARS program, City staff would not have comparable programs to turn to, nor would they be able to easily incorporate into other processes or systems. The administrative burden is therefore unknown. If not operated as a loan program,

expenditure of these funds could still be made as a grant program for “the poor and infirm”. A grant-only program would limit access to the funds’ resources, perhaps to the point where it goes unused.

The current draft includes loan agreements, liens, and other documents related to a lending program. (Note: A previous draft contemplated a grant-only program available to all as a contract for performance related to improving water quality, public health, and wellbeing. The City Attorney advises against that form of program).

**Decision Point #2:** Should City financial assistance from this program include loans?/Should the City become a lender?

**Next Steps**

Staff will take any guidance offered by the Council and build it into a final review draft of the HEALing SCARS program documents.

Prepared by,

Ben Shumaker  
Community Development Director

**CITY OF STEVENSON, WASHINGTON  
RESOLUTION NO. 2022-402**

**A RESOLUTION OF THE CITY COUNCIL OF STEVENSON ADOPTING  
A SEPTIC-TO-SEWER PROGRAM ENTITLED HEALING SCARS IN  
STEVENSON.**

**WHEREAS**, the *Stevenson Comprehensive Plan, as amended through May 2022*, seeks to reach a point where “development within the Stevenson Urban Area wisely considers the long-term interests of the community” (Goal 2) and “reliable utilities and convenient services fulfill the needs of the current and future community” (Goal 8). These goals guide decisions and plans for the wastewater collection and treatment system stewarded by the City Council; and

**WHEREAS**, in 2017, the City Council updated its *General Sewer Plan and Wastewater Facilities Plan*. The update was initiated in response to an Administrative Order from the Washington Department of Ecology. This Order was issued after repeated influent and effluent violations from the City’s Wastewater Treatment Plant (WWTP). The updated plans identified necessary improvements to the WWTP as well as the system of pipes and pumps collecting waste and conveying it to the WWTP; and

**WHEREAS**, the adopted 2017 update was the first update since 1991, which itself was the first update since 1977. Projects for construction, expansion and improvement of the WWTP and/or collection were identified in each plan. With each update, the City considered the Comprehensive Plan and planned for the future as it sized projects. Infrastructure improvements of this nature are known as “lumpy” as several years of low-cost maintenance are interspersed with large capital expenditures; and

**WHEREAS**, the 2017 wastewater plans anticipated a capital improvement “lump” of \$16,222,000 over a 6-year period as well as several smaller capital improvements to occur thereafter. Paying for these improvements is anticipated to occur partially via loan, with repayment spread over all users over a long term. All users will benefit as new users connect to the system, thereby reducing the repayment obligations of each individual user; and

**WHEREAS**, the wastewater collection system covers many—but not all—areas of the City and receives wastewater from many—but not all—properties in those areas. Often, those were left unsewered because they were not yet developed when the majority of the sewer lines were installed in the 1970s. The areas were largely left undeveloped up to the 1970s because of the difficulty realities of developing near the many wetlands and incising streams, and hazards of Stevenson’s hillside location. Often, uncoordinated, small-scale development in those areas over the past 50 years have not generated the return on investment necessary to extend or connect to the public sewer system and the City has allowed installation of septic systems as an alternative to sewer connection. The long-term interest in providing a reliable and convenient wastewater system anticipates connection of these areas and properties over time; and

**WHEREAS**, objectives 2.7, 2.10, 8.4, 8.8, and 8.9 of the *Stevenson Comprehensive Plan, as amended through May 2022*, recommendations 6, 17, 22, 23, and 24 of the *2005 Watershed*

Management Plan for Wester Water Resource Inventory Area 29 (Western WRIA 29) and actions 5 and 6 of the 2015 WRIA 29A Watershed Planning Detailed Implementation Plan (DIP), support the City’s active role in managing land use, monitoring water quality and improving ground and surface water quality through a septic-to-sewer program., specifically identified in the DIP as Task 6.5;

**WHEREAS**, objectives **XXXX** of the *Stevenson Comprehensive Plan, as amended through May 2022* provide guideposts to ensure the septic-to-sewer program does not inflate housing costs, **XXXXXX**, or otherwise run contrary to the public health, safety or welfare;

**AND WHEREAS**, the City Council has **carefully considered** the public purposes served by the establishing a septic-to-sewer program. The financial incentive provided by the Helping Encourage Adjacent Landowners Sewer Connection and Replumbing Stipend is provided pursuant to RCW 35.67.360 therefore not a gift of public funds in violation of the Washington State Constitution Article XIII section 7 and

**NOW, THEREFORE, the City Council of the City of Stevenson RESOLVES** to adopt the policies, procedures, and related amounts of septic-to-sewer program as contained in Exhibit “A”; and

**BE IT FURTHER RESOLVED** that this resolution shall be effective on **November 1<sup>st</sup>, 2022**.

Passed by a vote of \_\_\_\_\_ at the City Council meeting of \_\_\_\_\_, 2022.

SIGNED:

ATTEST:

\_\_\_\_\_  
Scott Anderson  
Mayor of Stevenson

\_\_\_\_\_  
Leana Kinley  
Clerk/Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
Kenneth B. Woodrich  
City Attorney

# CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	November, 2022	
Amount Due:	\$ 9,166.00	Monthly Contract Amount
	1,000.00	Program Management Time
	<u>1,950.13</u>	Monthly Reimbursables
	\$ 12,116.13	

## VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	162
Telephone Calls:	65
E-Mails:	25
Business Referrals:	720
Tracked Overnight Stays:	27
Mailings (relocation & visitor packets):	4
Chamber Website Pageviews	4,329
COS Website Pageviews	9,620

## CHAMBER BUSINESS

**Chamber Board Meeting:** Our November Board meeting focused on finalizing 2023 strategic plan and preliminary budget and adopting a new financial policy.

**Chamber Membership:** We had 4 new member join the Chamber and 17 membership renewals in November.

**Chamber E-Newsletter:** The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons to over 1,300 recipients.

**Facebook Pages:** The Chamber manages Facebook pages for Visit Stevenson, WA, Christmas in the Gorge, Wind River Business Association as well as for the Chamber itself.

### **Chamber Marketing, Projects, Action Items:**

- Monthly meeting with NB Marketing for progress updates on our marketing plan and to review analytics
- Placed ads
- Created videos, ads and content calendar for Small Business Season promotion on Facebook
- Wrote Shop Local for the Holidays press release
- Sent monthly events to the Pioneer and Observer
- Updated featured events on website
- Worked with Skamania Lodge on side by side route for Yamaha group
- Review and revised membership services and non-dues revenue programs
- Held Government Affairs Council meeting
- Organized Government Affairs luncheon
- Hosted new member orientation workshop
- Hosted 2 ribbon cutting event
- Collaborating with Pioneer on article featuring all 12 businesses that had ribbon cutting events in 2022
- Finished event details for Christmas in the Gorge (parade, schedule of festivities, poster, ads)
- Attended Washington State Tourism Roundtable meeting, AWB's broadband and workforce meetings
- Monthly meeting with Washington Chamber Executives

### **County/Regional/State Meeting and Projects:**

**Wind River Business Association (WRBA):** Serve as treasurer for WRBA – pay monthly bills, reconcile bank statements, attend monthly meetings and manage Facebook page. Created schedule and ads for Christmas in Carson.

**Stevenson Downtown Association (SDA):** Attend monthly SDA board meeting, promotion committee meeting, holiday lighting committee meetings. Launched Plaid Friday promotion.

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

**Stevenson/SBA Meetings and Projects:**

- Monthly meeting with NB Marketing to review analytics and plan for action items for next month
- Placed ads
- Installed new weather station and added it to website
- Added recording service to webcams
- Adjusted website so it is more user friendly on mobile devices
- Sent out tourism newsletter about holiday festivities in Stevenson
- Worked with Skamania Lodge on Holiday Guide
- Promote holiday events and shopping local on social media
- Met with Port and American Cruise Lines about a FAM Tour for cruise ship front line staff in spring 2023

**2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES**

P2-D1	Website	\$ 500.13
P2-D2	Social Media and Print Ad Creation	\$1,350.00
P2-D3	Boosting	<u>\$ 100.00</u>
		\$1,950.13

**2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME**

Monthly flat rate for program management	\$1,000.00
--	------------

	<b><i>2022 Budget</i></b>	<b><i>Current Request</i></b>	<b><i>Requested YTD</i></b>	<b><i>Remaining</i></b>
Total Program Promo Expenses	\$85,000.00	\$2,950.13	\$53,925.39	\$31,074.61

# TREASURER'S REPORT

## Fund Totals

City Of Stevenson

Time: 17:13:07 Date: 12/08/2022

11/01/2022 To: 11/30/2022

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	1,212,595.34	219,500.01	71,355.10	1,360,740.25	3,045.09	26,422.68	-35.00	1,390,173.02
010 General Reserve Fund	334,454.05	376.62		334,830.67	0.00	0.00	0.00	334,830.67
020 Fire Reserve Fund	1,619,106.44	3,032.66		1,622,139.10	0.00	0.00	0.00	1,622,139.10
030 ARPA	447,353.00	0.00	149,040.00	298,313.00	0.00	0.00	0.00	298,313.00
100 Street Fund	208,888.84	43,149.01	51,576.07	200,461.78	2,354.62	2,387.47	0.00	205,203.87
103 Tourism Promo & Develop Fund	1,093,190.26	81,622.54	30,388.35	1,144,424.45	25,776.91	465.30	0.00	1,170,666.66
105 Affordable Housing Fund	11,081.61	707.86		11,789.47	0.00	0.00	0.00	11,789.47
300 Capital Improvement Fund	204,157.59	3,359.04		207,516.63	0.00	0.00	0.00	207,516.63
311 First Street	0.00	1,712.50	1,712.50	0.00	0.00	0.00	0.00	0.00
312 Columbia Ave	-6,587.50	0.00	19,566.50	-26,154.00	0.00	0.00	0.00	-26,154.00
400 Water/Sewer Fund	2,249,142.60	196,940.40	136,606.37	2,309,476.63	11,904.73	6,725.02	-783.95	2,327,322.43
406 Wastewater Short Lived Asset Res. Fund	43,558.00	0.00		43,558.00	0.00	0.00	0.00	43,558.00
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	-457,641.26	388,726.80	812,950.63	-881,865.09	322,273.07	0.00	0.00	-559,592.02
500 Equipment Service Fund	157,343.03	15,192.23	7,958.58	164,576.68	9.79	607.07	0.00	165,193.54
630 Stevenson Municipal Court	0.00	400.89	400.89	0.00	0.00	0.00	0.00	0.00
	7,177,833.00	954,720.56	1,281,554.99	6,850,998.57	365,364.21	36,607.54	-818.95	7,252,151.37

# TREASURER'S REPORT

## Account Totals

City Of Stevenson

11/01/2022 To: 11/30/2022

Time: 17:13:07 Date: 12/08/2022

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	1,067,429.83	1,004,557.02	1,282,815.31	789,171.54	-422.86	401,971.75	1,190,720.43
10	Xpress Bill Pay	88,325.62	36,745.80	98,000.00	27,071.42	-396.09	0.00	26,675.33
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:		1,156,255.45	1,041,302.82	1,380,815.31	816,742.96	-818.95	401,971.75	1,217,895.76
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	4,106,113.00	12,678.06	0.00	4,118,791.06	0.00	0.00	4,118,791.06
6	US Bank Safekeeping	1,915,464.55	0.00	0.00	1,915,464.55	0.00	0.00	1,915,464.55
Total Investments:		6,021,577.55	12,678.06	0.00	6,034,255.61	0.00	0.00	6,034,255.61
		7,177,833.00	1,053,980.88	1,380,815.31	6,850,998.57	-818.95	401,971.75	7,252,151.37



TREASURER'S REPORT  
Fund Investments By Account

City Of Stevenson

Time: 17:13:07 Date: 12/08/2022  
Page: 3

11/01/2022 To: 11/30/2022

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	559,040.26		1,726.10	1,726.10		560,766.36
010 000 General Reserve Fund	121,977.56		376.62	376.62		122,354.18
020 000 Fire Reserve Fund	982,204.71		3,032.66	3,032.66		985,237.37
100 000 Street Fund	170,349.09		525.97	525.97		170,875.06
103 000 Tourism Promo & Develop Fund	471,630.91		1,456.21	1,456.21		473,087.12
300 000 Capital Improvement Fund	173,296.46		535.07	535.07		173,831.53
400 000 Water/Sewer Fund	1,497,563.18		4,623.88	4,623.88		1,502,187.06
500 000 Equipment Service Fund	130,050.83		401.55	401.55		130,452.38
5 - LGIP	<u>4,106,113.00</u>	<u>0.00</u>	<u>12,678.06</u>	<u>12,678.06</u>		<u>4,118,791.06</u>
001 000 General Expense Fund	426,045.00					426,045.00
010 000 General Reserve Fund	211,908.38					211,908.38
020 000 Fire Reserve Fund	635,725.10					635,725.10
103 000 Tourism Promo & Develop Fund	320,417.69					320,417.69
300 000 Capital Improvement Fund	25,549.13					25,549.13
400 000 Water/Sewer Fund	285,600.57					285,600.57
500 000 Equipment Service Fund	10,218.68					10,218.68
6 - US Bank Safekeeping	<u>1,915,464.55</u>	<u>0.00</u>	<u>0.00</u>			<u>1,915,464.55</u>
	<u>6,021,577.55</u>	<u>0.00</u>	<u>12,678.06</u>	<u>12,678.06</u>		<u>6,034,255.61</u>

# TREASURER'S REPORT

## Fund Investment Totals

City Of Stevenson

11/01/2022 To: 11/30/2022

Time: 17:13:07 Date: 12/08/2022

Page: 4

Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	985,085.26		1,726.10	1,726.10		986,811.36	373,928.89
010 General Reserve Fund	333,885.94		376.62	376.62		334,262.56	568.11
020 Fire Reserve Fund	1,617,929.81		3,032.66	3,032.66		1,620,962.47	1,176.63
030 ARPA						0.00	298,313.00
100 Street Fund	170,349.09		525.97	525.97		170,875.06	29,586.72
103 Tourism Promo & Develop Fund	792,048.60		1,456.21	1,456.21		793,504.81	350,919.64
105 Affordable Housing Fund						0.00	11,789.47
300 Capital Improvement Fund	198,845.59		535.07	535.07		199,380.66	8,135.97
312 Columbia Ave						0.00	-26,154.00
400 Water/Sewer Fund	1,783,163.75		4,623.88	4,623.88		1,787,787.63	521,689.00
406 Wastewater Short Lived Asset Res. Fund						0.00	43,558.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-881,865.09
500 Equipment Service Fund	140,269.51		401.55	401.55		140,671.06	23,905.62
	6,021,577.55		12,678.06	12,678.06		6,034,255.61	816,742.96

Ending fund balance (Page 1) - Investment balance = Available cash.

6,850,998.57

# TREASURER'S REPORT

## Outstanding Vouchers

11/01/2022 To: 11/30/2022

As Of: 11/30/2022 Date: 12/08/2022

Time: 17:13:07 Page: 5

City Of Stevenson

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	2963	11/29/2022	Tr Rec	1		Building Permit Customer	35.00	
2022	2995	11/29/2022	Util Pay	1		Xpress Billpay	296.83	Xpress Import - CC - 11-29-2022_daily_batch.csv
2022	3005	11/30/2022	Util Pay	1		Xpress Billpay	91.03	Xpress Import - CC - 11-30-2022_daily_batch.csv
Receipts Outstanding:							<u>422.86</u>	
2022	2991	11/30/2022	Payroll	1	EFT	State of WA Dept of Social & Health Serv	829.30	Pay Cycle(s) 11/30/2022 To 11/30/2022 - WA Child Support
2022	2987	11/30/2022	Payroll	1	EFT	Colonial Life	110.97	Pay Cycle(s) 11/30/2022 To 11/30/2022 - Disability; Pay Cycle(s) 11/30/2022 To 11/30/2022 - Life Insurance
2022	2989	11/30/2022	Payroll	1	EFT	EFTPS Tax Payment	20,141.89	941 Deposit for Pay Cycle(s) 11/30/2022 - 11/30/2022
2022	2990	11/30/2022	Payroll	1	EFT	HRA VEBA Trust Contributions	500.00	Pay Cycle(s) 11/30/2022 To 11/30/2022 - HRA VEBA
2022	2988	11/30/2022	Payroll	1	EFT	Department of Retirement Systems	12,841.30	Pay Cycle(s) 11/30/2022 To 11/30/2022 - PERS2; Pay Cycle(s) 11/30/2022 To 11/30/2022 - DCP
2021	3014	12/12/2021	Payroll	1	15591	Chelsey M Farris	134.83	2021 Volunteer FF Pay
2022	1564	06/30/2022	Payroll	1	16098	Michael D Johnson	137.86	PP 06.01.22-06.30.22
2022	1995	08/11/2022	Claims	1	16216	Skamania County Prosecutor	1,333.00	August 2022 Remittance
2022	2536	10/12/2022	Claims	1	16348	Munsen Paving LLC	437.95	Asphalt
2022	2547	10/12/2022	Claims	1	16359	SCSD Swimming Pool	1,359.63	1079.0 - 330 NW GROPPER ROAD
2022	2717	10/28/2022	Payroll	1	16406	Mark W Tittle	1,109.49	MT Seperation PERS2 W/H payout
2022	2867	11/17/2022	Claims	1	16432	Jerry D Davies	5,000.00	2022 Gorge Outrigger Race
2022	2871	11/17/2022	Claims	1	16436	Menke Jackson Beyer LLP	1,269.75	May Family BLA2021-07
2022	2884	11/17/2022	Claims	1	16449	Skamania County Chamber of Commerce	19,776.91	October 2022 Statement
2022	2886	11/17/2022	Claims	1	16451	Skamania County Prosecutor	1,333.00	November 2022 Remittance
2022	2888	11/17/2022	Claims	1	16453	Skamania County Treasurer	3,500.00	Fairgrounds Lift Station Easement
2022	2896	11/17/2022	Claims	1	16461	USA Bluebook	1,070.02	PULSAtron Pump for WWTP; WWTP Lab Supplies
2022	2897	11/17/2022	Claims	1	16462	Verizon Wireless	1,282.94	October Cell Phone Charges and purchase of 3 iPads
2022	2900	11/17/2022	Claims	1	16465	X-Fest NW	1,000.00	X-Fest 2022 TAC Expenses
2022	2973	11/30/2022	Payroll	1	16468	Michael D Johnson	275.73	PP 11.01.22-11.30.22
2022	2976	11/30/2022	Payroll	1	16469	Kristy A McCaskell	137.86	PP 11.01.22-11.30.22
2022	2992	11/30/2022	Payroll	1	16470	City of Stevenson	319.38	Pay Cycle(s) 11/30/2022 To 11/30/2022 - City Payback
2022	2993	11/30/2022	Payroll	1	16471	WGAP Washington Gorge Action Program	68.93	Pay Cycle(s) 11/30/2022 To 11/30/2022 - Food Bank
2022	2998	11/30/2022	Claims	1	16472	Avista Utilities	394.44	November 2022 Statement
2022	2999	11/30/2022	Claims	1	16473	Cessco, Inc.	960.00	Submersable Sewage Pump Rental-Oct 16-Nov 19

# TREASURER'S REPORT

## Outstanding Vouchers

11/01/2022 To: 11/30/2022

As Of: 11/30/2022 Date: 12/08/2022

Time: 17:13:07 Page: 6

City Of Stevenson

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	3000	11/30/2022	Claims	1	16474	Denali Water Solutions LLC	4,851.75	October 2022 Sludge Hauling
2022	3001	11/30/2022	Claims	1	16475	Gorge Networks Inc	95.85	December 2022 WTP Broadband
2022	3002	11/30/2022	Claims	1	16476	PUD No 1 of Skamania County	377.45	October 2022 Statement
2022	3003	11/30/2022	Claims	1	16477	Solutions Yes LLC	118.47	Copy Paper
2022	3004	11/30/2022	Claims	1	16478	Stellar J Corporation	321,203.05	WWTP Progress Payment #4
							401,971.75	
2022	2996	11/29/2022	Util Pay	10		Xpress Billpay	35.28	Xpress Import - iPay - 11-29-2022__daily_batch.csv
2022	3006	11/30/2022	Util Pay	10		Xpress Billpay	172.24	Xpress Import - EFT - 11-30-2022__daily_batch.csv
2022	3007	11/30/2022	Util Pay	10		Xpress Billpay	136.55	Xpress Import - Metavante - 11-30-2022__daily_batch.csv
2022	3008	11/30/2022	Util Pay	10		Xpress Billpay	52.02	Xpress Import - CheckFree - 11-30-2022__daily_batch.csv
Receipts Outstanding:							396.09	
							401,971.75	

Fund	Claims	Payroll	Total
001 General Expense Fund	3,045.09	26,422.68	29,467.77
100 Street Fund	2,354.62	2,387.47	4,742.09
103 Tourism Promo & Develop Fund	25,776.91	465.30	26,242.21
400 Water/Sewer Fund	11,904.73	6,725.02	18,629.75
410 Wastewater System Upgrades	322,273.07	0.00	322,273.07
500 Equipment Service Fund	9.79	607.07	616.86
	365,364.21	36,607.54	401,971.75

TREASURER'S REPORT

Signature Page

City Of Stevenson

11/01/2022 To: 11/30/2022

Time: 17:13:07 Date: 12/08/2022

Page: 7

---

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

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
City Administrator / Date Deputy Clerk-Treasurer / Date

# 2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 1

001 General Expense Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	1,047,784.22	1,047,784.22	0.00	100.0%
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
<b>308 Beginning Balances</b>	<b>1,132,333.17</b>	<b>1,132,333.17</b>	<b>0.00</b>	<b>100.0%</b>
311 Property Tax	501,569.36	502,529.49	(960.13)	100.2%
313 Sales Tax	300,000.00	432,547.37	(132,547.37)	144.2%
316 Utility Tax	32,000.00	40,549.32	(8,549.32)	126.7%
317 Other Tax	16,000.00	27,207.27	(11,207.27)	170.0%
<b>310 Taxes</b>	<b>849,569.36</b>	<b>1,002,833.45</b>	<b>(153,264.09)</b>	<b>118.0%</b>
321 Licenses	2,900.00	5,329.99	(2,429.99)	183.8%
322 Permits	0.00	143.25	(143.25)	0.0%
<b>320 Licenses &amp; Permits</b>	<b>2,900.00</b>	<b>5,473.24</b>	<b>(2,573.24)</b>	<b>188.7%</b>
330 Grants	112,758.20	92,758.20	20,000.00	82.3%
335 State Shared	11,000.00	15,574.34	(4,574.34)	141.6%
336 State Entitlements, Impact Payments & Taxe	17,499.50	19,561.27	(2,061.77)	111.8%
<b>330 Intergovernmental Revenues</b>	<b>141,257.70</b>	<b>127,893.81</b>	<b>13,363.89</b>	<b>90.5%</b>
341 Admin, Printing & Probation Fees	283,935.13	5,029.72	278,905.41	1.8%
342 Fire District 2	32,700.00	27,173.00	5,527.00	83.1%
345 Planning	4,500.00	15,966.36	(11,466.36)	354.8%
346 Building	0.00	0.00	0.00	0.0%
376 Parks	0.00	16,823.64	(16,823.64)	0.0%
<b>340 Charges For Goods &amp; Services</b>	<b>321,135.13</b>	<b>64,992.72</b>	<b>256,142.41</b>	<b>20.2%</b>
350 Fines & Penalties	12,700.00	12,632.27	67.73	99.5%
360 Interest & Other Earnings	8,000.00	13,359.41	(5,359.41)	167.0%
<b>Fund Revenues:</b>	<b>2,467,895.36</b>	<b>2,359,518.07</b>	<b>108,377.29</b>	<b>95.6%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	24,500.00	22,337.11	2,162.89	91.2%
512 Judicial	59,950.00	44,770.76	15,179.24	74.7%
513 Executive	123,095.00	114,009.33	9,085.67	92.6%
514 Financial, Recording & Elections	126,387.17	94,195.69	32,191.48	74.5%
515 Legal Services	16,500.00	18,326.00	(1,826.00)	111.1%
517 Employee Benefit Programs	10,525.00	7,079.38	3,445.62	67.3%
518 Centralized Services	159,623.32	156,702.40	2,920.92	98.2%
521 Law Enforcement	213,228.07	194,465.02	18,763.05	91.2%
202 Fire Department	99,445.00	39,793.57	59,651.43	40.0%
203 Fire District 2	30,750.00	9,567.03	21,182.97	31.1%
<b>522 Fire Control</b>	<b>130,195.00</b>	<b>49,360.60</b>	<b>80,834.40</b>	<b>37.9%</b>
528 Dispatch Services	6,000.00	3,229.71	2,770.29	53.8%
551 Public Housing Services	92,758.20	92,758.20	0.00	100.0%
553 Conservation	500.00	443.70	56.30	88.7%
554 Environmental Services	0.00	0.00	0.00	0.0%
550 Building & Current Planning	87,500.00	59,588.95	27,911.05	68.1%

2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 2

001 General Expense Fund 01/01/2022 To: 12/31/2022

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>558 Planning &amp; Community Devel</b>				
560 Future Planning	114,480.00	74,397.38	40,082.62	65.0%
570 Economic Development	27,105.60	14,016.75	13,088.85	51.7%
<b>558 Planning &amp; Community Devel</b>	<b>229,085.60</b>	<b>148,003.08</b>	<b>81,082.52</b>	<b>64.6%</b>
562 Public Health	10,000.00	0.00	10,000.00	0.0%
565 Welfare	10,000.00	6,667.00	3,333.00	66.7%
566 Substance Abuse	150.00	215.64	(65.64)	143.8%
573 Cultural & Community Activities	500.00	215.35	284.65	43.1%
576 Park Facilities	54,660.00	48,589.99	6,070.01	88.9%
580 Non Expenditures	0.00	(1,972.32)	1,972.32	0.0%
597 Interfund Transfers	25,000.00	25,000.00	0.00	100.0%
100 Unreserved	1,090,688.87	0.00	1,090,688.87	0.0%
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.0%
104 Custodial Reserve	51,135.13	0.00	51,135.13	0.0%
<b>999 Ending Balance</b>	<b>1,175,238.00</b>	<b>0.00</b>	<b>1,175,238.00</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>2,467,895.36</b>	<b>1,024,396.64</b>	<b>1,443,498.72</b>	<b>41.5%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>1,335,121.43</b>		

2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 3

010 General Reserve Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	326,705.62	332,314.62	(5,609.00)	101.7%
360 Interest & Other Earnings	0.00	2,516.05	(2,516.05)	0.0%
<b>Fund Revenues:</b>	<b>326,705.62</b>	<b>334,830.67</b>	<b>(8,125.05)</b>	<b>102.5%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	326,705.62	0.00	326,705.62	0.0%
<b>Fund Expenditures:</b>	<b>326,705.62</b>	<b>0.00</b>	<b>326,705.62</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>334,830.67</b>		



## 2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 4

020 Fire Reserve Fund		01/01/2022 To: 12/31/2022			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	1,589,616.67	1,607,765.44	(18,148.77)	101.1%	
360 Interest & Other Earnings	0.00	14,373.66	(14,373.66)	0.0%	
397 Interfund Transfers	25,000.00	25,000.00	0.00	100.0%	
<b>Fund Revenues:</b>	<b>1,614,616.67</b>	<b>1,647,139.10</b>	<b>(32,522.43)</b>	<b>102.0%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	1,614,616.67	0.00	1,614,616.67	0.0%	
<b>Fund Expenditures:</b>	<b>1,614,616.67</b>	<b>0.00</b>	<b>1,614,616.67</b>	<b>0.0%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>1,647,139.10</b>			

2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 5

030 ARPA		01/01/2022 To: 12/31/2022			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	223,677.00	223,677.00	0.00	100.0%	
330 Intergovernmental Revenues	223,676.00	223,676.00	0.00	100.0%	
<b>Fund Revenues:</b>	<b>447,353.00</b>	<b>447,353.00</b>	<b>0.00</b>	<b>100.0%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	150,000.00	149,040.00	960.00	99.4%	
999 Ending Balance	297,353.00	0.00	297,353.00	0.0%	
<b>Fund Expenditures:</b>	<b>447,353.00</b>	<b>149,040.00</b>	<b>298,313.00</b>	<b>33.3%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>298,313.00</b>			

2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 6

100 Street Fund		01/01/2022 To: 12/31/2022		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	316,457.10	316,457.10	0.00	100.0%
310 Taxes	325,000.00	463,069.60	(138,069.60)	142.5%
320 Licenses & Permits	600.00	950.00	(350.00)	158.3%
330 Intergovernmental Revenues	43,340.50	37,792.90	5,547.60	87.2%
360 Interest & Other Earnings	0.00	2,782.43	(2,782.43)	0.0%
390 Other Financing Sources	0.00	543.09	(543.09)	0.0%
397 Interfund Transfers	54,820.09	24,820.09	30,000.00	45.3%
<b>Fund Revenues:</b>	<b>740,217.69</b>	<b>846,415.21</b>	<b>(106,197.52)</b>	<b>114.3%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance	384,450.40	347,627.31	36,823.09	90.4%
543 Streets Admin & Overhead	47,832.50	95,057.85	(47,225.35)	198.7%
544 Road & Street Operations	0.00	3,950.00	(3,950.00)	0.0%
566 Substance Abuse	0.00	177.42	(177.42)	0.0%
594 Capital Expenditures	189,072.40	180,231.66	8,840.74	95.3%
597 Interfund Transfers	50,000.00	28,951.71	21,048.29	57.9%
999 Ending Balance	68,862.39	0.00	68,862.39	0.0%
<b>Fund Expenditures:</b>	<b>740,217.69</b>	<b>655,995.95</b>	<b>84,221.74</b>	<b>88.6%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>190,419.26</b>		

2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 7

103 Tourism Promo & Develop Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	797,780.48	797,780.48	0.00	100.0%
310 Taxes	430,000.00	620,438.92	(190,438.92)	144.3%
360 Interest & Other Earnings	0.00	7,289.97	(7,289.97)	0.0%
<b>Fund Revenues:</b>	<b>1,227,780.48</b>	<b>1,425,509.37</b>	<b>(197,728.89)</b>	<b>116.1%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	411,771.70	281,081.71	130,689.99	68.3%
594 Capital Expenditures	230,000.00	0.00	230,000.00	0.0%
999 Ending Balance	586,008.78	0.00	586,008.78	0.0%
<b>Fund Expenditures:</b>	<b>1,227,780.48</b>	<b>281,081.71</b>	<b>946,698.77</b>	<b>22.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>1,144,427.66</b>		

2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 8

105 Affordable Housing Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	6,215.61	6,376.16	(160.55)	102.6%
310 Taxes	5,000.00	5,413.31	(413.31)	108.3%
<b>Fund Revenues:</b>	<b>11,215.61</b>	<b>11,789.47</b>	<b>(573.86)</b>	<b>105.1%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	11,215.61	0.00	11,215.61	0.0%
<b>Fund Expenditures:</b>	<b>11,215.61</b>	<b>0.00</b>	<b>11,215.61</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>11,789.47</b>		

2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 9

107 HEALing SCARS Fund 01/01/2022 To: 12/31/2022

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

2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 10

300 Capital Improvement Fund		01/01/2022 To: 12/31/2022		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	107,273.57	151,803.99	(44,530.42)	141.5%
310 Taxes	20,000.00	53,989.40	(33,989.40)	269.9%
360 Interest & Other Earnings	0.00	1,723.24	(1,723.24)	0.0%
<b>Fund Revenues:</b>	<b>127,273.57</b>	<b>207,516.63</b>	<b>(80,243.06)</b>	<b>163.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	30,000.00	0.00	30,000.00	0.0%
999 Ending Balance	97,273.57	0.00	97,273.57	0.0%
<b>Fund Expenditures:</b>	<b>127,273.57</b>	<b>0.00</b>	<b>127,273.57</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>207,516.63</b>		

2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 11

309 Russell Ave		01/01/2022 To: 12/31/2022	
Revenues	Amt Budgeted	Revenues	Remaining
330 Intergovernmental Revenues	24,820.09	24,820.09	0.00 100.0%
<b>Fund Revenues:</b>	<b>24,820.09</b>	<b>24,820.09</b>	<b>0.00 100.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining
597 Interfund Transfers	24,820.09	24,820.09	0.00 100.0%
<b>Fund Expenditures:</b>	<b>24,820.09</b>	<b>24,820.09</b>	<b>0.00 100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>	



2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 12

311 First Street		01/01/2022 To: 12/31/2022		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%
397 Interfund Transfers	50,000.00	28,951.71	21,048.29	57.9%
<b>Fund Revenues:</b>	<b>50,000.00</b>	<b>28,951.71</b>	<b>21,048.29</b>	<b>57.9%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	50,000.00	28,951.71	21,048.29	57.9%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>50,000.00</b>	<b>28,951.71</b>	<b>21,048.29</b>	<b>57.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 13

312 Columbia Ave 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
330 Intergovernmental Revenues	200,000.00	28,228.75	171,771.25	14.1%
<b>Fund Revenues:</b>	<b>200,000.00</b>	<b>28,228.75</b>	<b>171,771.25</b>	<b>14.1%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	200,000.00	54,382.75	145,617.25	27.2%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>200,000.00</b>	<b>54,382.75</b>	<b>145,617.25</b>	<b>27.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(26,154.00)</b>		

## 2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 14

400 Water/Sewer Fund		01/01/2022 To: 12/31/2022			
Revenues	Amt Budgeted	Revenues	Remaining		
400 Water/Sewer	647,754.95	647,754.95	0.00	100.0%	
401 Water	539,594.95	539,594.95	0.00	100.0%	
402 Sewer	431,097.47	481,088.84	(49,991.37)	111.6%	
<b>308 Beginning Balances</b>	<b>1,618,447.37</b>	<b>1,668,438.74</b>	<b>(49,991.37)</b>	<b>103.1%</b>	
330 Grants	0.00	562,947.38	(562,947.38)	0.0%	
343 Water	194,979.15	196,823.15	(1,844.00)	100.9%	
<b>330 Intergovernmental Revenues</b>	<b>194,979.15</b>	<b>759,770.53</b>	<b>(564,791.38)</b>	<b>389.7%</b>	
343 Water	678,600.00	822,808.50	(144,208.50)	121.3%	
344 Sewer	1,019,437.50	1,149,778.49	(130,340.99)	112.8%	
<b>340 Charges For Goods &amp; Services</b>	<b>1,698,037.50</b>	<b>1,972,586.99</b>	<b>(274,549.49)</b>	<b>116.2%</b>	
343 Water	94,644.00	106,744.78	(12,100.78)	112.8%	
344 Sewer	86,590.92	105,244.92	(18,654.00)	121.5%	
400 Water/Sewer	4,000.00	16,961.09	(12,961.09)	424.0%	
<b>360 Interest &amp; Other Earnings</b>	<b>185,234.92</b>	<b>228,950.79</b>	<b>(43,715.87)</b>	<b>123.6%</b>	
<b>380 Non Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
<b>Fund Revenues:</b>	<b>3,696,698.94</b>	<b>4,629,747.05</b>	<b>(933,048.11)</b>	<b>125.2%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
534 Water Utilities	734,004.72	523,868.79	210,135.93	71.4%	
535 Sewer	955,883.14	725,290.24	230,592.90	75.9%	
534 Water	60,970.90	93,924.22	(32,953.32)	154.0%	
535 Sewer	82,249.20	628,861.58	(546,612.38)	764.6%	
<b>591 Debt Service</b>	<b>143,220.10</b>	<b>722,785.80</b>	<b>(579,565.70)</b>	<b>504.7%</b>	
534 Water	291,500.00	5,545.74	285,954.26	1.9%	
535 Sewer	0.00	3,756.75	(3,756.75)	0.0%	
<b>594 Capital Expenditures</b>	<b>291,500.00</b>	<b>9,302.49</b>	<b>282,197.51</b>	<b>3.2%</b>	
597 Interfund Transfers	521,779.00	325,783.18	195,995.82	62.4%	
400 Water/Sewer	680,384.64	0.00	680,384.64	0.0%	
401 Water	352,238.95	0.00	352,238.95	0.0%	
402 Sewer	17,688.39	0.00	17,688.39	0.0%	
<b>999 Ending Balance</b>	<b>1,050,311.98</b>	<b>0.00</b>	<b>1,050,311.98</b>	<b>0.0%</b>	
<b>Fund Expenditures:</b>	<b>3,696,698.94</b>	<b>2,307,030.50</b>	<b>1,389,668.44</b>	<b>62.4%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>2,322,716.55</b>			

2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 15

406 Wastewater Short Lived Asset Res. Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	43,558.00	43,558.00	0.00	100.0%
397 Interfund Transfers	21,779.00	21,779.00	0.00	100.0%
<b>Fund Revenues:</b>	<b>65,337.00</b>	<b>65,337.00</b>	<b>0.00</b>	<b>100.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	65,337.00	0.00	65,337.00	0.0%
<b>Fund Expenditures:</b>	<b>65,337.00</b>	<b>0.00</b>	<b>65,337.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>65,337.00</b>		

2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 16

408 Wastewater Debt Reserve Fund 01/01/2022 To: 12/31/2022

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

## 2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 17

410 Wastewater System Upgrades 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	(194,712.15)	194,712.15	0.0%
330 Intergovernmental Revenues	1,733,656.00	1,314,730.33	418,925.67	75.8%
390 Other Financing Sources	8,833,414.00	2,526,912.73	6,306,501.27	28.6%
397 Interfund Transfers	100,000.00	304,004.18	(204,004.18)	304.0%
<b>Fund Revenues:</b>	<b>10,667,070.00</b>	<b>3,950,935.09</b>	<b>6,716,134.91</b>	<b>37.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
592 Debt Service - Interest Costs	0.00	905.02	(905.02)	0.0%
594 Capital Expenditures	10,667,070.00	4,831,895.16	5,835,174.84	45.3%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>10,667,070.00</b>	<b>4,832,800.18</b>	<b>5,834,269.82</b>	<b>45.3%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(881,865.09)</b>		

2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 18

500 Equipment Service Fund 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	203,766.89	203,766.89	0.00	100.0%
340 Charges For Goods & Services	125,000.00	159,096.40	(34,096.40)	127.3%
360 Interest & Other Earnings	0.00	1,772.64	(1,772.64)	0.0%
390 Other Financing Sources	0.00	13,852.50	(13,852.50)	0.0%
<b>Fund Revenues:</b>	<b>328,766.89</b>	<b>378,488.43</b>	<b>(49,721.54)</b>	<b>115.1%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	133,408.17	105,517.55	27,890.62	79.1%
594 Capital Expenditures	150,000.00	108,372.05	41,627.95	72.2%
999 Ending Balance	45,358.72	0.00	45,358.72	0.0%
<b>Fund Expenditures:</b>	<b>328,766.89</b>	<b>213,889.60</b>	<b>114,877.29</b>	<b>65.1%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>164,598.83</b>		

2022 BUDGET POSITION

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 19

630 Stevenson Municipal Court 01/01/2022 To: 12/31/2022

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	8,179.27	(8,179.27)	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>8,179.27</b>	<b>(8,179.27)</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	8,179.27	(8,179.27)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>8,179.27</b>	<b>(8,179.27)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		



## 2022 BUDGET POSITION TOTALS

City Of Stevenson

Time: 17:12:15 Date: 12/08/2022

Page: 20

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	2,467,895.36	2,359,518.07	95.6%	2,467,895.36	1,024,396.64	42%
010 General Reserve Fund	326,705.62	334,830.67	102.5%	326,705.62	0.00	0%
020 Fire Reserve Fund	1,614,616.67	1,647,139.10	102.0%	1,614,616.67	0.00	0%
030 ARPA	447,353.00	447,353.00	100.0%	447,353.00	149,040.00	33%
100 Street Fund	740,217.69	846,415.21	114.3%	740,217.69	655,995.95	89%
103 Tourism Promo & Develop Fund	1,227,780.48	1,425,509.37	116.1%	1,227,780.48	281,081.71	23%
105 Affordable Housing Fund	11,215.61	11,789.47	105.1%	11,215.61	0.00	0%
107 HEALing SCARS Fund	0.00	10,190.57	0.0%	0.00	0.00	0%
300 Capital Improvement Fund	127,273.57	207,516.63	163.0%	127,273.57	0.00	0%
309 Russell Ave	24,820.09	24,820.09	100.0%	24,820.09	24,820.09	100%
311 First Street	50,000.00	28,951.71	57.9%	50,000.00	28,951.71	58%
312 Columbia Ave	200,000.00	28,228.75	14.1%	200,000.00	54,382.75	27%
400 Water/Sewer Fund	3,696,698.94	4,629,747.05	125.2%	3,696,698.94	2,307,030.50	62%
406 Wastewater Short Lived Asset Res	65,337.00	65,337.00	100.0%	65,337.00	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	10,667,070.00	3,950,935.09	37.0%	10,667,070.00	4,832,800.18	45%
500 Equipment Service Fund	328,766.89	378,488.43	115.1%	328,766.89	213,889.60	65%
630 Stevenson Municipal Court	0.00	8,179.27	0.0%	0.00	8,179.27	0%
	22,056,941.92	16,466,140.48	74.7%	22,056,941.92	9,580,568.40	43.4%

**Washington Gorge Action Programs**  
**Skamania County Housing Programs**  
 Nov-2022  
 Submitted by Curt Gray

**Rental Assistance**

**Outputs**

	Oct
Number of households served	15
Number of individuals within those households	19
Total Number of bed nights provided	1841

**Housing and Essential Needs**

**Outputs**

	Oct
Number of individuals served with Housing/Utilities	4
Number of individuals served with Essential Needs	5
Total Number of bed nights provided	124

**Permanent Support Housing**

	Oct
Number of individuals obtained employment	1
Number of individuals increasing their income	1
Number of individuals retained employment for 90 days or more	1
Number of HH removed Barriers that hindered individuals in obtaining job	1
Number of HH moved into affordable permanent housing	1
Number of HH Received referral to mainstream resources	16
Number of individuals completed Life Skills meeting	17
Number of individuals denied services	3

**Outputs PSH**

	Oct
Number of households served	5
Number of individuals within those households	5

**Shelter**

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

**Outputs**

	Oct
Number of households served	6
Number of individuals within those households	9
Total Number of bed nights provided	276

**Total Outcomes for all Programs**

	Oct
Number of individuals obtained employment	1
Number of individuals increasing their income	1
Number of individuals retained employment for 90 days or more	1
Number of HH removed Barriers that hindered individuals in obtaining job	1
Number of HH moved into affordable permanent housing	1
Number of HH Received referral to mainstream resources	20
Number of individuals completed Life Skills meeting	16
Number of individuals denied services	3

**Success Stories**

October 2022:

1. One (1) emergency shelter resident maintained employment for over 90 days
2. One (1) emergency shelter resident obtained permanent housing
3. No COVID outbreaks in our shelters



## November 2022 Board Report

### Skamania County Housing Programs

Submitted by Curt Gray, Skamania County Housing Program Director

As an introduction to the monthly report we routinely submit, I'm including this narrative to provide additional insight. Data reported is for the month of October.

- **Emergency Warming Shelter:**  
Preparations are being made, including light maintenance of the physical facility. Needed staff positions are posted. Once required staff are recruited and trained the shelter will be ready to open. We are coordinating our operations with other regional providers in a manner similar to our coordination with the cooling shelters of our regional partners during this past summer.
- **Rental Assistance:**  
There was a dramatic reduction in rental assistance metrics due primarily to funding limitations for the remaining ERAP 2.0 grant monies and the depletion of the ESG-CV funds which resulted in decrease in these rental assistance services of approximately 50% compared to last month. First-time requests for rental assistance are increasing.
- **Denial of Services:**  
Three households requested assistance in October – households that had previously received significant rental assistance in prior months – some of them making their third request. These households' requests for assistance were denied due to receiving maximum benefits, preserving remaining funds for those households that have not yet received any rental assistance whatsoever.

**MINUTES**  
**Stevenson Planning Commission Meeting**  
**Monday, October 10, 2022**  
**6:00 PM**

**In Person: Attendees at City Hall followed current CDC and State guidance regarding use of masks, social distancing, and attendance.**

**Planning Commission Chair Jeff Breckel** called the meeting to order at 6:00 p.m.

Attending: City Development Director Ben Shumaker; Planning Commission Chair Jeff Breckel, Commissioners Auguste Zettler, Davy Ray, Anne Keesee, Charles Hales.

Public attendees: Pat Rice

**A. PRELIMINARY MATTERS**

**1. Public Comment Expectations:**

**Community Development Director Ben Shumaker** advised participants must raise their hand and be acknowledged by the Chair. Individual comments may be limited to 3 minutes. He explained the tools to use for remote participants: \*6 to mute/unmute & \*9 to raise hand. PC Chair Breckel asked everyone present to introduce themselves.

**2. Public Comment Period:** (For items not located elsewhere on the agenda)

No comments were received.

**3. Minutes: September 12th, 2022 Planning Commission Meeting Minutes**

**MOTION** to approve the minutes from the September 12<sup>th</sup>, 2022 Planning Commission meeting was made by **Commissioner Zettler**, seconded by **Commissioner Ray**.

- Voting aye: **Commissioners Zettler, Ray, Keesee, Breckel, Hales.**

**B. New Business**

**4. Potential Annexation Zoning: Community Development Director Shumaker** presented and explained the memo evaluating zoning options for area involved in an annexation proposal-ANX2022-01 (Guide Meridian) Planning Commission members were asked to consider a Notice of Intent to Annex submitted by John F. and Julie B. Goodman. The submitted notice of intent related to a single parcel with frontage on Frank Johns Road. Their end goal is to get city water for their proposed 4-lot short plat, which are lots 1-4 in the application. The City Council will make the final decision at the October 12<sup>th</sup>, 2022 meeting.

**Shumaker** provided background information on the annexation request. The Stevenson City Council reviewed and discussed the annexation request at a special meeting on August 29<sup>th</sup>, 2022. At the meeting it was determined the initial annexation area was not ideal as it left a gap in street frontage for maintenance and improvements. The Council also decided to include water upgrades and sewer line extensions as part of the annexation, as well as some level of right of way improvements.

Two options modifying the geographic area in question were considered by the Council. The first one added a single lot to the original proposal in order to maintain street frontage. That option was discarded due to opposition from the one adjacent property owner. The second option expanded the area by including a number of other lots. Cost of improvements (sewer, water) for the second option was calculated and provided to those property owners to aid in their decision on whether they would like to be included as part of the annexation. All respondents opposed the costs involved in that proposal.

**Shumaker** noted a timeline predicament for the Planning Commission related to the City's zoning for an active annexation area. He asked Planning Commissioners for guidance on arriving at the most desirable resolution for the proposal's zoning and pointed to information in the meeting packet from the Municipal Research and Service Center on annexation statutes. Shumaker also highlighted previous actions taken by the City regarding other annexation proposals.

Following an extended and detailed discussion in which the Commissioners determined it was important to avoid developing a 'checkerboard' approach to city services, the Planning Commission agreed to recommend four points:

- Prior to considering future annexations, the City should coordinate with Skamania County on a joint plan for the area in order to have an orderly, cost-effective process.
- Should the Council proceed with the annexation, the area should be limited to the one property involved in the original request.
- Should the Council proceed with the annexation, it should apply the R1 Single-Family Residential zoning designation, and it should consider adopting a policy to automatically designate all proposed annexation areas as R1.
- Should the Council proceed with the annexation, conditions should be added to require the properties to connect to City water service immediately and agree to participate in a sewer local improvement district in the future.

>Pat Rice commented on the discussion between the Commissioners and encouraged them to go slow and take annexation seriously.

**MOTION** to accept the recommendations as presented was made by **Commissioner Hales**, seconded by **Commissioner Zettler**.

- Voting aye: **Commissioners Breckel, Hales, Zettler, Ray and Keesee**.

**5. Planning Commission Work Plan: Community Development Director Shumaker** provided information on the City Council's current (2022-2025) strategic plan. Organizational health and stability, infrastructure, and intentional development are the areas of focus.

He shared where he had laid out specific strategies, tactics and action items in play for the city to accomplish its goals, and highlighted where his work was going accordingly:

- **Modernizing the parking program**
  - Reducing the overall amount of on site parking required for development.
  - Developing a fee in-lieu option.
  - Working out details on residential and overnight parking within the downtown core.

Having a Planning Commissioner be involved will be helpful.

- **Planning for trails and shoreline area**

A steering committee is in place, **Commissioner Ray** is serving on the committee.

- **Analyzing/developing tools needed to address housing issues; coordinate efforts with City Council.**
- **Reviewing development standards to ensure various zoning codes are working.**
- **Adopting annexation codes through a joint city/county process**
- **Improving the review process for permits/updating the city website to better guide applicants.**

Additional discussion took place regarding the six topics **Community Development Director Shumaker** had presented regarding work priorities. Housing was seen to be essential, as was developing an annexation policy.

### **C. Old Business**

#### **6. Conditional Use Permit Reviews:** Reviewing Past Permits (including those issued late 2019 through late 2021)

When the Planning Commission grant's conditional use permits, it typically attaches a review period to ensure the use is occurring as anticipated. For consistency, these reviews are generally scheduled for the first Planning Commission meeting in October of the next even-numbered year. Occasionally the review period is extended to better gauge the effects of its presence in a neighborhood.

This year, the Stevenson Planning Commission will review all permits issued in 2020 and 2021 as well as one issued in late 2019.

The Planning Commission concluded there was no need for continuation of the review period.

#### **1. CUP2019-02: SDA Mural #2, issued December 4th, 2019 to Stevenson Downtown Association and Port of Skamania.**

##### **Overview**

This conditional use permit was issued to the Stevenson Downtown Association (applicant) and Port of Skamania County (owner) in December 2019. The permit included 4 conditions and the staff report indicated compliance with all 4.

##### **Discussion**

The mural has been installed and maintained in compliance with the conditions of the permit. The public has not relayed concerns to the City about the mural. A Zoning Code change in August 2020 removed the Conditional Use Permit requirement for a mural of this type.

#### **2. CUP2020-01: Nazarene Church, issued July 20th, 2020 to Stevenson Church of the Nazarene.**

##### **Overview**

This conditional use permit was issued to the Nazarene Church. The permit included 7 conditions and the staff reports indicated compliance with 6 conditions and questionable compliance with 1 condition related to screening the parking area.

##### **Discussion**

The Church has been operating since 2020. The public has not relayed concerns to the City about its operation. The sidewalk on the south side of Jefferson Street was extended to the McKinley Street intersection where there is an ADA ramp.

Upon review and discussion, in keeping with the conditions laid out in the original permit, the Planning Commission called for a public hearing to be held at the November 14<sup>th</sup>, 2022 PC meeting to address the need for additional screening to be in compliance.

[A change in the agenda order occurred when **PC Chair Breckel** called for a motion to recommend adoption of the Downtown Plan for SUCCESS!]

**MOTION** to approve a recommendation to the City Council to adopt and implement the Downtown Plan for SUCCESS! was made by **Commissioner Zettler**, seconded by **Commissioner Hales**.

- Voting aye: **Commissioner Breckel, Keesee, Zettler, Hales, Ray.**

#### **D. Discussion**

##### **7. Thoughts of the Month: It's Seahawk Season! (but soon it won't be)**

<https://explorer.audubon.org/explore/species/954/migration>

sidebar=collapse&zoom=3&x=1306099.1620122588&y=2810864.562197212&hide=migration-journey-graphics&range=0.7205%2C0.7405

Shumaker explained the link led to an Audubon site for migratory bird patterns.

##### **Localizing Development Amongst Outside Factors (long but worth it)**

[https://static1.squarespace.com/static/53dd6676e4b0fedfbc26ea91/t/61ae342effef3720458ff4e/1638806577230/Unleash%20the%20Swarm.pdf?apcid=0060f5c4aeb5b5bba4857800&utm\\_campaign=220919-monday](https://static1.squarespace.com/static/53dd6676e4b0fedfbc26ea91/t/61ae342effef3720458ff4e/1638806577230/Unleash%20the%20Swarm.pdf?apcid=0060f5c4aeb5b5bba4857800&utm_campaign=220919-monday)

email&utm\_content=&utm\_medium=email&utm\_source=ortto

##### **8. Staff & Commission Reports:**

**Community Development Director Shumaker** advised further reports on parking will be provided by **Commissioner Keesee**, and **Commissioner Ray** will report on the Shoreline Access and Trail Plan.

**Shumaker** provided details on a program he is working on called HEALing SCARS. (Helping Encourage Adjacent Landowners/Sewer Connection Stipend) It is a new stipend program that came about through the mitigation requirements of the stormwater project on Rock Creek Drive. In lieu of a mitigation project, US Fish & Wildlife granted the city permission to pay a % of the project costs to seed a fund to help property owners connect to sewers.

#### **E. Adjournment**

**PC Chair Breckel** adjourned the meeting at 8:07 p.m.

**Minutes prepared by Johanna Roe**

**MINUTES**  
**Stevenson Planning Commission Meeting**  
**Monday, November 14, 2022**  
**6:00 PM**

Attending: PC Chair Jeff Breckel; Commissioners Anne Keesee, Davy Ray, Auguste Zettler. Commissioner Hales was not in attendance.

Other elected officials attending: Stevenson City Councilmember Michael Johnson.

City Staff attending: Anders Sorestad

Public attendees: Chuck Oldfield, Erin Minnis, Steve Minnis, Craig Salveson?, Karen Ditzler, Brian Smith.

**A. Preliminary Matters**

**Planning Commission Chair Jeff Breckel** called the meeting to order at 6:02 p.m. He related **Community Development Ben Shumaker** would be unavailable that night. **Breckel** asked those attending to introduce themselves.

**1. Public Comment Expectations:**

**PC Chair Breckel** explained the meeting procedures for in person and remote participants. He asked those attending in person to ensure their personal level of comfort regarding COVID-19. Commenters must raise their hand and be acknowledged by the Chair. Individual comments may be limited to 3 minutes or less. For online participants, the tools are \*6 to mute/unmute and \*9 to raise hand.

**2. Public Comment Period: (For items not located elsewhere on the agenda)**

No comments were received.

**3. Minutes: October 10th, 2022 Planning Commission Meeting Minutes**

It was agreed to postpone approval of the October 2022 Planning Commission meeting minutes until December 2022.

**B. New Business**

**4. Shoreline Public Access:**

Consider Draft Public Participation Plan and Establish Conscientious Public Involvement Expectations **Commissioner Ray** provided information on his contacts and conversations with Ryan Ojerio, regional manager of the Washington Trails Association regarding ideas for Rock Creek Falls. **Commissioner Ray** will follow up with him with further details on land ownership and other items.

**PC Chair Breckel** referred to information in the meeting packet from the consultants (The Watershed Company) regarding public involvement activities. Page 11 of the meeting packet/page 5 of consultant's report contained specific recommendations in engaging the public. He explained the purpose of and areas of interest in putting together a draft Shoreline Plan.



**Commissioner Zettler** agreed the consultant’s report contained good advice and noted his approval. >Karen Ditzler asked about the Port of Skamania’s input in the plan. **Breckel** stated working with the Port and other public agencies would be important.

**Commissioner Keesee** received clarification on the stakeholder meeting schedules outlined in the report.

**MOTION** to approve Stevenson’s integration with the Access and Trails Plan was made by **Commissioner Keesee**, seconded by **Commissioner Zettler**.

- Voting aye: **Commissioners Breckel, Keesee, Ray, Zettler.**

### C. Old Business

#### 5. Conditional Use Permit Public Hearing: (Review of CUP2020-01 Nazarene/Bridge Church)

##### a. An Appearance of Fairness Doctrine was held:

The Appearance of Fairness Doctrine is a rule of law requiring government decision-makers to conduct non-court hearings and proceedings in a way that is fair and unbiased in both appearance and fact. Following questions by **Planning Commission Chair Breckel**, all Commissioners reported no financial stake or conflict of interest in the proceeding before them; they could make a fair and impartial decision; and they had engaged in no ex-parte communications with any of the interested parties.

##### b. Presentation by Staff

**PC Chair Breckel** advised the purpose of the hearing was to focus on the plantings used to screen the parking area. Fencing or vegetative screening was one condition of the original Conditional Use Permit granted to the church in 2020. The plantings that were installed were not thriving and were considered inadequate for screening purposes.

##### c. Presentation by Applicant

**Craig Salvesson** spoke of problems associated with the planting and how the hot weather detrimentally affected the plantings. He noted they had replanted 3 times, with the most recent planting now in place. **Steve Minnis** related a local landscape nursery recommended and provided Leyland Cypress for the newest planting as they are hardy and fast growing.

**Chuck Oldfield** inquired and received affirmation the planting requirement was part of the conditional use permit. **Commissioner Zettler** explained a review was a standard part of any Conditional Use Permit. **PC Chair Breckel** stated no complaints had been received, but in keeping with the review process the Planning Commission needed to ensure compliance with conditions and obligations.

**Commissioner Keesee** verified a care plan was in place to ensure watering of the plants.

##### d. Public Hearing

**Planning Commission Chair Breckel** opened the public hearing at 6:27 p.m.

>Karen Ditzler clarified the hearing was on the screening issue related to the CUP and not parking.

>Brian Smith spoke in appreciation of the plantings rather than a fence. He emphasized the efforts of the church in keeping the plantings alive.

**Commissioner Ray** asked about altering the parameters of the CUP concerning the time restraints.

>Erin Minnis asked if additional conditions needed to be met. **Commissioner Zettler** explained all other conditions would remain the same.

**Planning Commission Chair Breckel** closed the public hearing at 6:33 p.m.

#### **e. Deliberation**

A brief discussion regarding the Conditional Use Permit granted to the Nazarene/Bridge Church was held by the Commissioners.

#### **Findings of Fact:**

1. The Planning Commission has reviewed this application for a Conditional Use Permit.
2. The Planning Commission advertised and held public hearings on July 13th, 2020, July 20th, 2020, and November 14th, 2022.
3. The applicant has paid the required application fees.
4. The proposed re-use of the church building requires a conditional use permit under SMC 17.15, but is not considered a wholly new use under SMC 17.42 or the Stevenson Engineering Standards.
5. If considered a new use under the Stevenson Engineering standards, paved driveways would be required. Paved driveways prevent migration of gravel onto public streets. Gravel on public streets can impact public safety and neighborhood harmony.
6. The property frontages on Jefferson and McKinley streets contain substandard pedestrian, vehicular, parking and storm drainage facilities, and this proposal will adversely impact those systems' abilities to serve the community at the current level of service.
7. Street frontage improvements along the subject property-only would inadequately address the substandard aspects of the adjacent street corridors. It is preferable to address the corridor through a more comprehensive improvement approach. However, a delay in improvements may lead to unacceptable impacts in the short term.
8. The proposal includes onsite parking areas visible from the street and adjacent residential uses. Visibility of these areas is out of harmony with the neighborhood setting of the area. Parking serving similar development in other districts is required to be "fenced and/or screened from the street and nearby residential uses".
9. As it relates to signage, the church building has property frontage along NW Jefferson and NW McKinley streets and the former parsonage building has property frontage along NW Jefferson Street.
10. The conditions imposed by this permit further the compelling governmental interests of mitigating this project's impacts to the neighborhood atmosphere and its traffic and stormwater systems; these conditions are the least restrictive means of furthering these interests. As a result, the City has satisfied its requirements under the RLUIPA.

#### **Conditions of Approval**

1. This Conditional Use Permit shall be valid only for the applicant at the location above.
2. Noncompliance with the conditions of this permit shall render this Conditional Use Permit invalid.
3. The proponents of this project shall provide some form of financial assurance regarding their participation in the future street, sidewalk, and/or drainage improvements on NW Jefferson and McKinley streets. One acceptable method would be to enter into a waiver of protest agreement with the City, which will obligate their participation in any local improvement district that may be formed in the next ten (10) years for street, sidewalk, and/or drainage improvements on these streets. Alternatively,

the proponents may install a sidewalk extension along the south side of NW Jefferson Street and ADA ramp at the southwest corner of the Jefferson/McKinley intersection. The extension shall comply with the Stevenson Engineering Standards and may include a Type 2 curb ramp. The financial assurance/agreement/extension shall be complete prior to the periodic review required in Condition #7.

4. If, after consultation with the Public Works Director, the Planning Commission finds gravel migration has been a problem, paved driveways shall be required. This shall be evaluated as part of the periodic review conducted through Condition #7, below.

5. The parking area shall be fenced and/or screened from the street and nearby residential uses. This condition shall be satisfied as soon as possible and no later than 12 months from November 14, 2022.

6. Signage related to the use shall be limited to 24 square feet of maximum individual sign area. No street frontage shall have more than one sign larger than 12 square feet.

7. The proposal shall be subject to periodic review by the Planning Commission to ensure the terms of this permit are being met and/or determine whether changes to these terms are warranted.

### **Conclusions of Law**

Based on these findings and conditions, the Planning Commission is satisfied that this Conditional Use proposal:

1. Will not endanger the public health or safety;
2. Will not substantially reduce the value of adjoining or abutting property;
3. Will be in harmony with the area in which it is located; and
4. Will be in conformity with the comprehensive plan, transportation plan, or other plan officially adopted by the council.

### **f. Decision**

**MOTION** to approve continuance of the CUP2020-01 for the Nazarene/Bridge Church; amend the dates for Planning to establish the planting area to 12 months from tonight's meeting (November 2023), and maintain the normal periodic review of every two years for all other conditions was made by

**Commissioner Zettler**, seconded by **Commissioner Ray**.

- Voting aye: **Commissioners Breckel, Zettler, Keese, Ray**.

### **6. Annexation Policy Kickoff:**

Consider Scope and Conscientious Public Involvement Expectations for Annexation Policy Development **Planning Commission Chair Breckel** suggested a comprehensive policy regarding annexation in partnership with Skamania County would be broad in scope and support orderly growth and logical economic extension. This led to an extensive discussion among Commissioners highlighting a number of points relating to annexation. Topics included the use of local improvement districts for water and sewer; who pays the costs of improvements; obligations of developers; city and county zoning differences; water sources; coordination with developers; integration of services with county properties; avoiding 'pockets' of development; and geologic limits to the area's buildable land base.

### **7. Columbia Street Realignment Preference:**

All Commissioners agreed more information was needed to address the issue, and decided to wait for **Community Development Director Shumaker** to return.

**MOTION** to table item 7 was made by **Commissioner Keesee**, seconded by **Commissioner Zettler**. Prior to the vote **Commissioner Ray** asked to ensure the dentist continued to be informed on the project.

- Voting aye: **Commissioners Breckel, Zettler, Keesee, Ray.**

#### **D. Discussion**

##### **8. Staff & Commission Reports:**

Downtown Plan, Downtown Parking, HEALing SCARS Program

No information was available on the items to provide for discussion.

##### **9. Thoughts of the Month:**

Housing Policy Insights: <https://www.cnu.org/publicsquare/2022/10/12/suburbia-was-housing-program>

#### **E. Adjournment**

**MOTION** to adjourn at 7:05 p.m. was made by **Commissioner Zettler**, seconded by **Commissioner Ray**.

- Voting aye: **Commissioners Breckel, Zettler, Keesee, Ray.**

**Minutes produced by Johanna Roe**



# City of Stevenson

## Planning Department

(509)427-5970

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

**TO:** City Council  
**FROM:** Ben Shumaker on behalf of the Planning Commission  
**DATE:** December 15<sup>th</sup>, 2022  
**SUBJECT:** Strategic Priority Recommendation: Snow Plowing, Snow Shoveling

---

Hello-

For the second winter in a row, the Planning Commission has heard public concerns about how our community deals with snow and ice. At their December 12, 2022 meeting they directed me to prepare this letter to you to share these concerns. Typically, when making such requests, the Planning Commission takes a 2-touch approach, outlining their concerns for inclusion in a draft letter then evaluating that draft before sending. Seeking to expedite the discussion for this season, they did not do so on this occasion. Please see the following 4 observations and 2 recommendations.

### Observations

The discussions at Planning Commission meetings includes the following observations:

- Snow management isn't on anyone's mind when strategic priorities are established during summer season retreats.
- Climate change is creating a new (ab)normal. Our policies and practices related to snow management have not kept up with these changes.
- Property owners are not aware of or accountable to their responsibility for snow removal on sidewalks.
- Our community is aging. This makes pedestrian travel (including travel between a vehicle and a destination/origin) difficult and dangerous in the snow. Plowing practices complicate this even further. Driveway berms are difficult to remove. Snow plowed from the streets ends up on sidewalks, complicating property owners' removal efforts. Intersection curb ramps are used for permanent snow storage.

### Recommendations

The Planning Commission mad these recommendations made in light consistent with their understanding of the City's limitations to effect immediate change in this issue:

- During the next strategic planning retreat, consider overhauling the snow management policies of the city/community. A comprehensive approach will evaluate:
  - Building property owner awareness of their statutory responsibility.
  - Adding a local regulatory incentive for property owners to meet their responsibility.
  - Changing snow plowing policies related to vehicle speed, berm creation/management and snow removal.
  - Considering expanded services to meet community needs (ex., berm removal, sidewalk plows)
- As soon as possible, start developing partnerships with property owners, businesses, and the Stevenson Downtown Association to improve removal of sidewalk snow in the downtown core.

Contracts and/or Change Orders awarded above \$10,000  
from November 18th thru December 14th

Date	Contractor	Amount	Total Contract	Description of service
12/6/2022	Crestline Construction	108,224.67	2,294,283.63	CO #9 for the Collection System Improvement Project. Changes are for additional pavement for base bid quantity overrun.
12/7/2022	Stellar J, Inc.	73,243.54	10,429,579.60	CO #4 -(Revised/reduced amount by \$2k) to replace two pumps and install associated rails and fittings. This is maintenance work that will be paid for by the City, not through the DOE loan.



## CHECK REGISTER

City Of Stevenson

Time: 15:52:31 Date: 12/14/2022

11/18/2022 To: 12/15/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3154	12/15/2022	Claims	1	16518	Grayling Engineers	4,752.00	2022 Waterline Replacements
3155	12/15/2022	Claims	1	16519	Gregory Scott Cheney	4,325.00	November 2022 Statement; November 2022 Statement
3156	12/15/2022	Claims	1	16520	H2Oregon	25.41	Drinking Water for WWTP; Drinking Water Dispenser for WWTP
3157	12/15/2022	Claims	1	16521	Hollstrom Inc	326.37	Bridge Lights/Crane Cord for Pump Station
3158	12/15/2022	Claims	1	16522	Kimball Midwest	366.91	Shop Supplies
3159	12/15/2022	Claims	1	16523	Maul Foster Alongi	36,082.48	Columbia Avenue Realignment
3160	12/15/2022	Claims	1	16524	Menke Jackson Beyer LLP	507.05	May Family BLA2021-07
3161	12/15/2022	Claims	1	16525	Office of State Treasurer-Cash Mgmt Di	67.42	December 2022 Remittance
3162	12/15/2022	Claims	1	16526	One Call Concepts Inc	10.70	November 2022 Statement
3163	12/15/2022	Claims	1	16527	PUD No 1 of Skamania County	9,463.02	November 2022 Statement; November 2022 Statement; November 2022 Statement; November 2022 Statement; November 2022 Statement; November 2022 Statement
3164	12/15/2022	Claims	1	16528	Petty Cash	249.90	November 2022 Satement
3165	12/15/2022	Claims	1	16529	Print It! Inc	85.08	12" x 12 Logo Decals
3166	12/15/2022	Claims	1	16530	RADCOMP Technologies	2,579.92	December 2022 Contract Service
3167	12/15/2022	Claims	1	16531	Ricoh USA Inc	50.66	November 2022 Statement
3168	12/15/2022	Claims	1	16532	Skamania County Chamber of Commerce	12,116.13	November 2022 Statement
3169	12/15/2022	Claims	1	16533	Skamania County Economic Development	12,808.75	2022 Second Half Contract/SBDC Representative/CFM Lobbyist
3170	12/15/2022	Claims	1	16534	Skamania County Probation	115.89	November 2022 Probation Costs
3171	12/15/2022	Claims	1	16535	Skamania County Prosecutor	1,333.00	December 2022 Remittance
3172	12/15/2022	Claims	1	16536	Skamania County Sheriff	1,020.00	October 2022 Jail Services
3173	12/15/2022	Claims	1	16537	Skamania County Treasurer	17,161.74	December 2022 Remittance; December 2022 Remittance
3174	12/15/2022	Claims	1	16538	Carolyn Sourek	87.00	Reimbursement for IACC Conference
3175	12/15/2022	Claims	1	16539	Stellar J Corporation	430,034.69	WWTP Progress Payment No. 5
3176	12/15/2022	Claims	1	16540	Stevenson Downtown Association	32,084.93	Park Plaza Grant; Q4 SDA Operations/Farmers Market Operations
3177	12/15/2022	Claims	1	16541	The Watershed Company	8,123.75	Integrated Shoreline Access & Trails Plan; Integrated Shoreline Access & Trails Plan
3178	12/15/2022	Claims	1	16542	Timothy Charles Shell	3,893.00	November 2022 Statement; November 2022 Statement Update
3179	12/15/2022	Claims	1	16543	Traffic Safety Supply Co	1,104.84	Traffic Cones
3180	12/15/2022	Claims	1	16544	US Bank Safekeeping	30.00	November 2022 US Bank Safekeeping Fees
3181	12/15/2022	Claims	1	16545	US Bank Voyager Fleet Systems	3,527.63	November 2022 Statement
3182	12/15/2022	Claims	1	16546	US Bank	6,624.35	November 2022 Statement; November 2022 Statement
3183	12/15/2022	Claims	1	16547	USA Bluebook	634.22	4" Check Valves
3184	12/15/2022	Claims	1	16548	Verizon Wireless	111.61	November 2022 Cell Phone Charges
3185	12/15/2022	Claims	1	16549	WGAP Washington Gorge Action Program	3,333.00	Food Bank Support



# CHECK REGISTER

City Of Stevenson

Time: 15:52:31 Date: 12/14/2022

11/18/2022 To: 12/15/2022

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3186	12/15/2022	Claims	1	16550	Wallis Engineering PLLC	83,597.60	Rock Creek Stormwater Repair; 2021 WW Collection System Upgrades; WWTP Equipment Procurement; WWTP Improvements Bidding & Construction
3187	12/15/2022	Claims	1	16551	Waste Connections Vancouver District 2	46.95	November 2022 Shredder Cart Service
3188	12/15/2022	Claims	1	16552	Wave Broadband	361.15	November/December 2022 City Hall Internet; December 2022 WWTP Services; December 2022 Firehall Internet
3189	12/15/2022	Claims	1	16553	Wilson Oil Inc	536.75	Diesel for WWTP Generator
						64,494.50	001 General Expense Fund
						149,040.00	030 ARPA
						23,768.13	100 Street Fund
						35,014.52	103 Tourism Promo & Develop Fund
						36,082.48	312 Columbia Ave
						45,617.16	400 Water/Sewer Fund
						1,081,373.49	410 Wastewater System Upgrades
						5,178.73	500 Equipment Service Fund
						68.16	630 Stevenson Municipal Court
						1,440,637.17	Claims: 1,440,637.17

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)