

AGENDA
CITY OF STEVENSON COUNCIL MEETING
December 16, 2021
6:00 PM, City Hall

*****Those attending in-person will be required to wear facemasks regardless of vaccination status and practice distancing.*****

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. 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) * 12/15 changes include:

- Addition of Tourism Funding Contracts (item 3a)
- Addition of Liquor License Renewals (item 3c-e)
- Addition of minutes (item 3f)
- Addition of sewer plant update staff memo (item 7a)
- Addition of downtown parking presentation (item 7b)
- Removal of Shoreline Management Program (formerly item 9e)
- Addition of contract with Wallis Engineering for Rock Creek Stormwater Improvements (item 9e)
- Addition of Housing Programs Report (item 10e)
- Addition of Planning Commission Minutes (revised item 10f)
- Addition of voucher information (item 12)

b) ** 12/16 changes include:

- Addition Resolution 2021-388 Authorizing Signing the DOE Loan Agreement (item 9f)

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

- a) ***Approve 2022 Tourism Funding Award Contracts** - City Administrator Leana Kinley presents the contracts for Tourism funding approved at the November 18th council meeting for council approval for a total amount of \$393,500.
- b) **Special Occasion Liquor License Application** - Blanchet House of Hospitality at Skamania Lodge on February 25th from 5pm-10pm.
- c) ***Liquor License Renewal** - Skamania Lodge
- d) ***Liquor License Renewal** - High-5 Cannabis
- e) ***Liquor License Renewal** - Big River Grill
- f) ***Minutes** of November 18, 2021 Council Meeting.

MOTION: To approve consent agenda items a-f.

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

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Gorge Pass** - Emily Reed, Network Director for the Columbia Gorge Tourism Alliance, will present information regarding the new coordinated transit system that links the region together with the new Gorge Pass.

6. PUBLIC HEARINGS:

- a) **2022 Sewer Rates-Second Reading (1)** - City Administrator Leana Kinley presents the staff memo and ordinance 2021-1178 for public comment and council consideration. The rates proposed include a 12.5% increase to all fees for 2022 as discussed during the 2022 budget process and included in the 2022 budget.

MOTION: To approve ordinance 2021-1178 revising the sewer rates as presented.

- b) **2022 Proposed Budget - Second Reading** - City Administrator Leana Kinley presents the 2022 proposed budget and ordinance 2021-1179 based on items discussed at the October 21, 2021 public hearing and the November 8, 2021 special meeting.

MOTION: To approve ordinance 2021-1179 adopting the 2022 budget as presented.

7. SITUATION UPDATES:

- a) ***Sewer Plant Update (1)** - City Administrator Leana Kinley presents the update on the Stevenson Wastewater System and the Compliance Schedule.

- b)** ***Downtown Parking** - Community Development Director Ben Shumaker will present an existing conditions report on parking in downtown Stevenson.

8. UNFINISHED BUSINESS:

- a)** **Discuss Park Plaza Contract** - City Administrator Leana Kinley will update council on the December 15th meeting of the subcommittee on the revised draft of the Park Plaza Interlocal Agreement with Skamania County.

9. COUNCIL BUSINESS:

- a)** **Approve 2022 Salary Schedule** - City Administrator Leana Kinley presents resolution 2021-386 adopting the salary schedule for 2022 for council review and consideration. As discussed in previous meetings, the schedule represents a 5.1% overall increase and is included in the 2022 proposed budget.

MOTION: To approve resolution 2021-386 adopting the 2022 salary schedule.

- b)** **Approve Personnel Policy Update** - City Administrator Leana Kinley presents resolution 2021-387 revising the personnel policy for council consideration. The changes update the job descriptions for public works employees to make a weekly on-call rotation possible on an emergency basis, updates the residency requirement from 12 miles to a 30-minute response time, consistent with the on-call requirement, and removes the residency and volunteer fire fighter requirements for taking home a vehicle.

MOTION: To approve resolution 2021-387 revising the personnel policy.

- c)** **Approve Contract with Ken Woodrich** - City Administrator Leana Kinley presents the contract with Kenneth B. Woodrich, PC for city attorney services for council consideration. The fees have not changed since 2012 and the increase is a reflection of inflation and added experience. The hourly rates are increasing \$40 per hour and the retainer is increasing \$240 per month.

MOTION: To approve the contract with Kenneth B. Woodrich, PC for city attorney services as presented.

- d)** **Approve Contract for IT Services** - City Administrator Leana Kinley presents the contract with Radcomp Technologies for IT services in the 2022 monthly amount of \$2,151.97 and a one-time cost of \$725. The City published a Request for Proposals and Radcomp Technologies was the most advantageous proposal for the City.

MOTION: To approve the contract with Radcomp Technologies for IT services at the 2022 monthly amount of \$2,151.97 and a one-time cost of \$725 as presented.

- e)** ***Approve Contract with Wallis Engineering**- City Administrator Leana Kinley presents the contract amendment with Wallis Engineering for the Rock Creek Stormwater

Improvements for council review and consideration. The amendment extends the contract one year due to the delay in construction and includes an updated rate schedule for 2022.

MOTION: To approve the contract amendment with Wallis Engineering for Rock Creek Stormwater Improvement services as presented.

- f)** ****Approve Resolution 2021-388 Authorizing Signing the DOE Loan Agreement (1)** - City Administrator Leana Kinley requests council approval of resolution 2021-388 which authorizes the Mayor and City Administrator to sign the State Revolving Fund loan agreement with the Washington State Department of Ecology in the amount of \$9,936,000 at 1.5% interest. The original resolution 2021-381 only authorized the Mayor to sign the agreement when both the Mayor and City Administrator are signers on the agreement. A copy of the final agreement is included in the packet.

MOTION: To approve Resolution 2021-388 authorizing the Mayor and City Administrator to sign the State Revolving Fund loan agreement with the Washington state Department of Ecology in the amount of \$9,936,000 at 1.5% interest.

10. INFORMATION ITEMS:

- a)** **Project Status Updates** - City Administrator Leana Kinley and city staff present updates on city projects through the city website <https://www.ci.stevenson.wa.us/projects>.
- b)** **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in October 2021.
- c)** **Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report and year-to-date revenues and expenses through November 2021.
- d)** **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for November, 2021 is presented for council review.
- e)** ***Housing Programs Report** - The November report on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.
- f)** ***Planning Commission Minutes** - Minutes from the 10/11/21 Planning Commission meeting are presented.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

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

12. VOUCHER APPROVAL:

- a) *November 2021 payroll & December 2021 AP checks have been audited and are presented for approval. November payroll checks 15580 thru 15583 total \$96,074.31 which includes EFT payments. Fire payroll checks 15584 thru 15606 total \$9,328.97 which includes EFT payments. December 2021 AP checks 15607 thru 15670 total \$252,221.74 and includes EFT payments and checks. 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.

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UPCOMING MEETINGS AND EVENTS:

- December 24, 2021, City Offices Closed in Observance of Christmas Day
- December 31, 2021, City Offices Closed in Observance of New Years Day
- January 10, 2022 Planning Commission Meeting
- January 17, 2022 City Hall Closed in Observance of Martin Luther King Jr. Day
- January 20, 2022, Regular City Council Meeting
- Shoreline Management Program Public Hearing

2022 Tourism Funding Summary
 Summary of Amounts Requested, Recommended, and Approved by City Council
 Revised 12-6-21

PDF #	Entity	2013 Apprv'd	2014 Apprv'd	2015 Apprv'd	2016 Apprv'd	2017 Apprv'd	2018 Apprv'd	2019 Apprv'd	2020 Apprv'd	2021 Apprv'd	2022 Regst'd	2022 Recom'd	2022 Apprv'd
1	SC Chamber of Commerce	80,000	80,000	85,000	85,000	85,000	90,000	90,000	90,000	90,000	110,000	110,000	110,000
1	SC Chamber - Events										14,000	14,000	14,000
1	SC Chamber - Promotional Programs (SBA)	98,000	88,000	88,000	85,000	85,000	85,000	85,000	85,000	80,000	85,000	85,000	85,000
2	Skamania County-Fair & Timber Carnival	4,000	4,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
2	Skamania Co-Col. Gorge Bluegrass Festival	9,000	9,000	10,000	10,000	10,000	10,000	10,000	7,000	10,000	10,000	10,000	10,000
3	Skamania Co-Fourth of July									7,500	7,500	7,500	7,500
4	Columbia Gorge Interpretive Center	45,000	50,000	55,000	65,000	55,000	55,000	55,000	55,000	55,000	65,000	60,000	60,000
*	Gorge Outrgr Races & Wildside Relay	SBA	4,500	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
5	BOTG Kiteboarding Festival	SBA	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
6	Stevenson Farmers Market	-	-	1,765	not apply for	1,765	2,000	2,000	2,000	3,000	10,000	-	-
7	SDA - Stevenson Main Street Program	-	-	-	10,000	30,000	25,000	40,000	55,000	65,000	65,000	65,000	65,000
8	Stevenson Waterfront Music Festival	-	-	-	3,400	3,400	2,000	2,000	3,000	3,000	4,500	4,500	4,500
9	Skamania County Fair Board-GorgeGrass						8,000	8,000	6,000	4,000	4,000	4,000	4,000
10	CGTA-RARE Funding						2,500	2,500	2,500	5,000	5,000	5,000	5,000
11	Xfest	1,000	2,000	N/A	2,000	-	1,000		-	-	7,500	1,000	1,000
12	Stevenson Plein Air										3,150	1,500	1,500
13	Gorge Olympic Windsurfing Cup										3,000	3,000	3,000
14	Gorge Downwind Champs										10,000	10,000	10,000
	Total	468,370	283,420	495,085	335,700	358,615	348,617	647,517	558,250	351,100	416,650	393,500	393,500

AGREEMENT

This agreement made and entered into this 16th day of December, 2021 between the **CITY OF STEVENSON**, a municipal corporation of the State of Washington, hereinafter referred to as “City,” and the **SKAMANIA COUNTY CHAMBER OF COMMERCE**, a non-profit corporation, hereinafter referred to as “Chamber.”

Recitals

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

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

1. **Performance.** The Chamber will perform the work set forth on the Scope of Work attached hereto as **Exhibits “A”, “B”, and “C”** which are incorporated herein by reference with the understanding that the work described in Exhibits B and C is designed to be a separate product that, if mutually agreed upon, could be transferred to a third party for administration.
2. **Completion.** The Chamber shall complete the services to be performed under this agreement on or before December 31, 2022.
3. **Term.** The term of this agreement shall begin January 1, 2022 and end upon the completion of the project, but no later than December 31, 2022.
4. **Payment**
 - a. In consideration of the work to be performed as described in Exhibit A, the City will pay the Chamber the total sum of **One Hundred Ten Thousand Dollars (\$110,000)**. As described in Exhibit A, the Chamber will submit a request for payment and a report of work completed every (30) thirty-days. Upon receipt of each satisfactory work report, the City will pay the Chamber one-twelfth (1/12) of the total deliverable **One Hundred Ten Thousand Dollars (\$110,000)** under Exhibit A. After written notice to the Chamber, the City may withhold payment if the Chamber cannot demonstrate substantial compliance with the terms of the

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

- b. The Chamber is authorized to administer funds to perform City of Stevenson Promotional Programs as described in Exhibits B and C attached hereto. Upon receipt and approval by the City of an itemized billing for such work, or part thereof, the City will pay the Chamber on a reimbursement basis. Total payments from the City to the Chamber for the work described in Exhibits B and C will not exceed **Eighty-Five Thousand Dollars (\$85,000.00)**. In the event the Chamber and the City mutually agree that the deliverables specified under Exhibits B and C could be transferred to a third party for administration, this contract shall be amended. The City may withhold payment if the Chamber cannot demonstrate to the City's satisfaction substantial compliance with the terms of Exhibit B and Exhibit C. Failure to submit satisfactory work reports demonstrating substantial compliance with Exhibit B and Exhibit C shall be considered a breach of this agreement, and the City will be excused from further performance hereunder.
 - c. The Chamber is authorized to put on specific events listed below. Total payments from the City to the Chamber for this work will not exceed **Fourteen Thousand Dollars (\$14,000)** and will be paid monthly on a reimbursable basis. Reimbursement will be for items and services such as advertising, entertainment (bands), supplies (mugs/wine glasses, tokens, ice, wristbands, etc.), insurance, permits, environmental health (port-a-potties, garbage), tent/stage rental, photographer, etc.
 - i. Gorge Blues and Brews
 - ii. Christmas in the Gorge
 - d. All tourism funding expenditure reports required by the Washington State Legislature are to be submitted by the Chamber to the City before final payment under this contract is made.
5. **Termination and Waiver.** Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
6. **Financial Records.** The Chamber shall maintain financial records of all transactions related to this agreement for six (6) years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.

7. **Status of Chamber.** It is hereby understood, agreed and declared that the Chamber is an independent contractor and not the agent or employee of the City and that no liability shall attach to the City by reason of entering into this agreement, except as may be provided herein. The City acknowledges that the Chamber may contract with the Stevenson Business Association to perform certain services set forth in the Scope of Work; provided, however, that if the Chamber chooses to assign to the Stevenson Business Association any services, it will assign only those services listed on Exhibit B.
8. **Insurance and Liability.** The Chamber shall indemnify and save harmless the City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by the City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement. The Chamber further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by the Chamber's employees, agents, contractors, subcontractors or other representatives.

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

9. **Assignment.** Except as set forth in Paragraph 3 above, this agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
10. **Ownership of Work Product.** All brochures, pamphlets, maps, displays, and any other thing or idea created or produced by the Chamber under the terms of this agreement shall be and remain the property of the City.
11. **Completeness of Agreement and Modification.** This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations or agreements, written or oral, not incorporated herein.
12. **Equal Opportunity and Compliance With Laws.** The Chamber shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, the Chamber shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
13. **Governing Law and Venue.** The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that Skamania County shall be the venue for any litigation brought in relation to this

agreement.

14. **Costs and Attorney Fees.** If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorney's costs and fees and the failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and appeal.
15. **Certification of Authority.** The parties hereby certify that the persons executing this agreement on behalf of the City and the Chamber have legal authority to enter into this agreement on behalf of the City and the Chamber and are able to bind the City and the Chamber in a valid agreement on the terms herein.

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

CITY OF STEVENSON

**SKAMANIA COUNTY
CHAMBER OF COMMERCE**

By _____
Scott Anderson, Mayor

By _____
Board President

ATTEST:

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B. Woodrich, PC
City Attorney

Exhibit A – SCOPE OF WORK

Skamania County Chamber of Commerce serving as Destination Marketing Organization & Visitor Information Services

- 1) Promote Skamania County as a tourism destination, enhance visitor experiences and increase overnight stays. Answer visitor requests by phone, mail, e-mail and in person.
- 2) Staff the Visitor Information Center with paid employees, year-round five days a week. The center will be open seven days a week from Memorial Day through Labor Day.
- 3) Operate a retail center within the Visitor Center selling maps, NW Forest Passes, hiking guide books and local history books.
- 4) Maintain visitor counts, business referrals, overnight stays and bulk brochure requests.
- 5) Distributed visitor and relocation packets in response to requests.
- 6) Create comprehensive marketing plans for both the Chamber and the City of Stevenson.
- 7) Place display ads in Washington State Visitors Guide and other regional tourism publications.
- 8) Sponsor, assist with content and distribute 2022 Skamania County Visitors Guide.
- 9) Update and distribute the Skamania County “Lure” brochure with the Accommodations Guide, Dining Guide and Calendar of Events.
- 10) Send out monthly press releases to regional publications.
- 11) Maintain/update Chamber website including enhanced SEO, adding new photos, videos and travel blogs. Conduct keyword research to incorporate into the website and increase visitation.
- 12) Create new waterfall map for Skamania County to add to Chamber website as a downloadable PDF. Print maps to distribute in Visitor Center.
- 13) Create monthly newsletter to send to those requesting a visitor packet on the Chamber website.
- 14) Create content calendar for social media pages that includes quarterly contests and giveaways.
- 15) Organize & execute Gorge Blues & Brews Festival, Skamania Sip & Stroll and Christmas in the Gorge events.
- 16) Attend travel shows promoting Skamania County as a tourist destination.
- 17) Continue to work closely with state, regional and national tourism organizations:
 - a. Columbia Gorge Tourism Alliance
 - b. Washington State Destination Marketing Organizations Association (WSDMO)
 - c. Washington Tourism Alliance
- 18) Respond to inquiries from travel writers and solicit FAM (familiarization) tours.
- 19) Work with Skamania Lodge on co-op marketing projects and cross promotion on social media.

- 20) Assist event coordinators from the County, in the planning, production and advertising of the many county-wide events. Sell event tickets for such events as requested.
- 21) Work with the local organized business associations in Skamania County.

Exhibit B

Visit Stevenson Promotional Program Deliverables

1. Work closely with NB Marketing on marketing campaign updates, website enhancements, social media posts and paid ads, display ad creation and placement.
2. Maintain and update Stevenson promotional website; visitstevensonwa.com. Regularly add new photos, videos, travel blogs and enhanced SEO.
3. Work with Pheonix Technology on maintaining and updating web cams and weather station. Expand web cam program to include more cameras.
4. Distribute visitor packets in response to email requests from the website.
5. Create monthly newsletter to send to tourists requesting a visitor packet from the website.
6. Create social media content calendar, including quarterly contests/giveaways.
7. Worked cooperatively with Skamania Lodge on marketing projects.
8. Place print ads in regional tourism focused publications.
9. Send out monthly press releases to regional publications.
10. Create four FAM (familiarization) tour itineraries to send out and solicit influencers.
11. Update Stevenson map several times as new businesses open and others close. Order printing of map many times throughout the year.
12. Provide maps, guides and information to local businesses and cruise ships for distribution.
13. Co-op with Stevenson Downtown Association on Shop Local campaign and promotions.
14. Compile information for registration packets for various groups at Skamania Lodge and those holding events at Skamania County Fairgrounds.
15. Administer the Stevenson Bucks program.
16. Manage the SBA financial accounts including receivables and payables.

Exhibit C

Visit Stevenson 2022 Promotional Programs Budget

Program 1	Promotional Products & Projects	
A	Stevenson Map – update	\$ 500
B	Stevenson Map - printing	2,500
D	Stevenson Advertising Campaign	
	D1 - Website (hosting/updates/webcam contract)	11,000
	D2 – Marketing Contract (NB Marketing)	16,200
	D3 – Boosting (paid social media ads)	1,200
	D4 – Press Releases	3,000
	D5 – Ad Placement	10,000
	D6 – Photos	1,600
	D7 – Other (promotional products, postage, misc.)	4,000
	D8 – FAM Tours	5,000
E	Wind River Publishing Advertisements	4,000
F	Skamania Lodge Co-Op Marketing Project	<u>14,000</u>
	Sub-Total	\$ 73,000
Program Time Management		
	\$1,000 per month	<u>\$ 12,000</u>
	TOTAL	\$ 85,000
OPTIONAL: New KOIN weather cam @ \$2,000 per month		\$24,000

**INTERLOCAL AGREEMENT BETWEEN
SKAMANIA COUNTY AND THE CITY OF STEVENSON
FOR PROMOTION AND OPERATION OF EVENTS IN STEVENSON
TO ATTRACT TOURISTS - 2022**

THIS AGREEMENT made and entered into this 16th day of December, 2021 between Skamania County, a municipal corporation, hereinafter referred to as “**COUNTY**”, and the City of Stevenson, a municipal corporation, hereinafter referred to as the “**CITY**” for purposes hereinafter mentioned:

WHEREAS, the City is the recipient of Hotel/Motel Funds for the promotion of travel and tourism and the marketing and operation of special events and festivals and related tourist activities in Stevenson,

WHEREAS, the City wishes to increase publicity about the City to attract visitors to the local region, to increase overnight stays at our local hotels, inns and lodges and to encourage tourism expansion,

WHEREAS, the City and the County and its Department of Community Events and Recreation mutually agree that the County can provide promotional information and operation of **events described in Exhibit “A”** that will increase tourism; and

NOW, THEREFORE, BE IT RESOLVED, that the City and the County through this interlocal agreement pursuant to RCW 39.34.080 shall act in consideration of the terms and conditions set forth below:

1. Performance: The County shall design and conduct promotion for tourist events/festivals as described on Exhibit A, and operate said events,
2. Completion: All work shall be completed by December 31, 2022. To meet reporting requirements set by Substitute Senate Bill 5647 the contractor, the County, must submit to the City a completed copy of the Lodging Tax Report for each of the events described in Exhibit A. Final payment on the contract will be withheld until receipt of report.
3. Term: The term of this agreement shall begin January 1, 2022 and end upon the completion of the project, but no later than December 31, 2022.
4. Payment.
 - a. The City will reimburse the County up to \$22,500 for services performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. Final invoice for this agreement must be received by the City on or before January 17, 2023. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
 - c. The Tourism Funding Expenditure Report required by section 2 above shall be submitted before final payment under this contract is made.
5. Default: Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.

6. Termination: 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. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
7. Financial Records: The County shall maintain financial records of all transactions related to this agreement for six (6) years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or Federal Auditors.
8. Status of Community Events and Recreation Department: It is hereby understood, agreed and declared that the County is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
9. Insurance and Liability. The County agrees to indemnify and hold harmless the City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by the City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

The County further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) 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 made against the City by Skamania County employees, agents, contractors, subcontractors or other representatives.

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

by the losing party for its court costs and reasonable attorney costs and fees.

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

16. 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 6.0 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 event promotion and operation.
- d. Manner of Financing. The City intends to finance this agreement in cash as part of its Tourism Promotion Fund budget.
- e. Termination of Agreement. The parties shall have the right to terminate this agreement as provided in paragraph 6.0 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 parties hereto have executed this agreement as of the day and year first above written.

/ / / / / / [Signatures appear on next page] \ \ \ \ \ \

CITY OF STEVENSON

**BOARD OF COUNTY COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

City of Stevenson, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:
City Attorney

Chairman

Commissioner

Commissioner

Clerk of the Board

APPROVED AS TO FORM:
Prosecuting Attorney

EXHIBIT A
Tourism Promotional and Event Operation Services

Skamania County Fair & Timber Festival	\$ 5,000
Columbia Gorge Bluegrass Festival	\$ 10,000
Fourth of July Fireworks	<u>\$ 7,500</u>
Total Award:	<u>\$ 22,500</u>

1. Movement of funds between programs of up to 10% of the total contract amount is allowed.
2. Community Events and Recreation shall plan and operate the above events as described on the respective Tourism Funding Application Forms submitted by Community Events and Recreation for these events, incorporated herein by reference.

AGREEMENT

This agreement made and entered into this 16th day of December, 2021 between the City of Stevenson, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and the Columbia Gorge Interpretive Center Museum, hereinafter referred to as “Interpretive Center” or “Museum”.

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. Among other things, the Interpretive Center routinely distributes promotional material that would generate interest in the City and the local region.
3. The Interpretive Center is uniquely qualified to provide historically oriented promotional information to potential visitors, which is an important consideration with more than 40% of tourists listing historical sites/museums as a key destination.
4. The Interpretive Center is a key tourist-related facility within the community.
5. It is in the City’s interest to contract with the Interpretive Center to perform certain activities relating to the encouragement of increased tourism, the promotion of tourist interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

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

1. Performance & Payment. The Interpretive Center will perform the work as described in Exhibit A and submit requests for payment within forty-five days of each accepted and audited task. The maximum amount to be reimbursed under this agreement is \$60,000 as further described in Exhibit A. Final invoice for this agreement must be received by the City on or before **January 17, 2023**.
2. Completion. The Interpretive Center shall complete the work to be performed under this agreement on or before December 31, 2022.
3. Term. The term of this agreement shall begin January 1, 2022 and end upon the completion of the project, but no later than December 31, 2022.
4. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.

5. Termination. 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. Payment for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
6. Status of Interpretive Center. It is hereby understood, agreed and declared that Interpretive Center is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
7. Insurance and Liability. The Interpretive Center shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

The Interpretive Center further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the city harmless from any claims made against the City by the Interpretive Center's employees, agents, contractors, subcontractors or other representatives.

8. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
9. Ownership of Work Product. All cards, brochures, pamphlets, maps, displays, and any other thing or idea created or produced by Interpretive Center pursuant to this agreement shall be and remain the property of Interpretive Center.
10. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.
11. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.
12. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto

institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.

13. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and Interpretive Center have legal authority to enter into this agreement on behalf of City and Interpretive Center respectively and have full authority to bind City and Interpretive Center in a valid Agreement on the terms herein.

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

CITY OF STEVENSON:

COLUMBIA GORGE INTERPRETIVE CENTER:

Scott Anderson, Mayor

Robert Peterson, Executive Director

ATTEST:

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney

EXHIBIT A
Columbia Gorge Interpretive Center 2022 Tourism Funding

Task A: Advertising and Promotion

The Columbia Gorge Interpretive Center Museum shall minimally promote the museum in print ad in a minimum of six local/regional/national sites. All ads must note Stevenson, WA as the location of the museum.

The Museum shall actively maintain a website and will maintain a link between the museum website and the SBA website (cityofstevenson.com).

Other promotional activities may include radio and television spots, press releases, posters, fliers, post cards, maintenance costs of social media sites, attendance at tourism conferences where the museum would be promoting visits to its facilities, and signage along SR-14 and I-84.

Any posters purchased under this contract shall always identify City of Stevenson as the location of the museum.

Task B: Sponsoring of special events

The museum shall operate special events, including but not limited to:

- Silent Auction and Dinner
- Anniversary Event
- Car Show
- December Sing-a-Long

The City can reimburse the museum for the promotion of each event and for actual event costs.

Task C: Marketing and Administration

The City can reimburse for marketing management and administration costs. These costs will be reimbursable based on time sheets identifying hours worked and the nature of the activity for which reimbursement is sought.

Other Deliverables

1. Interpretive Center shall plan and operate the above events as described on Tourism Funding Application Form submitted by Interpretive Center for these events, incorporated herein by reference.
2. Interpretive Center will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All state-required reports are to be submitted before final payment under this contract is made.
3. Final invoice for this agreement must be received by the City on or before January 17, 2023. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
4. The Tourism Advisory Committee (TAC) is interested in the long-term success of the Museum. The TAC understands that generally museums are dependent on sponsorships, grants, endowments, and other gifts to maintain fiscal stability. The TAC will be

requesting a brief report on the Museum's success at acquiring private and public funding support outside of ticket sales.

5. The City of Stevenson must be identified in all promotional activities – this can be accomplished by simply indicating the museum's location in Stevenson, WA. Whenever possible and/or appropriate the Stevenson Business Associations' Promotional Website (cityofstevenson.com) should be listed on any promotion pieces.

AGREEMENT

This agreement made and entered into this 16th day of December, 2021 between the **City of Stevenson**, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and JD Davies, dba Waterwalker / Gorge Outrigger Races, hereinafter referred to as “**Gorge Outrigger Races**”.

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. The City of Stevenson does not have qualified staff to manage Outrigger races.
3. Gorge Outrigger Races is uniquely qualified to manage an Outrigger race, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such events.
4. It is in the City’s interest to contract with Gorge Outrigger Races to perform certain activities relating to the design and management of this event that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

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

1. Performance. Gorge Outrigger Races will perform the work set forth below and submit requests for payment within forty-five days of each accepted task:
 - a. Gorge Outrigger Races will plan and operate the Gorge Outrigger Races as described on Exhibit A, incorporated herein by reference.
 - b. Gorge Outrigger Races will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. Gorge Outrigger Races will complete the work and provide the services to be performed under this agreement on or before December 31, 2022.
3. Term. The term of this agreement shall begin January 1, 2022 and end upon the completion of the project, but no later than December 31, 2022.
4. Payment.
 - a. The City will reimburse Gorge Outrigger Races up to \$5,000 for services performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. Final invoice for this agreement must be received by the City on or before January 17, 2023. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**

- c. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.
5. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
 6. Termination. 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. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
 7. Financial Records. Gorge Outrigger Races shall maintain financial records of all transactions related to this agreement for six years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
 8. Status of "Gorge Outrigger Races". It is hereby understood, agreed and declared that Gorge Outrigger Races is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
 9. Insurance and Liability. Gorge Outrigger Races shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

Gorge Outrigger Races further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by Gorge Outrigger Races employees, agents, contractors, subcontractors or other representatives.
 10. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
 11. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.
 12. Equal Opportunity and Compliance with Laws. Gorge Outrigger Races shall not discriminate against any employee employed under this agreement because of race, color,

religion, age, sex or national origin. Further, Gorge Outrigger Races shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.

13. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.
14. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.
15. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and Gorge Outrigger Races have legal authority to enter into this agreement on behalf of City and Gorge Outrigger Races respectively and have full authority to bind City and Gorge Outrigger Races in a valid Agreement on the terms herein.

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

CITY OF STEVENSON

Gorge Outrigger Races

Scott Anderson, Mayor

JD Davies, Owner

ATTEST

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney

OCT 15 2019



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

Waterwalker 516-72-4033
Organization/Agency Federal Tax ID Number

JD Davies
Contact Name

Box 1038 Carson, Wa 98610
Mailing Address

541-400-0187 jd@nwoutrigger.com
Phone Email

Gorge Outrigger Canoe Race
Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals

Amount Requested: \$ 5000.00

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:

The Gorge Outrigger Canoe Race is the largest outrigger event in all of the pacific northwest.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.

To continue to host the largest outrigger canoe event int he northwest on July 11th, 2020.

9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

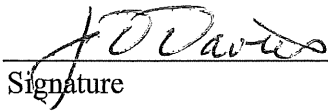
NA

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?
A number of businesses claim to have their best weeks of the summer during the outrigger events.

Restaurants stay open later on that weekend to accomidate the paddlers. A&J donates all of the lunches for the staff and volunteers along with ice and water.

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

12. Sign and date your proposal.



JD Davies

10/14/19

Signature

Printed Name

Date

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.

If multiple activities are planned, please submit a separate application for each activity.

3. Identify your top 5 sources of Revenue:

1. Our only source is the paddler registration fees	\$ 31,035.00
2.	\$
3.	\$
4.	\$
5.	\$

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

No. We would need a title sponsor that wanted to come on board.

5. Describe your plans for advertising and promoting your proposed activity or facility.

We always include Stevenson, Wa. on our event shirts, hats, posters and website.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

Many of our competitors and their families and friends will stay in the Stevenson area for the week leading up to the outrigger event and also stay on for the following week long event held here in the Gorge.

7. List the number of tourists expected to attend your activity or facility in each of these categories:

1. 600 Staying overnight in paid accommodations.
2. 10 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. 60 Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. 50 Attend but are not included in any one of the categories above.
5. 300 Estimated number of participants in any of the above categories that attend from another state or country.

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

By consulting with the Chamber and the Business Association. We also partner with PNW-ORCA (Pacific NW Outrigger Racing Canoe Association) along with CORA (Canadian Outrigger Racing Association)

Revenue from Gorge Outrigger Race in 2019.....31,035.00

=====

Personal salaries.....9,850.00

Administration / Permits.....3,200.00

Marketing / Promotion.....6,500.00

Travel.....2,100.00

Consultants / Awards.....2,900.00

PRM Insurance.....2,055.00

Event meals.....1,200.00

PNW-ORCA Race Fees.....3,230.00

=====

Roughly 16% of the budget is covered with TAC funds.

The Gorge Outrigger Race was started in Stevenson in 1997 and has become the largest race of its kind in all of the PNW and British Columbia.

Paddlers enjoy coming here to test themselves in the rough conditions on the Columbia River and to enjoy the gathering of friends while camping at the fairgrounds. This event attracts between 650-700 paddlers and their families each year.

The paddlers race in 6-person outrigger canoes, which are 45' long and weigh 400 lbs, along with the new Unlimited canoes which weigh under 150 lbs. In 2020, first the ladies will race from Stevenson to Drano Lake, then the men will race from Drano Lake to Bingen, making this a downwind event.

Many of the participants and their families stay in the area for well over a week so they can compete in both the Gorge Outrigger Race as well as the Gorge Downwind Champs, which is the following week. These two races are the premier paddling events in the Gorge.

AGREEMENT

This agreement made and entered into this 16th day of December, 2021 between the **City of Stevenson**, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and **Tony Bolstad**, dba Bridge of the Gods Kiteboarding Festival, hereinafter referred to as “BOTG Kiteboarding Festival”

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. The City of Stevenson does not have qualified staff to manage a Kiteboarding festival.
3. BOTG Kiteboarding Festival is uniquely qualified to manage a Kiteboarding festival, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such events.
4. It is in the City’s interest to contract with BOTG Kiteboarding Festival to perform certain activities relating to the design and management of this event that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

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

1. Performance. BOTG Kiteboarding Festival will perform the work set forth below and submit requests for payment within forty-five days of each accepted task:
 - a. BOTG Kiteboarding Festival will plan and operate the Bridge of the Gods Kiteboarding Festival as described on Exhibit A, incorporated herein by reference.
 - b. BOTG Kiteboarding Festival will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. BOTG Kiteboarding Festival shall complete the work and provide the services to be performed under this agreement on or before December 31, 2022.
3. Payment.
 - a. The City will reimburse BOTG Kiteboarding Festival up to \$3,000 for services performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. Final invoice for this agreement must be received by the City on or before January 17, 2023. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
 - c. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.

4. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
5. Termination. 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. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
6. Financial Records. BOTG Kiteboarding Festival shall maintain financial records of all transactions related to this agreement for six years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
7. Status of "BOTG Kiteboarding Festival". It is hereby understood, agreed and declared that BOTG Kiteboarding Festival is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
8. Insurance and Liability. BOTG Kiteboarding Festival shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

BOTG Kiteboarding Festival further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by BOTG Kiteboarding Festival employees, agents, contractors, subcontractors or other representatives.
9. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
10. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.
11. Equal Opportunity and Compliance with Laws. BOTG Kiteboarding Festival shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, BOTG Kiteboarding Festival shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.

12. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.

13. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.

14. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and BOTG Kiteboarding Festival have legal authority to enter into this agreement on behalf of City and BOTG Kiteboarding Festival respectively and have full authority to bind City and BOTG Kiteboarding Festival in a valid Agreement on the terms herein.

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

CITY OF STEVENSON

BOTG Kiteboarding Festival

 Scott Anderson, Mayor

 Tony Bolstad, Owner

ATTEST

 Leana Kinley, City Clerk

APPROVED AS TO FORM:

 Kenneth B Woodrich, PC
 City Attorney



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

The Bridge of the Gods Kitefest
Organization/Agency

EIN- 46-5476510
Federal Tax ID Number

Rachel Callahan
Contact Name

199 Palos Verdes Drive Grants Pass, Oregon 97526
Mailing Address

209-559-1952
Phone

rachelcallahahbotg@gmail.com
Email

The Bridge of the Gods Kitefest / Kiteboarding Event at East Point Beach
Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals

Amount Requested: \$3,000 _____

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:
BOTG is a Kiteboarding Festival at East Point Beach which involves persons of all ages competing for donated prizes and titles. Under this event we also hold the Blowout Race from Stevenson WA to Hood River OR. This is a 17 mile downwind kiteboarding/winging/windsurfing race that involves all persons, of multiple ages and ability, who hail from many different locations.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.
BOTG is a 3 day amateur kiteboarding competition in its 21st year and is the longest running event In North America. Amateurs from 10 different countries and 3 different continents have competed in this event. This year we are once again focusing on the youth aspect of the event, and will also include the Blowout Race. These events bring in people from outside of, and all over the North West.

3. Identify your top 5 sources of Revenue:

1. Sponsorship donations	\$ 2,700
2. Selling of Merchandise	\$ 500
3. Registration Fees	\$ 5,000
4. City Funding	\$ 3,000
5.	\$

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

BOTG obtained tax exempt status in 2015 which allows us to approach higher up sponsors such as Subway, Subaru and Patagonia that we could not in the past. We plan on moving forward and approaching more companies that will help us become self-sufficient event in the future.

5. Describe your plans for advertising and promoting your proposed activity or facility.

BOTG focuses on placing ads in kiteboarding magazines and posting ads and event information on Surrounding area forums such as NWkite. We also use social media outlets to advertise, such as Facebook (@BOTGkitefestival) and Instagram. Updates will also be shared on those platforms. BOTG Also shares event information, dates, times and summary with the Pioneer Paper.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

Our three day event attracts 200-300 spectators, of which 90% are from out of town. Only about 10% generate overnight stays in Stevenson and Skamania County. We work with many local restaurants and businesses in an effort to get more tourism. Many kites and spectators often return to enjoy Stevenson amenities and waterfront, many of which would never have known about the area.

7. *List the number of tourists expected to attend your activity or facility in each of these categories (*required):

1. 20 Staying overnight in paid accommodations.
2. 25 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. 150 Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. 50 Attend but are not included in any one of the categories above.
5. 50 Estimated number of participants in any of the above categories that attend from another state or country.

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

We have worked with the Chamber in the past to list our event on their website and to provide flyers and other information about the event to them. We need to improve our communications through the chamber to reach out to other members to try and get them involved in promoting and participating in the activities surrounding our event.

9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?
Many restaurants and businesses are sponsors and we regularly describe them during the event.
BOTG Kite Fest creates a direct boost in economic activity the weekend of the event and indirectly
Develops additional visitors and activity throughout the summer and shoulder season months.

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

12. Sign and date your proposal.

Rachel Callahan	Rachel Callahan	10/13/2021
Signature	Printed Name	Date

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.

If multiple activities are planned, please submit a separate application for each activity.

AGREEMENT
Operation of Stevenson Main Street Program

This agreement made and entered into this 16th day of December, 2021 between the **City of Stevenson**, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and the **Stevenson Downtown Association**, hereinafter referred to as “SDA”.

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. The City of Stevenson does not have qualified staff to manage a Main Street Program.
3. The Stevenson Main Street Program vision is for a vibrant and attractive downtown that is home to businesses and welcoming to residents and visitors. The cornerstone tenets of the Stevenson Main Street Program include Organization, Promotion, Design, and Economic Vitality. The City recognizes that a vibrant downtown is a draw for tourists while also enhancing the quality of life for local residents.
4. SDA is uniquely qualified to manage a Main Street program, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such events.
5. It is in the City’s interest to contract with SDA to perform certain activities relating to the design, implementation, and management of the Main Street program that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

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

1. Performance. SDA will perform the work set forth below and submit requests for payment to the City as outlined in section 3 below.
 - a. SDA will plan and operate the Main Street program as described on Exhibit A, incorporated herein by reference.
 - b. SDA will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. SDA will complete the work and provide the services to be performed under this agreement on or before December 31, 2022.
3. Term. The term of this agreement shall begin January 1, 2022 and end upon the completion of the project, but no later than December 31, 2022.
4. Payment.
 - a. In consideration of the work to be performed as described herein, the City will pay SDA the total sum of \$65,000. SDA will submit a request for payment and a report of work completed every quarter at a minimum. Upon receipt of each satisfactory work report, the City will pay SDA one-quarter (1/4) of the total deliverable of Sixty-five Thousand Dollars (\$65,000) or Sixteen Thousand Two-Hundred Fifty Dollars and 00/100 (\$16,250). After written notice to

the SDA, the City may withhold payment if the SDA cannot demonstrate substantial compliance with the terms of this agreement. Failure to submit satisfactory work reports demonstrating substantial compliance with this agreement shall be considered a breach of this agreement and the City will be excused from further performance hereunder. All payments will be reimbursements for work performed. Payments will be made on the City's regularly established payment dates following submittal of detailed invoices by SDA to the City.

- b. Final invoice for this agreement must be received by the City on or before January 17, 2023. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
 - c. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.
5. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
 6. Termination. 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. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
 7. Financial Records. SDA shall maintain financial records of all transactions related to this agreement for six years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
 8. Status of "SDA". It is hereby understood, agreed and declared that SDA is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
 9. Insurance and Liability. SDA shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

SDA further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by SDA employees, agents, contractors, subcontractors or other representatives.
 10. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
 11. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.

12. Equal Opportunity and Compliance with Laws. SDA shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, SDA shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
13. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.
14. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.
15. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and SDA have legal authority to enter into this agreement on behalf of City and SDA respectively and have full authority to bind City and SDA in a valid Agreement on the terms herein.

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

CITY OF STEVENSON

STEVENSON DOWNTOWN ASSOCIATION

Scott Anderson, Mayor

President

ATTEST:

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

Stevenson Downtown Association

81-3500088

Organization/Agency

Federal Tax ID Number

Kelly O'Malley-McKee

Contact Name

PO Box 1037

Mailing Address

509.427.8911

director@stevensonmainstreet.org

Phone

Email

SDA Operations & Programs

Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals

Amount Requested: \$ 65,000

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:

Supporting the operations and programs of the Stevenson Downtown Association ensures continued momentum for the revitalization of Downtown Stevenson for both economic vitality and tourism. Programs include Bricks & Clicks Grants for businesses to improve downtown assets & customer experience, promotions to support businesses and entice visitation, Stevenson Sreatery to provide an outdoor dining space for downtown visitors and taking on Stevenson Street Enhancement in 2022.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.

Funding the operations of the downtown association continues work on the tourism-related Courthouse Park Plaza. It also allows ongoing, broad tourism marketing efforts such as showcasing Downtown Stevenson as a destination, improving the visitor experience with interactive & beautification projects, partnering on holiday festivities downtown and updating Street Enhancements (kiosks, pole banners). Operations funding creates stability of staffing in order to explore new opportunities to positively influence tourism.

3. Identify your top 5 sources of Revenue:

1. LTAC	\$
2. Main Street Tax Credit Program Contributions	\$
3. Grants	\$
4. Private contributions	\$
5. Individuals (through fundraisers)	\$

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

The Main Street Approach to revitalization is strongest with a public / private partnership with local government, which includes funding/taxes. Yet, we know that the other 4 sources of revenue will continue to grow and we will become less dependent on LTAC funding for our survival as an organization.

5. Describe your plans for advertising and promoting your proposed activity or facility.

We promote Downtown Stevenson, downtown businesses and downtown programs through social media, traditional print advertising, digital advertising, email, website, posters, brochures, rackcards. We also collaborate with partners and organizations to collectively support and elevate activities in the city, county and Gorge region.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

The Main Street Approach, a tried and true strategy for four decades, is built around a community's unique heritage and attributes to attract visitors to their downtown districts. The 2020 Washington Main Street Impact Study report showcases the direct impact that Main Street organizations like the SDA have on their community's economic vitality. Improving and promoting the downtown visitor experience directly influences people's desire to come here, stay here and return.

7. *List the number of tourists expected to attend your activity or facility in each of these categories (*required):

1. attached Staying overnight in paid accommodations.
2. attached Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. attached Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. attached Attend but are not included in any one of the categories above.
5. attached Estimated number of participants in any of the above categories that attend from another state or country.

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

Partnering with the Chamber is a natural fit, as we share a physical workspace, common goals of supporting local businesses, and serve on each other's boards. In this partnership, we've also collaborated on a plan that realigns some of the former SBA's responsibilities to the SDA, such as Stevenson Street Enhancements, banner program, downtown holiday festivities and lighting, and shop local campaigns. (Please note that we are taking on these responsibilities, yet not asking for increased LTAC funding, as to allow other entities funding opportunities.)

9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

The Courthouse Park Plaza is a tri-fecta partnership with the SDA, County and City and allows for a cross-sectional approach and shared expertise and resources. More specifically, the city and county will finalize an agreement regarding city maintenance of the tourism-related facility for when construction is complete.

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?

The Main Street Approach includes economic vitality, which encompasses both business support and tourism support. SDA's new programs directly benefit businesses and property owners while improving the visitor experience. Since Oct 2020, we've distributed 21 Bricks & Clicks Grants, reimbursed businesses for promotions and provided takeout boxes for restaurants, totaling an SDA investment of nearly \$50,000 directly to Downtown businesses.

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

12. Sign and date your proposal.

KOM

Kelly O'Malley-McKee

10/15/21

Signature

Printed Name

Date

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.

If multiple activities are planned, please submit a separate application for each activity.

AGREEMENT – STEVENSON WATERFRONT MUSIC FESTIVAL

This agreement made and entered into this 16th day of December, 2021 between the **City of Stevenson**, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and **Chris Kellogg, dba Clark & Lewie’s Restaurant**, hereinafter referred to as “Clark & Lewie’s”.

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. The City of Stevenson does not have qualified staff to manage a Waterfront Music Festival.
3. Clark & Lewie’s is uniquely qualified to manage a Waterfront Music Festival, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such events.
4. It is in the City’s interest to contract with Clark & Lewie’s to perform certain activities relating to the design and management of this event that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

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

1. Performance. Clark & Lewie’s will perform the work set forth below and submit requests for payment within forty-five days of each accepted task:
 - a. Clark & Lewie’s will plan and operate the Stevenson Waterfront Music Festival as described on Exhibit A, incorporated herein by reference.
 - b. Clark & Lewie’s will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. Clark & Lewie’s shall complete the services to be performed under this agreement on or before December 31, 2022.
3. Term. The term of this agreement shall begin January 1, 2022 and end upon the completion of the project, but no later than December 31, 2022.
4. Payment.
 - a. The City will reimburse Clark & Lewie’s up to \$4,500 for services performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. The total contracted amount must be spent on marketing, advertising or promoting this event and cannot be used for staff time.

- c. Final invoice for this agreement must be received by the City on or before January 17, 2023. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
 - d. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.
5. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
 6. Termination. 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. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
 7. Financial Records. Clark & Lewie's shall maintain financial records of all transactions related to this agreement for six years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
 8. Status of "Clark & Lewie's". It is hereby understood, agreed and declared that Clark & Lewie's is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
 9. Insurance and Liability. Clark & Lewie's shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

Clark & Lewie's further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by Clark & Lewie's employees, agents, contractors, subcontractors or other representatives.
 10. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
 11. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or

oral, not incorporated herein.

12. Equal Opportunity and Compliance with Laws. Clark & Lewie's shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, Clark & Lewie's shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
13. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.
14. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.
15. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and Clark & Lewie's have legal authority to enter into this agreement on behalf of City and Clark & Lewie's respectively and have full authority to bind City and Clark & Lewie's in a valid Agreement on the terms herein.

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

CITY OF STEVENSON

Clark & Lewie's

Scott Anderson, Mayor

Chris Kellogg, Owner

ATTEST

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

Clark and Lewie's

Organization/Agency

Federal Tax ID Number

Chris Kellogg

Contact Name

PO Box 1340

Mailing Address

Stevenson WA. 98648

chris@clarkandlewies.com

Phone

Email

360.567.5600

Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals

Amount Requested: \$ **4500**

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:

The festival is a family friendly event that has grown every year. People from all over Oregon and Washington Are now coming to this event. Its now a known annual festival that will be sought after.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.

Visitors come to this event to listen to many different musical bands from all over the NW. These bands are sought after. There are not many events this time of year, and this event has been a staple now for 6 years. Families love this event that is like the fair where they can enjoy time on the grass, bring the dog, and relax.

3. Identify your top 5 sources of Revenue:

1. Food	\$ 5-8,000
2. Vendor sales	\$ 1-3000
3. Sales of Swag tee shirts, hats and gear	\$ 1-2000
4. liquor, wine, and Beer	\$ 4-6000
5.	\$

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

Yes, every year we are improving with greater attendance of families and folks. 2021 with the assistance of these funds we are close to break even.

5. Describe your plans for advertising and promoting your proposed activity or facility.

Advertisements are in weekly magazines like River Talk along with flyers and posters sent to folks in the gorge, Vancouver, Washougal, Camas, Hood River and surrounding area. Facebook and Instagram are good sources as well.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

This event brings folks from all around the NW. No doubt folks do come and stay in surrounding lodging to relax and stay the weekend. Estimated revenue for this weekend is projected to be \$20-50,000.

7. *List the number of tourists expected to attend your activity or facility in each of these categories (*required):

1. 30 Staying overnight in paid accommodations.
2. 50 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. 300-500 Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. 200 Attend but are not included in any one of the categories above.
5. 200 Estimated number of participants in any of the above categories that attend from another state or country.

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

Both the Chamber and SDA would be a vital part of this Festival for the benefit of Stevenson. We have and will continue to work with both to promote this family 2 day event. This is what Stevenson and the waterfront are about. Music and views that bring us together to show off our waterfront to those who live in and around as well as those who have yet to discover our paradise along the Columbia.

9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging? This event brings folks and families to all areas of Stevenson. When they are in town they will also look for additional activities that the Chamber and SDA will have for them to do and see and well as other retail and food establishments.

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

12. Sign and date your proposal.

Chris Kellogg

Signature

Printed Name

Date

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.

If multiple activities are planned, please submit a separate application for each activity.

AGREEMENT

This agreement made and entered into this 16th day of December, 2021 between the **City of Stevenson**, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and **Skamania County Fair Board**, a 501(c)(3) organization, hereinafter referred to as “Fair Board”.

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. The City of Stevenson does not have qualified staff to manage a “GorgeGrass” event.
3. The Fair Board is uniquely qualified to manage a GorgeGrass event, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such events.
4. It is in the City’s interest to contract with the Fair Board to perform certain activities relating to the design and management of this event that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

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

1. Performance. The Fair Board will perform the work set forth below and submit requests for payment within forty-five days of each accepted task:
 - a. The Fair Board will plan and operate the GorgeGrass event as described on Exhibit A, incorporated herein by reference.
 - b. The Fair Board will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. The Fair Board will complete the work and provide the services to be performed under this agreement on or before December 31, 2022.
3. Term. The term of this agreement shall begin January 1, 2022 and end upon the completion of the project, but no later than December 31, 2022.
4. Payment.
 - a. The City will reimburse the Fair Board up to \$4,000 for services performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. Final invoice for this agreement must be received by the City on or before January 17 2023. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**

- c. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.
5. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
6. Termination. 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. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
7. Financial Records. The Fair Board shall maintain financial records of all transactions related to this agreement for six years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
8. Status of the "Fair Board". It is hereby understood, agreed and declared that the Fair Board is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
9. Insurance and Liability. The Fair Board shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

The Fair Board further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by Fair Board employees, agents, contractors, subcontractors or other representatives.

10. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
11. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.
12. Equal Opportunity and Compliance with Laws. The Fair Board shall not discriminate against any employee employed under this agreement because of race, color, religion,

age, sex or national origin. Further, the Fair Board shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.

13. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.
14. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.
15. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and the Fair Board have legal authority to enter into this agreement on behalf of City and the Fair Board respectively and have full authority to bind City and the Fair Board in a valid Agreement on the terms herein.

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

CITY OF STEVENSON

Skamania County Fair Board

Scott Anderson, Mayor

Name & Title: _____

ATTEST

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

Skamania County Fair Board 91-1098073
Organization/Agency Federal Tax ID Number

David Waymire
Contact Name

PO Box 369, Stevenson, WA 98648
Mailing Address

509-427-3980 david@skamaniafair.com
Phone Email

Columbia Gorge Bluegrass Festival
Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals

Amount Requested: \$4,000

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:

The Columbia Gorge Bluegrass Festival has been running for over 30 years. In that time it has grown from just a small number of people to being one of the best attended bluegrass festivals in the northwest. We partner with Skamania County but we operate separate budgets. We are seeking L-Tax money to help pay for the bands that we bring in.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.

One of the successes of our bluegrass festival was the change we made from bringing in all regional bands to adding some national bands to the mix. Our numbers and the buzz in the bluegrass community jumped, but it came at a greater cost. To date we are one of the most expensive bluegrass festivals which in the past has covered our costs. In the past

few years with increasing contracts and accommodations we are faced with either moving away from our national bands or finding new ways to bring in additional revenue to the festival.

3. Identify your top 5 sources of Revenue:

1. Admission	\$ 30,000
2.	\$
3.	\$
4.	\$
5.	\$

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

The Fair Board uses any remaining profits if there is any to benefit the Skamania County Fair. Money left over after fair is used as seed money to support the bluegrass festival in future years. With increasing expenditures in our bluegrass festival, any losses takes away from our community fair. With the uncertainty of the Covid-19 pandemic our numbers are still reduced.

5. Describe your plans for advertising and promoting your proposed activity or facility.

Skamania County does all of marketing for this event, but they use social media, newspapers and magazines as their marketing tools. Community Events is working with the Fair Board to promote the festival.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

The festival brings in 300 to 400 campers as well as the hotels and other campgrounds that are used. Folks buy supplies in town from our locals stores.

7. List the number of tourists expected to attend your activity or facility in each of these categories:

1. 1200 Staying overnight in paid accommodations.
2. 20 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. 150 Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. 0 Attend but are not included in any one of the categories above.
5. 700 Estimated number of participants in any of the above categories that attend from another state or country.

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

The Chamber works with both the Fair Board and the Community Events staff to hold and produce all of our events. We partner with A&J, Riverview and several other businesses.


9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

n/a

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?
The Skamania County Fair Board works hand in hand with many of the businesses. We place banners of our sponsors and the county promotes the businesses on their FaceBook page.

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

12. Sign and date your proposal.

	David Waymire	10/14/21
Signature	Printed Name	Date

*You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.
If multiple activities are planned, please submit a separate application for each activity.*

AGREEMENT

This agreement made and entered into this 16th day of December, 2021 between the **CITY OF STEVENSON**, a municipal corporation of the State of Washington, hereinafter referred to as “City,” and the **COLUMBIA GORGE TOURISM ALLIANCE**, a non-profit corporation, hereinafter referred to as “CGTA.”

Recitals

1. The City of Stevenson is desirous of increased dissemination of information about the City to attract visitors to the local region and to encourage tourism expansion.
2. CGTA is a Gorge-wide network focused on helping develop the region as a world-class sustainable tourism economy.
3. The City of Stevenson does not have qualified staff to manage a such a network.
4. CGTA is uniquely qualified to manage a unique network, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such position.
5. It is in the City’s interest to contract with CGTA to perform certain activities relating to the management of this network that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

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

1. **Performance.** CGTA will perform the work set forth on the Scope of Work attached hereto as Exhibit A which is incorporated herein by reference.
2. **Completion.** CGTA shall complete the services to be performed under this agreement on or before December 31, 2022.
3. **Term.** The term of this agreement shall begin January 1, 2022 and end upon the completion of the project, but no later than December 31, 2022.
4. **Payment**
 - a. In consideration of the work to be performed as described in Exhibit A, the City will pay CGTA the total sum of \$5,000. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.

- b. Final invoice for this agreement must be received by the City on or before January 17, 2023. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
 - c. All tourism funding expenditure reports required by the Washington State Legislature are to be submitted by CGTA to the City before final payment under this contract is made.
5. **Termination and Waiver.** Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
6. **Financial Records.** CGTA shall maintain financial records of all transactions related to this agreement for six (6) years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
7. **Status of Chamber.** It is hereby understood, agreed and declared that CGTA is an independent contractor and not the agent or employee of the City and that no liability shall attach to the City by reason of entering into this agreement, except as may be provided herein. The City acknowledges that CGTA may contract with the Stevenson Business Association to perform certain services set forth in the Scope of Work; provided, however, that if CGTA chooses to assign to the Stevenson Business Association any services, it will assign only those services listed on Exhibit B.
8. **Insurance and Liability.** CGTA shall indemnify and save harmless the City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by the City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement. CGTA further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by CGTA's employees, agents, contractors, subcontractors or other representatives.

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

9. **Assignment.** Except as set forth in Paragraph 3 above, this agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other

party.

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

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

/ / / / / / [Signatures appear on next page] \ \ \ \ \ \

CITY OF STEVENSON

**COLUMBIA GORGE
TOURISM ALLIANCE**

By _____
Scott Anderson, Mayor

By _____
Board President

ATTEST:

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B. Woodrich, PC
City Attorney

2021 Tourism Funding Application for Columbia Gorge Tourism Alliance

1. Describe your Tourism-Related Activities, Event or Facility:

Columbia Gorge Tourism Alliance (CGTA) is a Gorge-wide network focused on celebrating this world class destination and protecting it from overuse by creating projects that spread visitors to shoulder seasons and to locations & experiences that are off-the-well-worn path.

Spreading out the congestion and sharing the tourism love.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.

The CGTA have several projects that support this goal:

The Spread The Love

Last winter we coordinated the Gorge Chambers to create COVID-friendly itineraries for Fall & Winter. These were shared on each Chamber's site, featuring their own highlights and education visitors on those of the other towns in the Gorge. This expands the reach of each town and worked together to promote the region as a whole. As well as to support small businesses during the recovery by encouraging residents to "visit local" during the lock-down.

This year we are gathering the Chambers again to identify projects that continue to support the flow of visitors and to coordinate event planning so there is minimal competition for attendees – or, if there is a similar audience, to work together to highlight both events, increasing the attraction for the overall visit.

Ready Set Gorge

Visitor-facing website (ReadySetGorge.com) to help educate visitors to region on the preparation and safety in the natural areas. The goal is to decrease the need for trail rescues. CGTA provides ongoing coordination of Gorge land managers to keep updated status of site closures and openings.

Bi State Rec Group

We also help coordinate monthly Bi State Rec gatherings which gives a regional update of issues that affect all of the counties. Last year we were able to pull together coordinated messaging around openings/closures so that the Gorge towns spoke to visitors with one voice. It also allows us to address shared issues such as the trash problems last Spring. We wrote a script and created a video for visitors made from multiple counties and agencies to address the issue within just a couple of days.

Columbia Gorge Car Free & Gorge Pass

Continued management of columbiagorgecarfree.com which includes itineraries and updated information on regional transportation options and highlights of each town. We are also working with Skamania Co Transit and the three other transit providers in the Gorge to promote the annual pass that allows riders to travel to and from Portland and Vancouver and all around the region. Our marketing strategy relies heavily attracting visitors from the metro area by highlighting trip ideas: hikes/walks paired with restaurants and beers (or spirits or wines or ice cream) in each town. Stevenson has three great walks from the bus stop, for example (along the waterfront, the Mill Pond Trail and the trails

surrounding Skamania Lodge). These will be supported with a monthly newsletter, social media and fun videos.

West Gorge Food Trail

Last year we also launched a new food trail (www.westgorgefoodtrail.com) that highlights restaurants, breweries, distilleries, wineries, native fish and farms who use or produce local foods. We worked with the Skamania Chamber and other WA organizations to secure a grant to help establish the trail (including partner outreach, website development and photography) as well as ongoing support with social media and an ad campaign to foodies in nearby states. Next year we plan to build awareness and strengthen the connections between the partners so they help promote each other as well, creating even more reach among visitors.

Gorge Museums Pass

Continued financial sponsorship and promotion of pass that allows purchasers to attend 9 different Gorge museums (including the Interpretive Center) with proceeds shared evenly among museums.

Annual Gorge Tourism Summit & Various Events

Events supporting Gorge tourism businesses and organizations with opportunities to connect, updates on regional efforts, tourism data, education on issues that affect the Gorge, and structured ways to develop projects by action area (Culture, Transportation, Outdoor Rec, Agritourism, & Welcomability).

Additional funding allows us to develop additional projects that support the promotion and protection of the region.

3. Identify your top 5 sources of Revenue:

1. Travel Oregon (requiring an 30% match from Washington orgs)	\$25,000
2. Partner Dues	\$10,000
3. Columbia Area Transit	\$5000
4. City of Washougal	\$3500
5. Mt Adams Chamber	\$2500

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

Yes, we plan to build a self-sustaining partnership model. We have maintained our partnership base through the pandemic and intend to focus on supporting the Gorge tourism industry through newsletters, social media and relevant events. We are also

5. Describe your plans for advertising and promoting your proposed activity or facility.

As a regional non-profit we are often able to attract coverage from local and Portland/Vancouver- based media. In addition, we have a number of websites that are designed to support each other (eg our car free site will promote our new gorgeguided.com site which will feature readysetgorge.com, etc.). We also have 10 social media accounts that are growing in followers and cross promote each other.

Explain how your activity or facility will result in increased tourism and overnight stays.

The focus of all projects is to engage a wide range of organizations to work together to create projects that remove barriers and increase awareness and interest in places like Stevenson that are not yet top of mind.

6. List the number of tourists expected to attend your activity or facility in each of these categories:

1. 500 Staying overnight in paid accommodations.
2. 500 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. 5000 Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. 1000 Attend but are not included in any one of the categories above.
5. 500 Estimated number of participants in any of the above categories that attend from another state or country.

7. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

We plan to work with both the Chamber and the Business Association to develop, promote and coordinate our efforts. The Director of the Chamber is a member of the network and actively involved with the Spread The Love and Food Trails projects. We also meet regularly to discuss current needs. As a network, we are focused on bringing in all relevant partners including agencies, ports, government and businesses.

8. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

N/A

9. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?

The West Gorge Food Trail, Gorge Pass and Spread The Love projects all promote Stevenson businesses (restaurants, breweries, wineries and lodging) to different types of visitors. The 3 additional visitor facing websites (readyssetgorge.com, columbiagorgecarfree.com, and

gorgeculture.com/museumspass) are all designed to remove barriers and make it easy for visitors to navigate the Gorge.

10. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

This funding request of \$5000 would be 10% of our budget.

Thank you for your past support and future consideration!

AGREEMENT

This agreement made and entered into this 16th day of December, 2021 between the **City of Stevenson**, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and Jeanie Sherman, dba X-Fest Northwest, hereinafter referred to as “X-Fest”.

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. The City of Stevenson does not have qualified staff to manage a Christian music festival.
3. X-Fest is uniquely qualified to manage a Christian music festival to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such events.
4. It is in the City’s interest to contract with X-Fest to perform certain activities relating to the design and management of this event that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

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

1. Performance. X-Fest will perform the work set forth below and submit requests for payment within forty-five days of each accepted task:
 - a. X-Fest will plan and operate X-Fest Northwest as described on Exhibit A, incorporated herein by reference.
 - b. X-Fest will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. X-Fest will complete the work and provide the services to be performed under this agreement on or before December 31, 2021.
3. Payment.
 - a. The City will reimburse X-Fest up to \$1,000 for services performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. Final invoice for this agreement must be received by the City on or before January 17, 2023. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
 - c. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.
4. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party

identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.

5. Termination. 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. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
6. Financial Records. X-Fest shall maintain financial records of all transactions related to this agreement for six years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
7. Status of "X-Fest". It is hereby understood, agreed and declared that X-Fest is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
8. Insurance and Liability. X-Fest shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

X-Fest further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by X-Fest employees, agents, contractors, subcontractors or other representatives.
9. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
10. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.
11. Equal Opportunity and Compliance with Laws. X-Fest shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, X-Fest shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.

12. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.
13. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.
14. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and X-Fest have legal authority to enter into this agreement on behalf of City and X-Fest respectively and have full authority to bind City and X-Fest in a valid Agreement on the terms herein.

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

CITY OF STEVENSON

Jeanie Sherman

Scott Anderson, Mayor

X-Fest Owner

ATTEST

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

Tree of Life Church//XFest NW 93-1322228
Organization/Agency Federal Tax ID Number

Jeanie Sherman
Contact Name

PO Box 908 Stevenson, Wa 98648
Mailing Address

971-207-7416 XFestNW@gmail.com
Phone Email

XFestNW
Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals

Amount Requested: \$ 7,500

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:
X-Fest NW is a Christian arts, drama, dance, music and family festival. It is a showcase for independent Christian artists from all over the USA, Canada and the world.

2. Describe your proposal to attract visitors to the City, including dates and expected costs.
Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.

XFest NW is an established event on Labor Day Weekend. This coming year, 2022, the dates are September 2nd thru September 4th. For the past nineteen years we have attracted artists to the City from all over the US, Canada and the World. In 2021 we had Aron Noll from Israel. We also had the Extreme Tour out of Nashville stay the weekend. The Extreme Tour contracts bands and singer songwriters from all over the United States and Canada. We encourage

families to camp for the weekend to enjoy the beauty of Stevenson. There are workshops for adults and children's activities.

Our expected costs are around \$15,500.

3. Identify your top 5 sources of Revenue:

1. Morgan Stanley	\$ 2500
2. Private Donations	\$ 2500
3. Silent Auction and Raffle Tickets	\$ 1000
4. Rest Stop Fund Raiser	\$ 1500
5. Music Concert Fund Raiser	\$ 500

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

Yes, Our current fundraising efforts for X-Fest Northwest 2022 will consist of :

- 1) Supplying cookies and coffee at Washington state rest stops.
 - 2) Four or more music concerts at the Grange on St Johns Road, Vancouver, Wa.
 - 3) Seeking private donations from individuals and businesses.
 - 4) Applying for grants
 - 5) Silent auction and Raffle tickets
 - 6) We are considering charging at the gate. Right now it is a free event for families and artists.
-

5. Describe your plans for advertising and promoting your proposed activity or facility.

A) Radio Advertising – Fish and KLOVE radio stations broadcasts in Oregon and Washington.

B) Postcards – Notifying churches and youth groups

C) Newspaper Ads – Christian News Northwest, distributed throughout the entire Northwest. A&E ad in Oregonian newspaper, distributed throughout Oregon and Washington.

D) Headline bands – Booking nationally known bands will draw a larger crowd. David Crowder

E) Posters and flyers - Distributed throughout the Northwest , The Extreme Tour distributes flyers, and posters and talks about XfestNW nationally while touring. They also have a seminar in Nashville, called the Objective where Xfest (located in Stevenson, Wa) is offered to bands as an option.

F) Internet Advertising - Our internet address is www.Xfestnw.org. We are listed with Twitter and Face book . All bands and artists advertise Xfest NW on their Facebook sites. We advertise with Sonicbids, and are also listed with several search engines. We use an e-mail list to personally invite more people to join us.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

With advertising we will draw tourists due to the attraction of headlining and local bands in addition to individual artists and speakers and family activities. There is potential for patrons to stay five nights either by camping at the fairgrounds or in hotel rooms and utilizing local restaurants and shops. This past year there were several attendees with RV's that hooked up to the RV sites on the fairgrounds. Since we did not rent the RV side of the Fairgrounds, our attendees paid Skamania County Fairgrounds for their hook ups at \$25 a night or \$75 for three nights.

7. *List the number of tourists expected to attend your activity or facility in each of these categories(*required):
1. 250 Staying overnight in paid accommodations.
 2. 50 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
 3. 100 Staying for the day only and traveling 50 miles or more from their place of residence or business.
 4. 50 Attend but are not included in any one of the categories above.
 5. 250 Estimated number of participants in any of the above categories that attend from another state or country.

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

We will utilize all of the advertising opportunities available with the Chamber of Commerce including the weekly newsletters and materials that get distributed around Oregon and Washington. We plan on partnering as much as possible with the Chamber.

-
9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

N/A

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?
 Because we don't have vendors on sight, attendees will purchase commodities in town which adds to Stevenson's economy. Also Stevenson has wonderful quaint shops that attract our attendees. Not every one likes to camp for three nights so some attendees will utilize lodging in Skamania county. We also advertise A&J Select Grocery Store on our schedules.

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

Forecasted Expenses:

Fairgrounds - 3100

Sound - 1750

Bands - 5000

Food for volunteers and bands - 750

Advertising - 3000

Insurance - 200

Updating Website -1200

Misc. - 500

(sanitizer, masks, water, coffee, paper plates & cups, plastic ware, cleaning products, schedules, wrist bands)

TOTAL - \$15,500

The amount requested is \$7,500.00 which is 48% of our budget.

12. Sign and date your proposal.


Signature

Jeanie Sherman

Printed Name

09/29/2021

Date

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.

If multiple activities are planned, please submit a separate application for each activity.

AGREEMENT
Stevenson Plein Air

This agreement made and entered into this 16th day of December, 2021 between the **City of Stevenson**, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and **the MOSS - Musicians of Stevenson and Skamania County**, a non-profit organization, hereinafter referred to as “MOSS”,

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. The City of Stevenson does not have qualified staff to manage a Plein Air event.
3. MOSS is qualified to manage a Plein Air event, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such events.
4. It is in the City’s interest to contract with MOSS to perform certain activities relating to the design and management of this event that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

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

1. Performance. MOSS will perform the work set forth below and submit requests for reimbursement within forty-five days of each accepted task:
 - a. MOSS will plan and operate the Stevenson Plein Air event as described on Exhibit A, incorporated herein by reference.
 - b. MOSS will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. MOSS will complete the work and provide the services to be performed under this agreement on or before December 31, 2022.
3. Payment.
 - a. The City will reimburse MOSS up to \$1,500 for advertising and hosting services (the last three items in the budget in Exhibit A) performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. Final invoice for this agreement must be received by the City on or before January 17, 2023. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**

- c. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.
4. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
5. Termination. 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. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
6. Financial Records. MOSS shall maintain financial records of all transactions related to this agreement for six years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
7. Status of "MOSS". It is hereby understood, agreed and declared that MOSS is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
8. Insurance and Liability. MOSS shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.
9. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
10. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.
11. Equal Opportunity and Compliance With Laws. MOSS shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, MOSS shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.

12. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.
13. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.
14. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and MOSS have legal authority to enter into this agreement on behalf of City and MOSS respectively and have full authority to bind City and MOSS in a valid Agreement on the terms herein.

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

CITY OF STEVENSON

MOSS – Musicians of Stevenson & Skamania

Scott Anderson, Mayor

Name & Title _____

ATTEST

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

Stevenson Community Garden/MOSS

84-1943838

Organization/Agency

Federal Tax ID Number

Karen Rutledge

Contact Name

189 NW Del Ray Ave, Stevenson, WA 98648

Mailing Address

360-771-1726

bakerkrn@gmail.com

Phone

Email

Stevenson Plein Air

Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals

Amount Requested: \$ 3,150.00

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

SEE ATTACHED SHEETS

1. Describe your Tourism-Related Activities, Event or Facility:

See attached

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.

See Attached

SEE ATTACHED SHEETS

3. Identify your top 5 sources of Revenue:

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

5. Describe your plans for advertising and promoting your proposed activity or facility.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

7. *List the number of tourists expected to attend your activity or facility in each of these categories (*required):

1. _____ Staying overnight in paid accommodations.
2. _____ Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. _____ Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. _____ Attend but are not included in any one of the categories above.
5. _____ Estimated number of participants in any of the above categories that attend from another state or country.

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

SEE ATTACHED SHEETS

9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

12. Sign and date your proposal.

Karen E Rutledge Karen E Rutledge 10/18/2021
Signature Printed Name Date

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.

If multiple activities are planned, please submit a separate application for each activity.

1) Stevenson Community Garden will host a Plein Air art event. This will take place in and around our garden located near the footpath connecting Skamania Lodge to City center. This event will happen shoulder season September 2022.

2) The Plein air event will take place September 8, 2022 from 9 to 5pm. Stevenson Community Garden is a treasure that is under appreciated. This event will be designed to draw in tourists and artists to the garden. This event will attract three categories of visitors:

Artists: Many artists are looking for venues to show their work and will be excited to showcase their work at this event. The Pandemic has created barriers for art sales. We believe there is pent up demand for this event. Artists will be placed in three skill/interest categories.

Art Collectors: Plein Air events draw people who are interested and enjoy observing artists at work. The finished painting will be auctioned off to buyers at the end of the day.

Spectators: Plein Air events are spectator events. Many visitors will come to watch artists at work and to see the garden.

3) - TAC funds

- Donations from participants
- Private donations

4) We believe Stevenson is in an ideal position to grow the Plein Air event into a multi day festival. We have a very large art community in the gorge as well as natural beauty surrounding us. In addition, there are shops, eateries and recreation to add to the activities visitors will enjoy.

We plan to keep this year's event to a single day and learn from our experience so that in future years we can expand. This event requires many volunteer hours. While it is possible that we could over a period of three to five years become self funded, it is uncertain at this time.

5) We will be using Artist email lists from The Dalles through the west end of the Gorge, including Portland. Many of the participating artists will have email lists of their supporters/buyers. We also plan to place ads in local papers in Stevenson, Hood River, The Dalles, Camas/Washougal and Troutdale.

Flyers advertising the event will be distributed and posted through out the Gorge. Stevenson Chamber will place our event on their event calendars.

6) We are projecting 20-30 Artists, 50 Spectators, 15 Collectors. Many of these people will need meals at lunch and dinner. Also they will be visiting downtown businesses. Some will choose to spend the night. (See below estimates)

7)

- 1) 10 – staying overnight in paid accommodations.
- 2) 10 – staying overnight in unpaid accommodations.
- 3) 60 – staying for the day only; traveling 50 plus miles
- 4) 0 – attend, but not included above
- 5) 50 – estimated participants from another state or country

8) We have been in communication with the Chamber and will put this event on there calendar. In addition we will use Chamber materials to provide packets of information to guests listing restaurants, overnight accommodations, breweries and activities.

We plan to work with the SBA to get sponsors for gifts which can be used as prizes for the art and garden awards.

We are also working with local artists to create this event. Linda Hunter will be leading the event plan. We are organizing our local art community to participate. We will work with Fort Vancouver Library and the Skamania County Parks and Recs Department to publish our event information on their websites.

9) NA

10) Every participant will receive a welcome packet. This packet will include a map of the area including locations of restaurants, shops, stores, brew pubs and lodging.

11) Revenue and expense budget

Compost, soil amendments, fertilizer	\$800
Irrigation Parts.	\$400
Tools.	\$200
Ads/flyers.	\$1000
Artist facilitators/judges.	\$600
Water/coffee snacks.	<u>\$150</u>

Total:	\$3,150
Potential revenue (donations)	\$200

Karen E. Rutty

10/18/2021

AGREEMENT

This agreement made and entered into this 16th day of December, 2021 between the **City of Stevenson**, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and **Columbia Gorge Racing Association**, a 501(c)(3) organization, hereinafter referred to as “CGRA”.

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. The City of Stevenson does not have qualified staff to manage a Gorge Olympic Windsurfing Cup event.
3. The CGRA is uniquely qualified to manage a Gorge Olympic Windsurfing Cup event, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such events.
4. It is in the City’s interest to contract with the CGRA to perform certain activities relating to the design and management of this event that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

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

1. Performance. The CGRA will perform the work set forth below and submit requests for payment within forty-five days of each accepted task:
 - a. The CGRA will plan and operate the Gorge Olympic Windsurfing Cup event as described on Exhibit A, incorporated herein by reference.
 - b. The CGRA will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. The CGRA will complete the work and provide the services to be performed under this agreement on or before December 31, 2022.
3. Term. The term of this agreement shall begin January 1, 2022 and end upon the completion of the project, but no later than December 31, 2022.
4. Payment.
 - a. The City will reimburse the CGRA up to \$3,000 for services performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. Final invoice for this agreement must be received by the City on or before January 17 2023. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
 - c. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.

5. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
6. Termination. 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. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
7. Financial Records. The CGRA shall maintain financial records of all transactions related to this agreement for six years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
8. Status of the "CGRA". It is hereby understood, agreed and declared that the CGRA is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
9. Insurance and Liability. The CGRA shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

The CGRA further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by CGRA employees, agents, contractors, subcontractors or other representatives.

10. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
11. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.
12. Equal Opportunity and Compliance with Laws. The CGRA shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, the CGRA shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
13. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that

the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.

14. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.

15. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and the CGRA have legal authority to enter into this agreement on behalf of City and the CGRA respectively and have full authority to bind City and the CGRA in a valid Agreement on the terms herein.

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

CITY OF STEVENSON

Columbia Gorge Racing Association

Scott Anderson, Mayor

Name & Title: _____

ATTEST

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney

OCT 18 2021



City of Stevenson
TOURISM FUNDING APPLICATION FORM

BY: Mc
3:51 pm

Organization/Agency Information

Columbia Gorge Racing Association (CGRA)

93-1279631

Organization/Agency

Federal Tax ID Number

Caroll-Ann Alie

Contact Name

709 N. Columbia Blvd., Portland, OR 97217

Mailing Address

Phone 714-296-4080

Email caroll-ann.alie@olympian.org

Gorge Olympic Windsurfing Cup

Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals x

Amount Requested: \$ 3,000.00

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.

City of Stevenson

Tourism Funding Application Form

1. Describe your Tourism-Related Activities, Event or Facility:

Columbia Gorge Racing Association (CGRA) organizes World Class Sailing Clinics and Sailing Regattas in The Gorge that attracts visitors from all over the world. Last Summer, we were selected by US Sailing to run a pilot project at Bob's Beach. Stevenson hosted the very first **Olympic Windsurfing** event in the Gorge (aka windfoiling)!!!

Both the Olympic Development Program (ODP) training camp and competition received huge accolades from all coaches and athletes with the squad begging to come back. It was also very well received by the community, as many shared how fun and inspiring it was to be around such fine aspiring Olympians.

Stevenson is now getting known as an "Olympic windsurfing mecca reminding many of Lake Garda!" This unique, world class sailing venue with its beautiful setting blessed with warm, fresh water and its legendary wind pattern, is highly desirable and very much sought after. The goal is to build upon this Olympic movement happening in the US due to the 2028 Olympic Games being held in LA. The plan is to keep the momentum going by hosting another ODP 5-day training camp followed by a 3-day competition for the IQFOIL Olympic class.

2. Describe your proposal to attract visitors to the city, including dates and expected costs. Please see *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.

With the strong support from the Port of Skamania, US Sailing and sponsorship within the watersport industries, our vision is to expand and eventually grow into a bigger International Olympic Sailing/Foiling Festival. By 2024, it could feasibly include all 10 Olympic classes (half of which are now foiling classes) and cater to multiple international teams coming to the US in preparation for the 2028 LA Olympic Games (bringing well over 500 guests to the area).

This multi-day IQFoil Olympic event would again support local businesses and generate new awareness and interest to our area. The ODP training camp (July 25-29, 2022) and the competition (August 2- 4, 2022) are both strategically slotted between the prestigious West Marine Open Sailing Series events in Long Beach (mid-July) and San Francisco (mid-August). Olympic hopefuls with their coaches, friends and family will flock annually to Stevenson for at least two weeks in July as part of that Olympic circuit that is being established, leading to the LA Olympics.

Today's request for a grant pertains to this Olympic Windfoiling class only, at this time. The grant would support a US Sailing 5-day ODP training camp followed by a 3-day IQFoil Windsurfing Competition at Bob's Beach. This ongoing Olympic traffic will lead to more visitors and longer stays in the Stevenson area, driving more lodging, dining, and recreational spending.

The event budget is approximately \$15,000. The funding is comprised of support from US Sailing (30%), entry fees (10%), and CGRA sponsorship, grants and donations (30%). The requested \$3,000.00 comprises of 20% of our estimated budget. It would help pay for the Port fees, the charter of an extra safety boat, the rental of a fully secure storage unit at Bob's Beach for the athlete's expensive gear, a Welcome Reception (using catering locally) and a reduced burden (entry fee) for our Olympic hopefuls. Every little bit helps them.

3. Identify your 5 top sources of Revenue:

- | | |
|----------------------------------|---------|
| 1. US Sailing | \$4,500 |
| 2. CGRA (donations, sponsorship) | \$4,500 |
| 3. Entry fees | \$1,500 |
| 4. Potential industry sponsors | \$1,500 |
| 5. None currently | |

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

Yes, we plan to build a self-sustaining partnership model with US Sailing. The funding for Olympic Sailing events will only grow as the next quadrennium starts (after the 2024 Paris Olympics) and we hope to obtain additional grants from the US Olympic Committee leading to the 2028 LA Games. We also plan on seeking corporate sponsorship as the Olympic focus shifts from Europe to the West Coast of the United States.

5. Describe your plans for advertising and promoting your proposed activity or facility.

As a regional non-profit, we would like to implement a full media campaign that combines linked initiatives. We generated great interest with local based media last season (mostly print publications such as River Talk Weekly and The Skamania County Pioneer who highlighted our event as their cover story). We plan to expand to the Portland media as we grow. CGRA and US Sailing will promote this event through their web presence, as well as through US Windsurfing, the International IQ Foil Class Association, and its affiliated national organizations. The CGRA website gives information about events and extensive links to hotels, restaurants and recreational fun to be enjoyed by all. In addition, CGRA frequently posts news on their web page, maintains a social media presence via Facebook and issues press releases to

appropriate news outlets. Program advertising can also be included in the self-funded "Sail the Gorge Magazine" which is distributed throughout the Gorge, the Portland area and selected sailing centers in the US. Registration packets will also include all local businesses for their week planning.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

The event is intended to draw Olympic windsurfers from all over North America and attract between 25-50 athletes. Many are youths and accompanied by their respective coaches, friends, families and support team. It is anticipated that close to 100 people will join in the fun and nearly all will be shopping, dining, and lodging in the Stevenson area during their weeklong stay. We anticipate a larger number should Canadians make the trek across the border without Covid restrictions in place and gladly spend their Canadian dollars at local businesses.

7. *List the number of tourists expected to attend your activity or facility in each of these categories(*required):
 - a. 50-100 Staying overnight in paid accommodations.
 - b. 10-20 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
 - c. 20-40 Staying for the day only and traveling 50 miles or more from their place of residence or business.
 - d. _____ Attend but are not included in any one of the categories above.
 - e. 60-120 Estimated number of participants in any of the above categories that attend from another state or country.
8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

As noted, CGRA is working with US Sailing and the IQ Foil Association for promotion of this Olympic event within the sailing community world-wide. There remains the possibility that spectators to the Gorge would also be interested in viewing this exciting event from Bob's Beach and other locations at the Stevenson Waterfront. CGRA already has links to the Stevenson web page from CGRA's web page. CGRA welcomes the opportunity to partner up with other tourism marketing organizations to promote the attendance of spectators to our venue and event.

9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?

Our Olympic athletes love to stay near their event site to work on equipment and the convenience of being close. They will be lodging near the venue at Bob's Beach and will be walking to the restaurants to replenish for the day. They will also buy food from supermarkets, coffee shops and pubs. They will need the services of our massage therapists and chiropractors. Family and friends will be shopping around buying gifts and souvenirs, and explore the mighty Columbia River Gorge area (wineries, breweries, eateries, orchards, and other recreational activities).

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this for funding represent? List any other expected revenue sources and amounts.

Revenue: (noted on #3.) Requesting \$3,000 which is 20% of estimated budget

US Sailing	\$4,500
CGRA	\$4,500
Entry Fee	\$1,500
Sponsors	<u>\$1,500</u>
TOTAL (approx..)	\$12,000

Expenses:

PRO (principal race officer)	\$1,500
Coach Boats x3 (charter and gas)	\$7,200
Storage unit (mobile not permanent)	\$ 400
Welcome Dinner	\$1,000
Port fees (8 days)	\$400
Advertising (banners etc.)	\$500
Coaches travel, lodging and food	<u>\$4,000</u>
TOTAL (approx..)	\$15,000

12. Sign and date your proposal.

C. A. Alie CAROL-ANN ALIE 10/18/2021
Signature Printed Name Date

13. You may attach additional information to help the Tourism Advisory Committee evaluate your proposal. If multiple activities are planned, please submit a separate application for each activity

AGREEMENT

This agreement made and entered into this 16th day of December, 2021 between the **City of Stevenson**, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and **Vortex Events, LLC**, hereinafter referred to as “Vortex”.

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. The City of Stevenson does not have qualified staff to manage a Gorge Downwind Champs event.
3. Vortex is uniquely qualified to manage a Gorge Downwind Champs event, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such events.
4. It is in the City’s interest to contract with Vortex to perform certain activities relating to the design and management of this event that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

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

1. Performance. Vortex will perform the work set forth below and submit requests for payment within forty-five days of each accepted task:
 - a. Vortex will plan and operate the Gorge Downwind Champs event as described on Exhibit A, incorporated herein by reference.
 - b. Vortex will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. Vortex will complete the work and provide the services to be performed under this agreement on or before December 31, 2022.
3. Term. The term of this agreement shall begin January 1, 2022 and end upon the completion of the project, but no later than December 31, 2022.
4. Payment.
 - a. The City will reimburse Vortex up to \$10,000 for services performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. Final invoice for this agreement must be received by the City on or before January 17 2023. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
 - c. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.

5. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
6. Termination. 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. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
7. Financial Records. Vortex shall maintain financial records of all transactions related to this agreement for six years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
8. Status of the "Vortex". It is hereby understood, agreed and declared that Vortex is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
9. Insurance and Liability. Vortex shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

Vortex further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by Vortex employees, agents, contractors, subcontractors or other representatives.

10. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
11. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or oral, not incorporated herein.
12. Equal Opportunity and Compliance with Laws. Vortex shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, Vortex shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
13. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that

the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.

14. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.

15. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and Vortex have legal authority to enter into this agreement on behalf of City and Vortex respectively and have full authority to bind City and Vortex in a valid Agreement on the terms herein.

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

CITY OF STEVENSON

Vortex Events, LLC

Scott Anderson, Mayor

Name & Title: _____

ATTEST

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

Vortex Events LLC <TIN will be given in the future>
Organization/Agency Federal Tax ID Number

Carter Johnson
Contact Name

62 Paula Drive, Underwood, WA 98651
Mailing Address

415-407-0531 Carterjohnson25@gmail.com
Phone Email

Gorge Downwind Champs
Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities - YES
- Tourism-Related Facility – YES / Fairgrounds
- Events/Festivals - YES

Amount Requested: \$ 10,000

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:
The Gorge Downwind Champs is a 6 day Paddling Festival. With 800 participants plus 2 to 3 travel companions each, The Gorge Champs is one of the largest paddling events in the world.

In 2019 25% of our participants were international and 98% of the total participants traveled to the Gorge. The average stay duration is 9 days. In a survey taken in 2019, well over 50% of our participants return to the gorge 1 to 3 times a year for additional visits.

In a non pandemic year, the Gorge Downwind Champs has the potential to be the largest international tourist attraction in the Gorge.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.

See attached Budget: In 2019, our expenses were just under \$200k

Dates: July 11th thru 16th. Most guest come a week early and many say a week after the event is over. Each participant travel with 2 to 3 non participating members.

Due to the popularity of the event, the week of the event has become known as “GORGE WEEK” in the paddling community. We do not have exact counts but estimate that for every participant, there are an equal number of paddlers that visit the Gorge that week to partake in clinics and just the scene that we have created. It has become a global movement in the paddling community.

The Champs will bring in ~3000 people to Skamania for 9 days.

- We promote local business
 - We promote local hotels / camping / Lodging
 - We promote all local tourist activities such as Hot Springs, Skamania Lodge Attractions, Rafting, Permit based hikes and much more
 - We promote return travel to the gorge
 - We employ local Gorge residents
-

All the above activities are heavily promoted in our social media and web presents.

3. Identify your top 5 sources of Revenue:

1. Ticket Revenue	\$160,000
2. Sponsor Revenue	\$20,000
3. Beer Sales	\$5000
4.	\$
5.	\$

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

The Champs is currently self funded however all of the proceeds go back into growing the event. We currently plan on putting in a bid for World Cup race for 2022 as well as a bid for Worlds Finals for 2024. Significant infrastructure and funding will be required to make this happen.

As we work to re-grow the event, sponsors and participants in 2022 after the pandemic we are about 10k short of taking a loss.

5. Describe your plans for advertising and promoting your proposed activity or facility.

We have an extensive presence on Social Media / Web with most of our post getting 500k + hits.

The Gorge Champs produces 1000's of branded photos every year that get millions of shares. In addition, our sponsors have a large international presence and they all utilize their media channels to promote the event.

We have the privilege of "Going Viral" each and every year within the global paddling community.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

Our event attracts ~3000 people to Skamania for 6 to 10 days. Almost all of these need a week+ of lodging. Equally as significant, most of our participants visit the gorge multiple other times in the year and require lodging then as well.

7. *List the number of tourists expected to attend your activity or facility in each of these categories (*required):

1. _____ 2000+ for a full week (800 participants + travel companions) _____ Staying overnight in paid accommodations.
2. _____ 50 _____ Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. _____ 50 _____ Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. _____ 50 _____ Attend but are not included in any one of the categories above.
5. _____ 700+ participants, and 1300+ travel companions _____ Estimated number of participants in any of the above categories that attend from another state or country.

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

We work closely with both the Chamber as well as the Skamania park department on dates and logistics.

In addition, all of the proceeds of our Beer Garden go to a local Columbia Gorge Charity (Columbia Gorge Wind and Water Association). The charity provides un-paralled local support.

9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

n/a

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?

We partner with man of the local business. These are symbiotic relationships that drive our participants and guest to their businesses as well as the business providing support for our event.

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

The requested funding represents 5% of our operating expenses

12. Sign and date your proposal.

Peter Carter johnson

Signature

Carter Johnson

Printed Name

10/27/2021

Date

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.

If multiple activities are planned, please submit a separate application for each activity.

MINUTES
CITY OF STEVENSON COUNCIL MEETING
November 18, 2021
6:00 PM, City Hall and remote

1. CALL TO ORDER/PRESENTATION TO THE FLAG:

Mayor Anderson called the meeting to order at 6:01 p.m., led participating members of the group in reciting the pledge of allegiance and conducted roll call.

Attending: Mayor Scott Anderson; Councilmembers Dave Cox, Amy Weissfeld, Paul Hendricks.
Staff/employees in attendance: City Administrator Leana Kinley, Gordy Rosander, Rob Farris. Others attending included City Attorney Ken Woodrich. Public attendees: Ann Leuders, Mary Repar, Brian McNamara, Cindy Soliz, Emily Stevenson, and others unidentified.

MOTION to excuse the absences of **Councilmembers Muth** and **McHale** was made by **Councilmember Weissfeld**, seconded by **Councilmember Cox**.

- Voting aye: **Councilmembers Cox, Weissfeld, Hendricks**.

2. CHANGES TO THE AGENDA:

a) 11/17 changes include:

- Revised minutes format, not content (item 3d)
- Addition of noise ordinance staff memo and ordinance (item 5a)
- Addition of property tax resolution 2021-384 (item 5c)
- Addition of sewer rate staff memo (item 5d)
- Addition of budget revisions, budget document, and budget ordinance (item 5e)
- Removal of COVID-19 Update from Situation Updates (formerly item 7a)
- Revision of sewer plant update memo (revised item 7a)
- Removal of Downtown Parking presentation (formerly item 7c)
- Addition of Park Plaza contract (item 8a)
- Addition of DOE Integrated Planning Grant agreement (item 9c)
- Addition of Maul Foster and Alongi contract (item 9d)
- Removal of revised purchasing policy (formerly item 9g)
- Addition of awarding equipment procurement bids for the WWTP upgrades (revised item 9g)
- Addition of approval of Wallis Engineering services contract for WWTP construction (item 9h)
- Addition of Public Works Director staff report (item 11b)
- Addition of voucher information (item 12)

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

a) Approve Back-billing Waiver Request - **City Administrator Leana Kinley** presented the request from Thomas McCloskey & Elise Skora to waive the back-billing charges of \$3,231.12 for the difference between a single unit and three units residential base billing for 17 months. Guidance from the Attorney General regarding assistance during COVID-19 was attached.

b) Approve 2022 Tourism Funding Awards - **City Administrator Leana Kinley** presented and explained the Tourism Advisory Committee's 2021 funding recommendations for council approval in the total amount of \$393,500.

c) **Approve 2022 EDC Contract - City Administrator Leana Kinley** presented the contract with Skamania County Economic Development Council for 2022 services in the amount of \$25,617.50.

d) **Minutes** of October 21, 2021 Council Meeting and November 8, 2021 Special Council Meeting.

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

- Voting aye: **Councilmembers Weissfeld, Hendricks, Cox.**

4. PUBLIC COMMENTS:

>**Councilmember Hendricks**, Mary Repar, Minute Taker Roe reported poor audio and video quality. The issue was solved promptly.

5. PUBLIC HEARINGS:

a) **Noise Ordinance - Third Reading - City Administrator Leana Kinley** presented ordinance 2021-1176 amending SMC 8.08 regarding noise control with updates based on the October 21st public hearing for public comment and council consideration. The only change to the ordinance based on the hearing was the addition of the following language in section 8.08.050 (F) “...between the hours of 10 pm and 8 am.”

Mayor Anderson opened the public hearing at 6:06

City Administrator Kinley noted that Judith Morrison and John Mobley were working to research and resolve noise levels emanating from the grocery store.

Comments received:

>Mary Repar stated she appreciated the quiet times provided for (10 pm to 8 a.m.) and asked to have the RCW mentioned in the ordinance. She questioned who enforces the ordinance if an event goes past the deadline. **City Administrator Kinley** advised local law enforcement would be in charge.

>Ann Leuders suggested 10 p.m. may be too early for some events. She related after local festivals close down some attendees like to go out, and requested later times be considered during the summer months. **Mayor Anderson** noted the ordinance addressed amplified music.

Councilmember Weissfeld asked if a variance could be used to handle later times, and was advised by Attorney Woodrich no variance was possible. Permits with different end times were considered as a solution. Attorney Woodrich noted the staff could present a permit process later and the ordinance could be amended. **City Administration Kinley** pointed out the ordinance still needs approval by the Department of Ecology.

Mayor Anderson closed the public hearing at 6:15. No further discussion took place.

MOTION to approve ordinance 2021-1176 amending SMC 8.08 regarding noise control as presented was made by **Councilmember Cox**, seconded by **Councilmember Weissfeld**.

- Voting aye: **Councilmembers Cox, Hendricks, Weissfeld.**

b) Community Development Block Grant (CDBG) Project Review - City Administrator Leana Kinley presented the staff memo regarding the performance of the Housing Rehabilitation program with Columbia Cascade Housing Corporation funded by CDBG.

The public hearing was opened by **Mayor Anderson** at 6:17 p.m.

Mario Heredia, Housing Associate with Columbia Cascade Housing Corporation, presented more information on the program. He described how the home repair program works and explained the various loan and grant options available to low and moderate-income homeowners to support their health and safety. Eight households in Stevenson have benefited from the program, with a total of 15 participating across Skamania County. Improvements and repairs included windows, floors, roofs, siding, wells, and septic systems. Approximately \$450,000 was invested in local homes. The Skamania County PUD also provided funds for ductless wall heaters.

Comments:

>Mary Repar asked if rental housing was included. Mario related this particular program does not, but other agencies have rent and mortgage payment options.

The public hearing was closed by **Mayor Anderson** at 6:26 p.m.

No further discussion occurred. The information was for review purposes, so no action was taken.

c) Public Hearing 2022 Proposed Property Tax Levy - City Administrator Leana Kinley presented and explained resolution 2021-384 and ordinance 2021-1177 proposing the maximum 1% property tax increase for public comment and council consideration. She explained how taxes are apportioned, and how the law allows the increase. Both the levy and the ordinance are time sensitive and must be approved by November 30th to take effect in 2022.

Councilmember Cox asked for and received clarification on the reasons for the tax increase. **Councilmember Weissfeld** added it was necessary to keep up with inflation.

The public hearing was opened by **Mayor Anderson** at 6:29 p.m.

No public comments were received.

The public hearing was closed by **Mayor Anderson** at 6:30 p.m.

MOTION to approve resolution 2021-384 authorizing an increase in property taxes for fiscal year 2022 was made by **Councilmember Weissfeld**, seconded by **Councilmember Cox**.

- Voting aye: **Councilmembers Cox, Hendricks, Weissfeld**.

MOTION to approve ordinance 2021-1177 fixing the amount to be raised by ad valorem taxes and levied for fiscal year 2022 was made by **Councilmember Weissfeld**, seconded by **Councilmember Hendricks**.

- Voting aye: **Councilmember Cox, Hendricks, Weissfeld**.

d) 2022 Sewer Rates (1) - City Administrator Leana Kinley presented the staff memo and ordinance 2021-1178 for public comment and council consideration.

The public hearing was opened by **Mayor Anderson** at 6:31 p.m.

Comments:

>Mary Repar stated it was getting expensive and asked if there were programs to help lower income households pay the increased costs. **City Administrator Kinley** advised there are discounts available for seniors, and suggested checking with Senior Services or Washington Gorge Action Programs for help with utility payments.

>**Rob Farris** advised the Council look at the chart regarding rates as a reminder of why the rates need to be raised. Planning for equipment replacement and population growth needs to be taken into consideration.

Mayor Anderson closed the public hearing at 6:45.

Councilmembers and **City Administrator Kinley** discussed using software programs for asset management and maintenance forecasting purposes in order to avoid the problems associated with inadequate planning in the past. Kinley shared it was important to have the information institutionalized in order to keep it from being lost when staff moves on, and having the asset management programs in place is part of the process to improve the city's comprehensive plan.

Councilmember Cox received information on how the city determines if the significant industrial users are side-streaming their waste correctly. **City Administrator Kinley** noted the impact is seen at the plant if BOD rates are elevated. A moratorium on high discharge commercial wastewater connections is in place to help reduce the BOD/TSS (Total Soluble Solids) load on the city's WWTP.

Councilmembers Cox and Weissfeld asked for a second reading of the ordinance at the December 2021 Council meeting to allow residents more time to read the ordinance.

City Administrator Kinley questioned if a quorum will be available at the December 2022 meeting. She emphasized the ordinance needs to pass and be in effect for five days prior to the end of the year in order to have the rate increases be included in the revenue stream for 2022. If not passed in December, a budget amendment will be needed to correct. **Councilmember Hendricks** commented the large increase in rates is due to the city failing to regularly raise them over the past 20 years, and the current rise is intended to address that, not create a problem.

No motion was considered. The issue will move to a second hearing at the December 2021 Council meeting.

e) Final Hearing 2022 Proposed Budget - City Administrator Leana Kinley presented and provided background information on a revised 2022 budget, ordinance 2021-1179 and associated documents based on items discussed at the October 21, 2021 public hearing and the November 8, 2021 special meeting.

Mayor Anderson opened the public hearing at 7:00 p.m.

City Administrator Leana Kinley pointed out revisions included changes to the sales tax amount and a recalculated cost for general administrative services due to a change in cost allocations. She highlighted how a reduction in population resulted in a \$13,000 decrease to the overall budget. Costs for strategic planning for the Fire District were also reviewed.

Rob Farris, Fire Chief, explained the process to contract with a consultant to help with strategic planning and clarified some information he had read in The Pioneer. He noted the plan had been put on the back burner due to other issues arising. He addressed concerns raised by **Councilmember Weissfeld**, noting the strategic plan is for both the City of Stevenson Fire Department and Fire District 2.

Comments:

>Mary Repar asked what comments the council was looking for. **Mayor Anderson** explained that **Chief Farris** was providing details regarding the proposed strategic plan in order to help budget accurately.

> Brian MacNamara stated the budget information was amazing, and gave kudos to **Chief Farris**. He asked why the crack in the firehall couldn't be fixed, and that other issues were superficial.

Mayor Anderson closed the public hearing at 7:19.

No motion was put forth and the item will move to an additional reading at the December 2021 council meeting.

Mayor Anderson moved agenda items **9(b)** and **9(e)** forward to facilitate discussion.

Item 9(b) Discuss Pesticide Spray Ban - City Administrator Leana Kinley presented information from MRSC (Municipal Research & Services Center) regarding a ban on pesticide spraying within city limits as mentioned at the October 21st council meeting based on recent complaints for council discussion. **Kinley** noted the city does have the ability to regulate sale and use of products, but pointed out there is no one available to enforce. City Attorney Woodrich shared there is a Washington Attorney General's Opinion issued in 1993 that pre-empted local regulations on pesticide applications, but he had not read it in depth.

>Emily Stevenson and Cindy Soliz with the Skamania County Noxious Weed Program spoke about the need to use herbicides as effective tools against many invasive and noxious weeds. There are noxious weed laws that need to be followed. Landowners and applicators are required to follow the instructions on the pesticide labels. They advised anyone illegally exposed to pesticides should contact the Washington Department of Agriculture to file a complaint. Illegal uses of pesticides should also be reported.

>Mary Repar stated alternative methods were available and should be used. She shared there were studies that show herbicides contribute to health problems and the city needs to protect all residents.

>Ann Leuders shared it was more expensive to hand remove weeds versus using herbicides.

Additional discussion led to an agreement to have resources from the Noxious Weed Program and MRSC placed on the city website. **Councilmember Weissfeld** suggested the city develop a management plan for pesticide use employing best practices and guidelines as a way to help educate local residents. Ken Woodrich, City Attorney also advised residents can use RCW 7.48, which addresses nuisances, as a powerful tool to protect healthy lifestyles.

9(e) Discuss Standby Pay - City Administrator Leana Kinley presented and explained the staff memo regarding standby pay for public works employees for council discussion and staff direction. She provided background information and history of the stand-by protocol.

Following a short discussion with public works staff input, it was agreed to have the on-call rotation be one week on, four weeks off, with \$3.00/hr additional pay when on-call. **City Administrator Kinley** advised she will prepare a resolution for the Council to adopt, and update job descriptions for potential emergency status. Once the new Public Works Director is in place changes and revisions can be made.

7. SITUATION/PROJECT UPDATES:

a) Sewer Plant Update (1) - City Administrator Leana Kinley presented the update from **Public Works Director Karl Russell** on the Stevenson Wastewater System and the Compliance Schedule. Ron Moller will be available for additional training to improve operations at the WWTP. He is very familiar with the plant and is willing to provide support to help make planned improvements. **City Administrator Kinley** pointed to information in the packet regarding funding for the plant, and noted a goal is to bring the cost of the plant down from \$9.6 M.

8. UNFINISHED BUSINESS:

a) Discuss Park Plaza Contract - City Administrator Leana Kinley presented and explained a revised draft of the Park Plaza Interlocal Agreement with Skamania County for council review and discussion. Several issues were discussed: The audit pointed out the city cannot spend money on property the city does not own or manage, but some city funds were spent in 2021 on the Park Plaza.

It was agreed to arrange a meeting with county officials, a city council member, Attorney Woodrich and **City Administrator Kinley** to discuss changes to the proposed agreement.

Kinley noted she would take \$2K out of the general fund to replace the funds spent on the Park Plaza project.

b) Discuss American Recovery Plan Act Fund Distribution - City Administrator Leana Kinley presented a matrix on projects available for funding and outreach plan on how to obligate the ARPA funding ahead of the deadline. The discussion was put off to another time.

9. COUNCIL BUSINESS:

a) Approve Cost Allocation Policy - City Administrator Leana Kinley presented and explained the staff memo and resolution 2021-385 revising the cost allocation within the financial policy. As part of the audit, it was pointed out that the equipment services fund wasn't used or wasn't included in the original cost allocation. The resolution revising the Financial Policy by striking section 3 under Exhibit A, Allocated Costs (Pg. 8) will correct the oversight.

MOTION to approve resolution 2020-385 revising the financial policy as presented was made by **Councilmember Weissfeld**, seconded by **Councilmember Cox**.

- Voting aye: **Councilmember Cox, Hendricks, Weissfeld**.

b) See above for agenda changes.

c) **Approve Integrated Planning Grant -City Administrator Leana Kinley** presented the draft agreement between the City of Stevenson and the Washington Department of Ecology for the \$200,000 Integrated Planning Grant for studying the feasibility of realigning Columbia Avenue. No matching funds are required. The grant funding expires on June 30th, 2023.

MOTION to approve the grant Toxics Cleanup Integrated Planning Grant agreement with the Washington Department of Ecology for the Columbia Avenue Redevelopment Project in the amount of \$200,000 as presented was made by **Councilmember Weissfeld**, seconded by **Councilmember Hendricks**.

- Voting aye: **Councilmember Cox, Hendricks, Weissfeld**.

d) **Approve Contract with Maul Foster Alongi – City Administrator Kinley** presented a contract with Maul Foster Alongi for services related to the Integrated Planning Grant for the realignment of Columbia Ave. The contract is fully reimbursable as part of the grant.

MOTION to approve the contract with Maul Foster Alongi for services in the amount of \$200,000 as presented with the notice to proceed authorized after execution of the Department of Ecology Integrated Planning Grant contract was made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

- Voting aye: **Councilmember Cox, Hendricks, Weissfeld**.

e) See above for agenda change.

f) **Discuss Fire Hall Property - City Administrator Leana Kinley** explained the memo she intended to create on the current status of the fire hall property was not available.

Mayor Anderson requested a discussion be held in order to clarify information and provide background history of the project. He responded to suggestions that the property in question was purchased in haste. He pointed to information on the city website regarding the firehall project and the due diligence done since the project's initiation in 2013, noting the property was purchased based on available information. He stated City staff and Councilmembers were not asleep at the wheel in this particular situation. He shared past geo-tech studies showed siting the building elsewhere than originally planned on the property would reduce excessive excavation costs. **Mayor Anderson** declared the location was not being considered as a homeless encampment.

>Mary Repar commented she thought it was a silly place to put a firehall as the street is posted 25 mph and suggested other sites she felt had easier access/egress. She also asked about building a memory unit in the area, and questioned if there were insurance policies available that covered situations when unforeseen issues later affect properties.

Councilmember Weissfeld recalled the work that went into the project and stated she believed it was still a good site based on the priorities used to determine a location.

City Administrator Leana Kinley asked if Councilmembers wanted to provide a statement on the project for the newspaper. Councilmembers agreed the minute record would suffice.

g) Award WWTP Improvements Phase I Major Equipment Procurement (1) - City Administrator Leana Kinley presented and explained the bid tabulation and the reason for the 7 separate procurement memos from the project engineer recommending the awarding of equipment procurement. The equipment is being purchased ahead of bidding the contract to save time waiting on equipment with long lead-times and to save on overhead costs. Councilmembers congratulated the progress on the project and welcomed the next phase.

MOTION to award the equipment procurement for the wastewater treatment plant phase 1 as follows was bravely made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

- Section 43 11 33 Rotary Lobe Blowers to Aerzen in the amount of \$189,857.87;
 - Section 43 25 00 Submersible Screw Centrifugal Pumps to APSCO/Trillium in the amount of \$85,522.42;
 - Section 46 21 33 In-Channel Rotary Drum Screen to Lakeside in the amount of \$188,382.38;
 - Section 46 23 00 Grit Removal Equipment to Smith & Loveless in the amount of \$184,592.42;
 - Section 46 41 34 Vertical Turbine Mixers to Enviropax in the amount of \$40,872.15;
 - Section 46 51 33 Fine Bubble Diffusers-Paragraph 1.05.B New Aeration Basin and Alternate 1: Section 46.51.33 Fine Bubble Diffusers - Paragraph 1.05.C Oxidation Ditch to Aquarius in the amount of \$90,037.20; and
 - Section 46 66 56 Ultraviolet Disinfection System to Trojan in the amount of \$209,476.50.
- Voting aye: **Councilmembers Cox, Hendricks, Weissfeld**.

h) Approve Contract with Wallis Engineering (1)- City Administrator Leana Kinley presented and provided details on the contract with Wallis Engineering for Wastewater Treatment Plant Upgrade Project construction phase services for an amount not to exceed \$1,057,606 for council review and consideration. She explained that now with the Ecology contract in place she felt more comfortable with the construction contract.

MOTION to approve the contract with Wallis Engineering for Wastewater Treatment Plant Upgrade Project construction phase services in the amount not to exceed \$1,057,606 was made by **Councilmember Weissfeld**, seconded by **Councilmember Hendricks**.

- Voting aye: **Councilmember Cox, Hendricks, Weissfeld**.

Following the vote **Mayor Anderson** asked about lifting the moratorium on new commercial hookups. **City Administrator Kinley** was unable to provide a timeline due to the construction schedule.

10. INFORMATION ITEMS The following items were presented for Council review:

- a) Skamania County Chamber of Commerce Activities** in October 2021.
- b) Financial Report - City Administrator Leana Kinley** presented the Treasurer's Report and year-to-date revenues and expenses through October 2021.
- c) Project Status Updates - City Administrator Leana Kinley** and city staff presented updates on city projects through the city website <https://www.ci.stevenson.wa.us/projects>.
- d) The Skamania County Sheriff's** report for activity within Stevenson city limits for October, 2021.
- e) Skamania County Housing Programs Report on services provided by WAGAP** for October 2021

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director** No report was available.

b) Karl Russell, Public Works Director

- The city crosswalk striping is taking place.
- He has met with a consultant regarding the Hegewald Well and is reviewing the report.

c) Leana Kinley, City Administrator

- Attended a Bridge of the Gods sub-committee meeting with the Port of Cascade Locks, Skamania County Economic Development Council and Skamania County Commissioner Hamlin. The BOTG strengthening project ended 10 days early. The city's waste haulage costs were reduced significantly as a result. A plan is being created to analyze the bridge's life cycle cost.
- An RFQ (Request for Qualifications) for IT services has been issued per our purchasing policy. It is due December 1, 2021.
- She is responding to public records requests.
- Purchasing policies addressing federal funding procurement processes are being updated at auditor request.
- Attended a meeting on federal grant requirements that will be incorporated into the policies.

Mayor Anderson asked if it was possible to record the time staff spends on fulfilling public records requests. City Attorney Woodrich noted the state recently compiled a survey on time spent by small cities on records requests. He pointed out logging time spent on requests can help establish a reasonable response time, especially for small municipalities with limited staff, and can help justify to those making the request when their information will be available.

City Administrator Kinley reported she has developed a spreadsheet to track staff time.

12. VOUCHER APPROVAL:

a) October 2021 payroll & November 2021 AP checks were audited and presented for approval. October payroll checks 15524 thru 15528 total \$95,695.06 which included EFT payments. November 2021 AP checks 15529 thru 15579 total \$127,567.72 included EFT payments and checks. The AP check register with fund transaction summary was attached for review.

MOTION to approve the vouchers as presented was made by **Councilmember Weissfeld**, seconded by **Councilmember Cox**.

- Voting aye: **Councilmembers Cox, Hendricks, Weissfeld**.

13. MAYOR AND COUNCIL REPORTS:

Councilmember Cox asked about meeting with County Commissioners in December 2021. **City Administrator Kinley** will attempt to contact them. She will also poll City Councilmembers regarding attendance at the December 16th, 2021 Council meeting. A budget amendment and a public hearing will be on the agenda.

14. ISSUES FOR THE NEXT MEETING: None provided.

15: ADJOURNMENT: **Mayor Anderson** adjourned the meeting at 9:07.

Scott Anderson, Mayor

Date



City of Stevenson

Leana Kinley, City Administrator

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

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

To: City Council
From: Leana Kinley, City Administrator
RE: 2022 Sewer Rates
Meeting Date: November 18, 2021

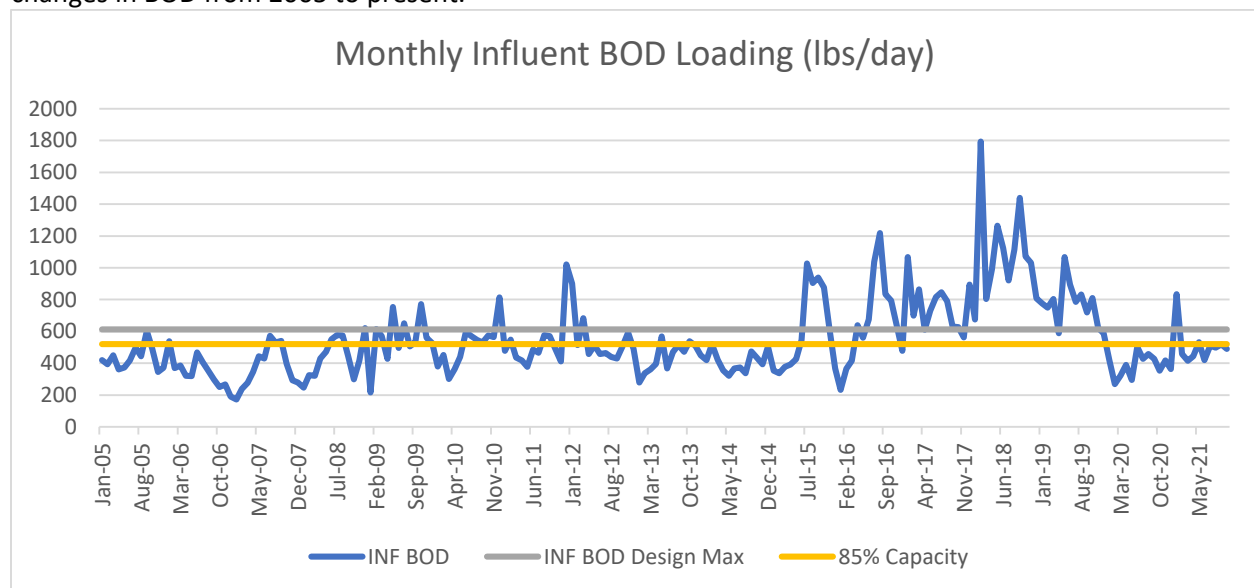
Executive Summary:

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 \$40 per month savings on the base residential sewer bill by the end of 2026. The result is a recommended increase of 12.5% for 2022, or \$11.25 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	9,600,000	8,700,000	900,000	2,500,000*
Main D Extension	300,000	270,000	30,000	
Totals:	17,000,000	10,803,000	1,330,000	6,625,000
Amount of Funding:	42% Grant and Forgivable Principal			
*\$2.5M direct federal grant from the recently approved Infrastructure Package to reduce the \$8.7M loan				
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			

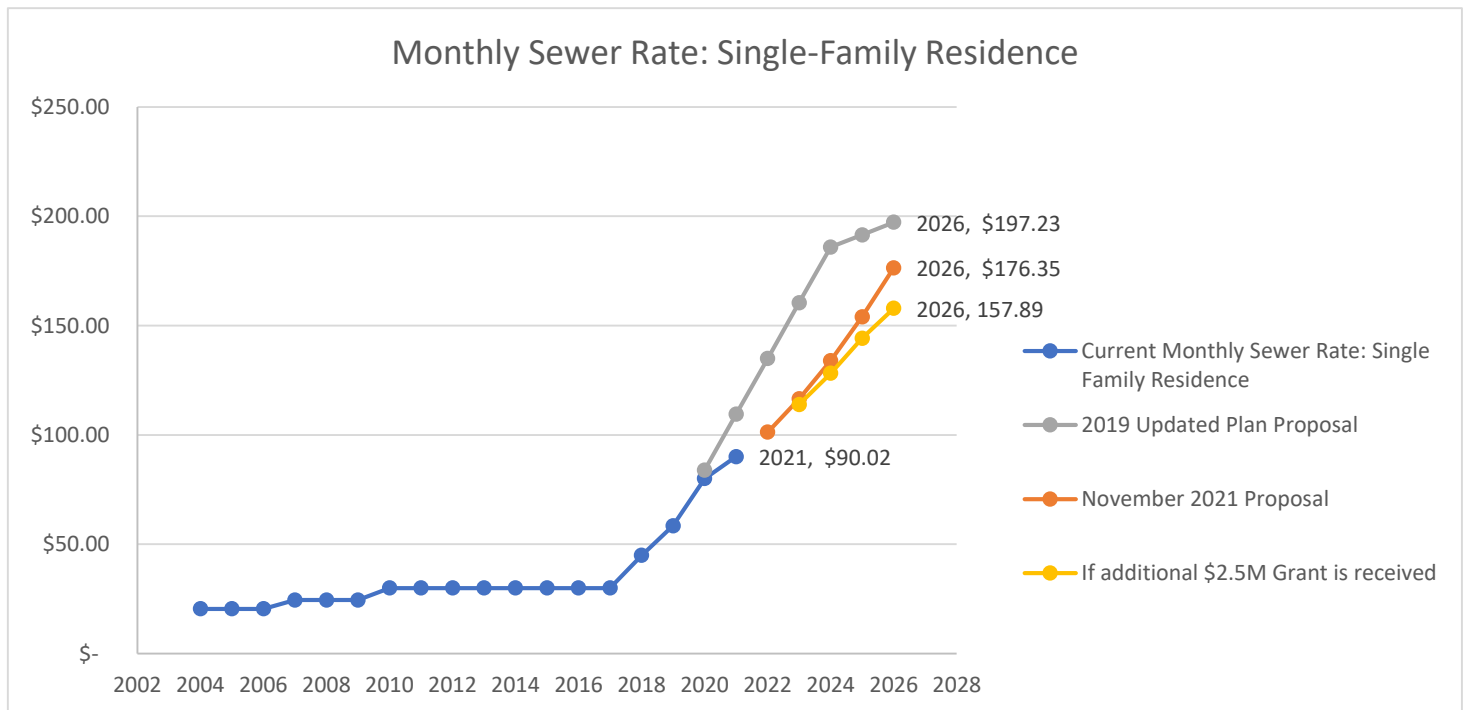
- Require Industrial Pretreatment-
 - The City’s ordinance has been updated and all new commercial connections are reviewed against the updated standards.
- Modify Wastewater Treatment Plant Operations-
 - The City added a Wastewater Treatment Plant Operator in 2018 to supplement the work of the contract 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

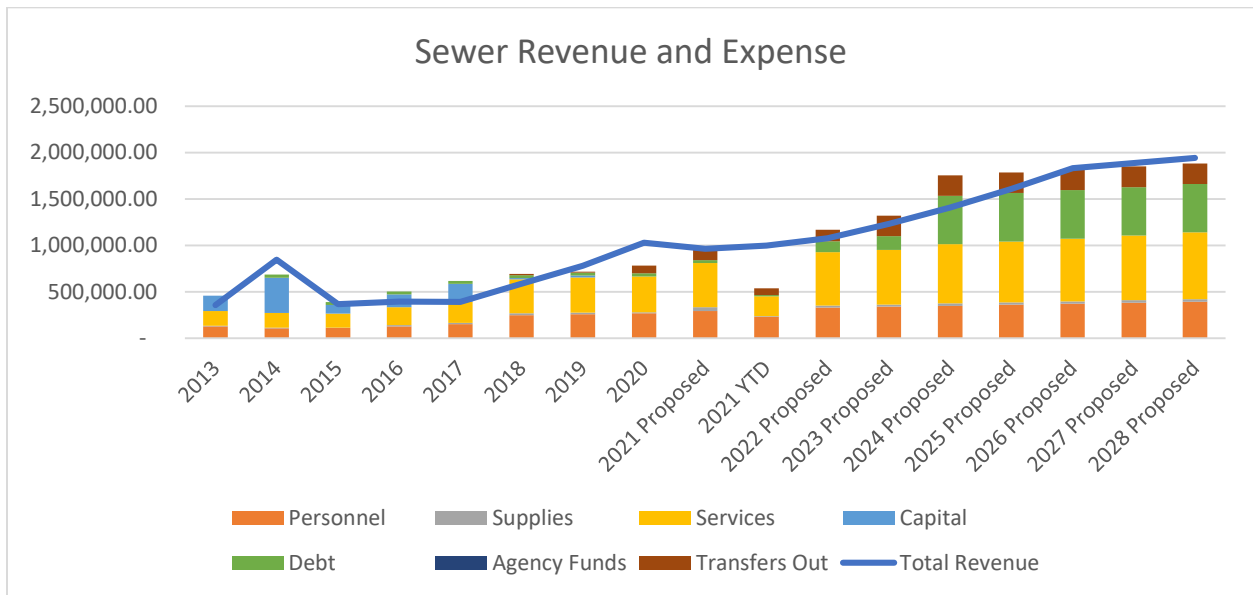
In 2017, as part of the General Sewer Plan and Wastewater Facilities Plan, the city conducted a rate study. It was updated in February 2019 based on changed assumptions. Since then, the city has taken over operations of the wastewater treatment plant where it was previously operated under a service contract. 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 \$40 per month in savings on a residential sewer bill by the end of 2026.

The 2022 proposed revenue and expenses for the sewer department are below. The current 12.5% 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 2021-1178 revising the sewer rates. Or no motion and the item will move to a second reading at the December council meeting.



Issuance Date: October 6, 2008
Effective Date: November 1, 2008
Expiration Date: October 31, 2013

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM
WASTE DISCHARGE PERMIT NO. WA0020672

State of Washington
DEPARTMENT OF ECOLOGY
Olympia, Washington 98504-7775

In compliance with the provisions of
The State of Washington Water Pollution Control Law
Chapter 90.48 Revised Code of Washington
and
The Federal Water Pollution Control Act
(The Clean Water Act)
Title 33 United States Code, Section 1251 et seq.

City of Stevenson
P.O. Box 371
Stevenson, Washington 98648

Plant Location:
686 Southwest Rock Creek Drive
Stevenson, WA 98648

Receiving Water: Columbia River
Bonneville Pool

Water Body I.D. No.: WA-CR-1010

Discharge Location:
Latitude: 45° 41' 16" N
Longitude: 121° 53' 07" W

Plant Type: Oxidation Ditch

is authorized to discharge in accordance with the special and general conditions which follow.

Garin Schrieve, P.E.
Southwest Region Manager
Water Quality Program
Washington State Department of Ecology

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SUMMARY OF SUBMITTALS

Permit Section	Submittal	Frequency	First Submittal Date
S3.	Discharge Monitoring Report	Monthly	December 15, 2008
S4.B.	Plan for Maintaining Adequate Capacity	As Necessary	
S4.C.	Notification of New or Altered Sources	As Necessary	
S4.D.	Infiltration and Inflow Evaluation	Annual	February 15, 2009
S4.E.	Wasteload Assessment	Annual	February 15, 2009
S5.B.	Operation and Maintenance Manual Update	As Necessary	
S5.G.	Contract Operators Hours	Monthly	With Discharge Monitoring Report
S8.	Pretreatment Industrial Waste Survey	As Necessary	
S9.	General Sewer Plan Update	As Necessary	
G1.	Signature Authorization	As Necessary	
G4.	Reporting a Cause for Permit Modification	As Necessary	
G7.	Application for Permit Renewal	1/Permit Cycle	May 1, 2013

SPECIAL CONDITIONS

S1. DISCHARGE LIMITATIONS

A. Final Effluent Limitations

Beginning on the effective date of this permit and lasting through the expiration date, the Permittee is authorized to discharge municipal wastewater at the permitted location subject to the following limitations:

EFFLUENT LIMITATIONS		
Parameter	Monthly Average^a	Weekly Average^a
Biochemical Oxygen Demand* (5-Day)	30 mg/l, 92 lbs/day 85% Removal	45 mg/l, 138 lbs/day
Total Suspended Solids ^b	30 mg/l, 92 lbs/day 85% Removal	45 mg/l, 138 lbs/day
Fecal Coliform Bacteria	200/100 ml	400/100 ml
pH	Shall not be outside the range 6.0 to 9.0	
^a The monthly and weekly average for BOD ₅ and Total Suspended Solids are based on the arithmetic mean of the samples taken. The averages for fecal coliform are based on the geometric mean of the samples taken.		
^b The monthly average effluent concentration limitations for BOD ₅ and Total Suspended Solids shall not exceed 30 mg/l or 15 percent of the respective influent concentrations, whichever is more stringent.		

B. Mixing Zone Description

The boundaries of the mixing zone is defined as follows:

CHRONIC: Extend 315 feet downstream and 100 feet upstream. The width shall be 25 percent of the width of the Columbia River at Stevenson/RM 150.

ACUTE: Extend 31.5 feet downstream and 10 feet upstream. The width shall be 25 percent of the Columbia River at Stevenson.

S2. FINAL TESTING SCHEDULE

The Permittee shall monitor the wastewater and sludge according to the following final schedule:

TESTS	SAMPLE POINT	SAMPLING FREQUENCY	SAMPLE TYPE
Flow	Influent or Final Effluent	Continuous (Report daily totals)	On Line

TESTS	SAMPLE POINT	SAMPLING FREQUENCY	SAMPLE TYPE
pH	Influent Final Effluent	Daily	Grab
BOD ₅	Influent Final Effluent	2/Week	24 hour composite refrigerated
TSS	Influent Final Effluent	2/Week	24 hour composite refrigerated
Fecal Coliform	Final Effluent	2/Week	Grab
Sludge Production	Digested Sludge (volume hauled)	Monthly	Measured
Temperature	Final Effluent	Daily	Grab

S3. MONITORING AND REPORTING

The Permittee shall monitor the operations and efficiency of all treatment and control facilities and the quantity and quality of the waste discharged. A record of all such data shall be maintained. The Permittee shall monitor the parameters as specified in Conditions S1 and S2 of this permit.

A. Reporting

Monitoring results obtained during the previous month shall be summarized and reported on a form provided, or otherwise approved, by the Department of Ecology (Ecology), to be submitted no later than the 15th day of the month following the completed reporting period. The report shall be sent to the Department of Ecology, Southwest Regional Office, P.O. Box 47775, Olympia, Washington 98504-7775. Monitoring shall be started on the effective date of the permit and the first report is due on the 15th day of the following month.

Unauthorized discharges such as collection system overflows, plant bypasses, or failure of the disinfection system, shall be reported immediately. Notify Ecology (see General Condition G4), Southwest Regional Office Water Quality compliance Inspector, at 360-586-0363, or Ecology's 24-hour emergency spill response number at 360-407-6300.

B. Records Retention

The Permittee shall retain for a minimum of three years all records of monitoring activities and results, including all reports of recordings from continuous monitoring instrumentation. This period of retention shall be extended during the course of any unresolved litigation regarding the discharge of pollutants by the Permittee or when requested by the Director. The Permittee shall retain for a minimum of five years all records pertaining to the monitoring of sludge.

C. Recording of Results

For each measurement or sample taken, the Permittee shall record the following information: (1) the date, exact place and time of sampling; (2) the dates the analyses were

performed; (3) who performed the analyses; (4) the analytical techniques or methods used; and (5) the results of all analyses.

D. Representative Sampling

Samples and measurements taken to meet the requirements of this condition shall be representative of the volume and nature of the monitored discharge, including representative sampling of any unusual discharge or discharge condition, including bypasses, upsets, and maintenance-related conditions affecting effluent quality.

E. Test Procedures

All sampling and analytical methods used to meet the monitoring requirements specified in this permit shall, unless approved otherwise in writing by Ecology, conform to the Guidelines Establishing Test Procedures for the Analysis of Pollutants, contained in 40 Code of Federal Regulations (CFR) Part 136.

F. Accredited Laboratory

All compliance monitoring data, except for flow and temperature, submitted to Ecology as required by this permit, shall be prepared by a laboratory accredited under the provisions of Chapter 173.50 Washington Administrative Code (WAC).

G. Flow Measurement

Appropriate flow measurement devices and methods consistent with accepted scientific practices shall be selected and used to ensure the accuracy and reliability of measurements of the volume of monitored discharges. The devices shall be installed, calibrated, and maintained to ensure that the accuracy of the measurements are consistent with the accepted industry standard for that type of device. Frequency of calibration shall be in conformance with manufacturer's recommendations or at a minimum frequency of at least one calibration per year.

S4. PREVENTION OF FACILITY OVERLOADING

A. Design Criteria

Flows or waste loadings of the following design criteria for the permitted treatment facility shall not be exceeded.

Average flow for the maximum month:	0.45 MGD
Influent BOD ₅ loading for maximum month:	612 lbs/day
Influent TSS loading for maximum month:	612 lbs/day
Design population equivalent:	1455

B. Plans for Maintaining Adequate Capacity

When the actual flow or wasteload reaches 85 percent of the design capacity (paragraph A above) for three consecutive months, 95 percent capacity for any single month, or when the projected increases would reach design capacity within five years, whichever occurs first, the Permittee shall submit to Ecology, a plan and a schedule for continuing to maintain capacity at the facility sufficient to achieve the effluent limitations and other conditions of this permit. This plan shall address any of the following actions or any others necessary to meet this objective.

1. Analysis of the present design including the introduction of any process modifications that would establish the ability of the existing facility to achieve the effluent limits and other requirements of this permit at specific levels in excess of the existing design criteria specified in paragraph A above.
2. Reduction or elimination of excessive infiltration and inflow of uncontaminated ground and surface water into the sewer system.
3. Limitation on future sewer extensions or connections or additional wasteloads.
4. Modification or expansion of facilities necessary to accommodate increased flow or wasteload.
5. Reduction of industrial or commercial flows or wasteloads to allow for increasing sanitary flow or wasteload.

The plan must meet the requirements of WAC 173-240-060, "Engineering Report," and be approved by Ecology prior to any construction. The plan shall specify any contracts, ordinances, methods for financing, or other arrangements necessary to achieve this objective.

C. Notification of New or Altered Sources

The Permittee shall submit written notice to Ecology whenever any new discharge or increase in volume or change in character of an existing discharge into the sewer is proposed which: (1) would interfere with the operation of, or exceed the design capacity of, any portion of the collection or treatment system; (2) would increase the total system flow or influent waste loading by more than ten percent; (3) is not part of an approved general sewer plan or approved plans and specifications; or would be subject to pretreatment standards under 40 CFR Part 403 and Section 307(b) of the Clean Water Act. This notice shall include an evaluation of the system's ability to adequately transport and treat the added flow and/or wasteload.

D. Infiltration and Inflow Evaluation

1. The Permittee shall conduct an infiltration and inflow evaluation. Plant monitoring records may be used to assess measurable infiltration and inflow.
2. A report shall be prepared which summarizes any measurable infiltration and inflow. If infiltration and inflow have increased by more than 15 percent from that found in the first report based on equivalent rainfall, the report shall contain a plan

and a schedule for: (1) locating the sources of infiltration and inflow; and (2) correcting the problem.

3. The report shall be submitted by **February 15, 2009**, and **annually** thereafter.

E. Wasteload Assessment

The Permittee shall conduct an annual assessment of their flow and wasteload and submit a report to Ecology by **February 15, 2009**, and **annually** thereafter. The report shall contain the following: an indication of compliance or noncompliance with the permit effluent limitations; a comparison between the existing and design monthly average dry weather and wet weather flows, peak flows, BOD, and total suspended solids loadings; and the percentage increase in these parameters since the last annual report. The report shall also state the present and design population or population equivalent, projected population growth rate, and the estimated date upon which the design capacity is projected to be reached, according to the most restrictive of the parameters above.

S5. OPERATION AND MAINTENANCE OF MUNICIPAL FACILITIES

A. Certified Operator

In accordance with Chapter 173-230 WAC, the Permittee shall provide an adequate operating staff which is qualified to carry out the operation, maintenance, and testing activities required to ensure compliance with the conditions of this permit. An operator certified for a Class II plant by the state of Washington shall be in responsible charge of the day-to-day operation of the wastewater treatment plant. A Class I operator shall be present at the facility during all shifts when operational changes are made to the treatment process.

B. Operation and Maintenance (O&M) Manual

An approved O&M Manual shall be kept available at the treatment plant. The O&M Manual shall contain the plant process control monitoring schedule. All operators are responsible for being familiar with, and using, this manual. Submit updates to Ecology when changes are made.

C. O&M Program

The Permittee shall institute an adequate O&M program for their entire sewage system. Maintenance records shall be maintained on all major electrical and mechanical components of the treatment plant, as well as the sewage system and pumping stations. Such records shall clearly specify the frequency and type of maintenance recommended by the manufacturer and shall show the frequency and type of maintenance performed. These maintenance records shall be available for inspection at all times.

D. Short-Term Reduction

If a Permittee contemplates a reduction in the level of treatment that would cause an exceedance of permit effluent limitations on a short-term basis for any reason, and such reduction cannot be avoided, the Permittee shall give written notification to Ecology, if possible, 30 days prior to such activities, detailing the reasons for, length of time of and the

potential effects of the reduced level of treatment. If such a reduction involves a bypass, the requirements of Conditions G5 and S6 will apply.

E. Electrical Power Failure

The Permittee is responsible for maintaining adequate safeguards to prevent the discharge of untreated wastes or wastes not treated in accordance with the requirements of this permit during electrical power failure at the treatment plant and/or sewage lift stations either by means of alternate power sources, standby generator, or retention of inadequately treated wastes.

F. Prevent Connection of Inflow

The Permittee shall strictly enforce their sewer ordinances and not allow the connection of inflow (roof drains, foundation drains, etc.) to the sanitary sewer system.

G. Contract Operators Hours

Contract operators shall be required to provide adequate maintenance of treatment components, necessary process control, and general housekeeping of buildings and grounds. To ensure adequate attention is allotted to this facility, the contract operator shall maintain a daily log of hours spent on O&M at the plant, and shall report total hours for each month on the Discharge Monitoring Reports submitted to Ecology.

S6. CONSTRUCTION OR MAINTENANCE-RELATED OVERFLOW OR BYPASS

Bypasses of untreated or partially treated sewage during construction or maintenance shall be avoided if at all feasible.

If a construction or maintenance-related overflow or bypass is contemplated, the Permittee shall submit to Ecology, not less than 90 days prior to the contemplated overflow or bypass, a report which describes in detail any construction work which will result in overflow or bypass of wastewater. The report shall contain: (1) an analysis of all known alternatives which would eliminate, reduce, or mitigate the need for bypassing; (2) a cost-effective analysis of alternatives including comparative resource damage assessment; (3) the minimum and maximum duration of bypass under each alternative; (4) a recommendation as to the preferred alternative for conducting the bypass; (5) the project date of bypass initiation; (6) a statement of compliance with State Environmental Policy Act (SEPA); and (7) a request for a water quality modification, as provided for in WAC 173-201-100(2).

For probable construction bypasses, the need to bypass is to be identified as early in the planning process as possible. The analysis required above shall be considered during preparation of the engineering report or facilities plan and plans and specifications, and shall be included to the extent practical. In cases where the probable need to bypass is determined early, continued analysis is necessary up to and including the construction period in an effort to minimize or eliminate the bypass.

Final authorization to bypass may be granted after review of the above information, in accordance with General Condition G5. Authorization to bypass will be by administrative order.

S7. RESIDUAL SOLIDS

Residual solids include screenings, grit, scum primary sludge, waste activated sludge, and other solid waste. The Permittee shall store and handle all residual solids in such a manner so as to prevent their entry into state ground or surface waters. The Permittee shall not discharge leachate from residual solids to state surface or ground waters.

S8. PRETREATMENT

1. The Permittee shall work cooperatively with Ecology to ensure that all industrial users of the wastewater treatment system are in compliance with the pretreatment regulations promulgated in 40 CFR Part 403 and any additional pretreatment regulations that may be promulgated under Section 307(b) and reporting requirements under Section 308 of the Federal Clean Water Act.
2. The Permittee shall perform an industrial user survey, reporting, or other activities (industrial user ordinance and local limits development) as specified by Ecology which are necessary for the proper administration of a state pretreatment program.
3. Significant commercial and industrial operations shall not be allowed to discharge wastes to the Permittee's sewerage system until they have received prior authorization from Ecology in accordance with Chapter 90.48 Revised Code of Washington (RCW) and Chapter 173-216 WAC, as amended.
4. General Prohibitions - In accordance with 40 CFR 403.5(a), non-domestic discharges, which would pass through the treatment works or interfere with their operation or performance, shall not be discharged into the sewerage system.
5. Specific Prohibitions - In accordance with 40 CFR 403.5(b), the following non-domestic discharges shall not be discharged into the system.
 - a. Pollutants that create a fire or explosion hazard in the publicly owned treatment works (POTW) (including, but not limited to waste streams with a closed cup flashpoint of less than 140 degrees Fahrenheit or 60 degrees Centigrade using the test methods specified in 40 CFR 261.21).
 - b. Pollutants that will cause corrosive structural damage to the POTW, but in no case discharges with pH lower than 5.0 standard units, unless the works are specifically designed to accommodate such discharges.
 - c. Solid or viscous pollutants in amounts that could cause obstruction to the flow in sewers or otherwise interfere with the operation of the POTW.
 - d. Any pollutant, including oxygen demanding pollutants, (BOD, etc.) released in a discharge at a flow rate and/or pollutant concentration which will cause interference with the POTW.
 - e. Heat in amounts that will inhibit biological activity in the POTW resulting in interference, but in no case heat in such quantities such that the temperature at the POTW exceeds 40°C (104°F) unless Ecology, upon request of the Permittee, approves, in writing, alternate temperature limits.

- f. Petroleum oil, nonbiodegradable cutting oil, or products of mineral origin in amounts that will cause interference or pass through.
- g. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity which may cause acute worker health and safety problems.
- h. Any trucked or hauled pollutants, except at discharge points designated by the Permittee.

S9. GENERAL SEWER PLAN UPDATE

For the purpose of authorizing sewer system extensions, the Permittee shall reference an approved General Sewer Plan [see Section 173-240-030 (5) WAC]. Any new or updated plan shall be consistent with Chapter 173-240 WAC "Submission of Plans and Reports for Construction of Wastewater Facilities" (Section -050 General Sewer Plan). The Permittee shall review the General Sewer Plan and Facility Plan and update these plans as necessary to be consistent with any proposed sewer extensions or improvements prior to submission of plans for such project.

If the approved collection system improvements are modified or new projects are proposed prior to the expiration date of this permit, the general sewer plan shall be updated and submitted to Ecology for approval. However, if the plan is not updated, the Permittee shall submit an engineering report for each modified or new sewer project prior to design and construction.

GENERAL CONDITIONS

G1. SIGNATORY REQUIREMENTS

All applications, reports, or information submitted to Ecology shall be signed and certified.

- A. All permit applications shall be signed by either a responsible corporate officer of at least the level of vice president of a corporation, a general partner of a partnership, or the proprietor of a sole proprietorship.
- B. All reports required by this permit and other information requested by Ecology shall be signed by a person described above or by a duly authorized representative of that person. A person is a duly authorized representative only if:
 - 1. The authorization is made in writing by a person described above and submitted to Ecology, and
 - 2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility, such as the position of plant manager, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters. (A duly authorized representative may thus be either a named individual or any individual occupying a named position.)
- C. Changes to authorization. If an authorization under paragraph B.2 above is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of B.2 must be submitted to Ecology prior to or together with any reports, information, or applications to be signed by an authorized representative.
- D. Certification. Any person signing a document under this section shall make the following certification:

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

G2. RIGHT OF ENTRY

The Permittee shall allow an authorized representative of Ecology, upon the presentation of credentials and such other documents as may be required by law:

- A. To enter upon the premises where a discharge is located or where any records must be kept under the terms and conditions of this permit;

- B. To have access to and copy at reasonable times any records that must be kept under the terms of the permit;
- C. To inspect at reasonable times any monitoring equipment or method of monitoring required in the permit;
- D. To inspect at reasonable times any collection, treatment, pollution management, or discharge facilities; and
- E. To sample at reasonable times any discharge of pollutants.

G3. PERMIT ACTIONS

This permit shall be subject to modification, suspension, or termination, in whole or in part by Ecology for any of the following causes:

- A. Violation of any permit term or condition;
- B. Obtaining a permit by misrepresentation or failure to disclose all relevant facts;
- C. A material change in quantity or type of waste disposal;
- D. A material change in the condition of the waters of the state; or
- E. Nonpayment of fees assessed pursuant to RCW 90.48.465.

Ecology may also modify this permit, including the schedule of compliance or other conditions, if it determines good and valid cause exists, including promulgation or revisions of regulations or new information.

G4. REPORTING A CAUSE FOR MODIFICATION

The Permittee shall submit a new application, or a supplement to the previous application, along with required engineering plans and reports, whenever a material change in the quantity or type of discharge is anticipated which is not specifically authorized by this permit. This application shall be submitted at least 60 days prior to any proposed changes. Submission of this application does not relieve the Permittee of the duty to comply with the existing permit until it is modified or reissued.

G5. PLAN REVIEW REQUIRED

Prior to constructing or modifying any wastewater control facilities, an engineering report and detailed plans and specifications shall be submitted to Ecology for approval in accordance with Chapter 173-240 WAC. Engineering reports, plans, and specifications should be submitted at least 180 days prior to the planned start of construction. Facilities shall be constructed and operated in accordance with the approved plans.

G6. COMPLIANCE WITH OTHER LAWS AND STATUTES

Nothing in the permit shall be construed as excusing the Permittee from compliance with any applicable federal, state, or local statutes, ordinances, or regulations.

G7. DUTY TO REAPPLY

The Permittee must apply for permit renewal by **May 1, 2013**.

G8. PERMIT TRANSFER

This permit is automatically transferred to a new owner or operator if:

- A. A written agreement between the old and new owner or operator containing a specific date for transfer of permit responsibility, coverage, and liability is submitted to Ecology;
- B. A copy of the permit is provided to the new owner and;
- C. Ecology does not notify the Permittee of the need to modify the permit.

Unless this permit is automatically transferred according to section A. above, this permit may be transferred only if it is modified to identify the new Permittee and to incorporate such other requirements as determined necessary by Ecology.

G9. REDUCED PRODUCTION FOR COMPLIANCE

The Permittee, in order to maintain compliance with its permit, shall control production and/or all discharges upon reduction, loss, failure, or bypass of the treatment facility until the facility is restored or an alternative method of treatment is provided. This requirement applies in the situation where, among other things, the primary source of power of the treatment facility is reduced, lost, or fails.

G10. REMOVED SUBSTANCES

Collected screenings, grit, solids, sludges, filter backwash, or other pollutants removed in the course of treatment or control of wastewaters shall not be resuspended or reintroduced to the final effluent stream for discharge to state waters.

G11. TOXIC POLLUTANTS

If any applicable toxic effluent standard or prohibition (including any schedule of compliance specified in such effluent standard or prohibition) is established under Section 307(a) of the Clean Water Act for a toxic pollutant and that standard or prohibition is more stringent than any limitation upon such pollutant in the permit, Ecology shall institute proceedings to modify or revoke and reissue the permit to conform to the new toxic effluent standard or prohibition.

G12. OTHER REQUIREMENTS OF 40 CFR

All other requirements of 40 CFR 122.41 and 122.42 are incorporated in this permit by reference.

G13. ADDITIONAL MONITORING

Ecology may establish specific monitoring requirements in addition to those contained in this permit by administrative order or permit modification.

G14. PAYMENT OF FEES

The Permittee shall submit payment of fees associated with this permit as assessed by Ecology. Ecology may revoke this permit if the permit fees established under Chapter 173-224 WAC are not paid.

G15. PENALTIES FOR VIOLATING PERMIT CONDITIONS

Any person who is found guilty of willfully violating the terms and conditions of this permit shall be deemed guilty of a crime, and upon conviction thereof shall be punished by a fine of up to \$10,000 and costs of prosecution, or by imprisonment in the discretion of the court. Each day upon which a willful violation occurs may be deemed a separate and additional violation.

Any person who violates the terms and conditions of a waste discharge permit shall incur, in addition to any other penalty as provided by law, a civil penalty in the amount of up to \$10,000 for every such violation. Each and every such violation shall be a separate and distinct offense, and in case of a continuing violation, every day's continuance shall be and be deemed to be a separate and distinct violation.

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

Order Docket #	14221
Site Location	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>Department of Ecology Attn: Appeals Processing Desk 300 Desmond Drive Southeast Lacey, Washington 98503</p> <p>Pollution Control Hearings Board 1111 Israel Road Southwest, Suite 301 Tumwater, Washington 98501</p>	<p>Department of Ecology Attn: Appeals Processing Desk P.O. Box 47608 Olympia, Washington 98504-7608</p> <p>Pollution Control Hearings Board 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

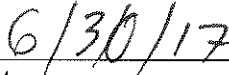
MORE INFORMATION

- **Pollution Control Hearings Board Website**
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
- **Rules:** www.ecy.wa.gov/laws-rules/ecywac.html

SIGNATURE



Richard Doenges
Southwest Regional Manager
Water Quality Program



Date

CITY OF STEVENSON, WASHINGTON

ORDINANCE NO. 2021-1178

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

AND REPEALING ORDINANCE NO. 2020-1168

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 will need to be completed in the next five years and the City will need to accrue sufficient funds to address these improvements; and

WHEREAS, the City conducted a rate study in the fall of 2020 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 November 18th, 2021 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.

“SS” (denoting suspended solids) shall mean the solids that either float on the surface of or are in suspension in water, sewage, or other liquids and which are removable by laboratory filtering.

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

1. 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 2020-1168 and all other Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

The effective date of this Ordinance shall be the January 2022 billing cycle.

Passed by the City Council of the City of Stevenson at its regular meeting held on the _____ day of _____, 2021.

Mayor of the City of Stevenson

ATTEST:

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth Woodrich, City Attorney

Exhibit A

Rates Effective for 2022

Class of Service	Base Fee
Residential	
Single ¾" Residential	\$101.27
Multifamily-per dwelling unit	\$101.27
Non-Residential	
Transient quarters	\$50.64
Other Commercial	
¾" water service	\$101.27
1" water service	\$210.48
1.5" water service	\$313.61
2" water service	\$474.38
3" water service	\$680.63
4" water service	\$886.87
6" water service	\$1,464.37
Mobile Home Sites	
With or without individual connections-per dwelling unit/space	\$101.27
Special Services-Public and Private	
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
Industrial	
Dry industrial	Same as applicable commercial rate
Wet industrial	Same as applicable commercial rate
Downspout/Sump Pump Connection¹	\$10.00

Usage ² Rates for Non-Residential/Commercial	
Flow Surcharge	\$0.051
BOD Surcharge³	
Low	\$0.000
Medium	\$0.020
High	\$0.041
Very High	\$0.080

- 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:

Strength Category	BOD Strength	Types of Typical Users
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 BOD₅ 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 2023 and beyond shall increase 5% per year.

**CITY OF STEVENSON, WASHINGTON
ORDINANCE NO. 2021-1179**

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

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 2022 fiscal year; and

WHEREAS, the City Council of the City of Stevenson held public hearings regarding the 2022 proposed budget on October 21, 2021, and November 18, 2021; and

WHEREAS, the 2022 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 2022 budget, and the estimated expenditures set forth in the 2022 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 2022 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 2022 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, 2022, or five days after publication according to law, whichever date is later.

Passed by the City Council of the City of Stevenson this 16th day of December, 2021.

Scott Anderson, Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Leana Kinley, City Clerk

Kenneth B Woodrich, PC
City Attorney

Ordinance 2021-1179 Exhibit A

2022 Initial Budget

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	818,826	1,161,666	-	1,980,493	1,136,666	25,000	818,826	1,980,493
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	223,677	-	447,354	-	-	447,354	447,354
100	Street Fund	211,186	368,941	30,000	610,127	550,331	-	59,796	610,127
103	Tourism Promotion	548,500	430,000	-	978,500	641,576	-	336,924	978,500
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
311	First Street	-	-	-	-	-	-	-	-
312	Columbia Ave	-	200,000	-	200,000	200,000	-	-	200,000
400	Water / Sewer Fund	1,084,986	1,806,244	-	2,891,230	1,876,169	121,779	893,282	2,891,230
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.	-	10,667,070	-	10,667,070	10,667,070	-	-	10,667,070
500	Equipment Service Fund	188,198	125,000	-	313,198	167,615	-	145,583	313,198
		5,209,934	15,007,598	76,779	20,294,311	15,239,427	176,779	4,878,105	20,294,311



City of Stevenson
2022 Budget



2022 BUDGET

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READER'S GUIDE TO THE BUDGET

The City of Stevenson must adopt a balanced budget each year. Annual City expenditures must not exceed annual City revenues. Also, to be prudent a City may decide to place some of its resources each year into reserves to cover future emergencies or unanticipated opportunities. Beyond these basic guidelines, budgets for cities are quite complex. Much of this complexity is created to allow for proper accounting and tracking techniques as required by State law and governmental accounting practices. Cities draw their revenues from a wide variety of sources, divide their expenditures into separate funds and allocate their program expenditures in ways that serve the special needs of municipal services. This Reader's Guide is being provided to make the City's budget more understandable and useable for the reader.

Organization of this Document

This budget document contains legally required budget information, descriptive background information and various illustrative graphs and tables that will be helpful to the readers' understanding. It is organized into four sections to facilitate the reader's understanding of the City's 2022 budget and to help the reader to find information regarding the City and its budget.

Those four sections are: Introduction, Budget Memo, Budget by Fund, and Appendix.

Introduction – This section is designed to introduce the reader to the City of Stevenson and its budget process. It includes the following:

- Table of Contents
- Reader's Guide
- City Organization Chart
- Budget Calendar
- Budget Ordinance
- City Vision, Mission & Strategic Plan

Budget Memo – This section provides a high-level view of the 2022 budget, an in-depth look at the City's revenue sources, and projected fund balances. It includes the following:

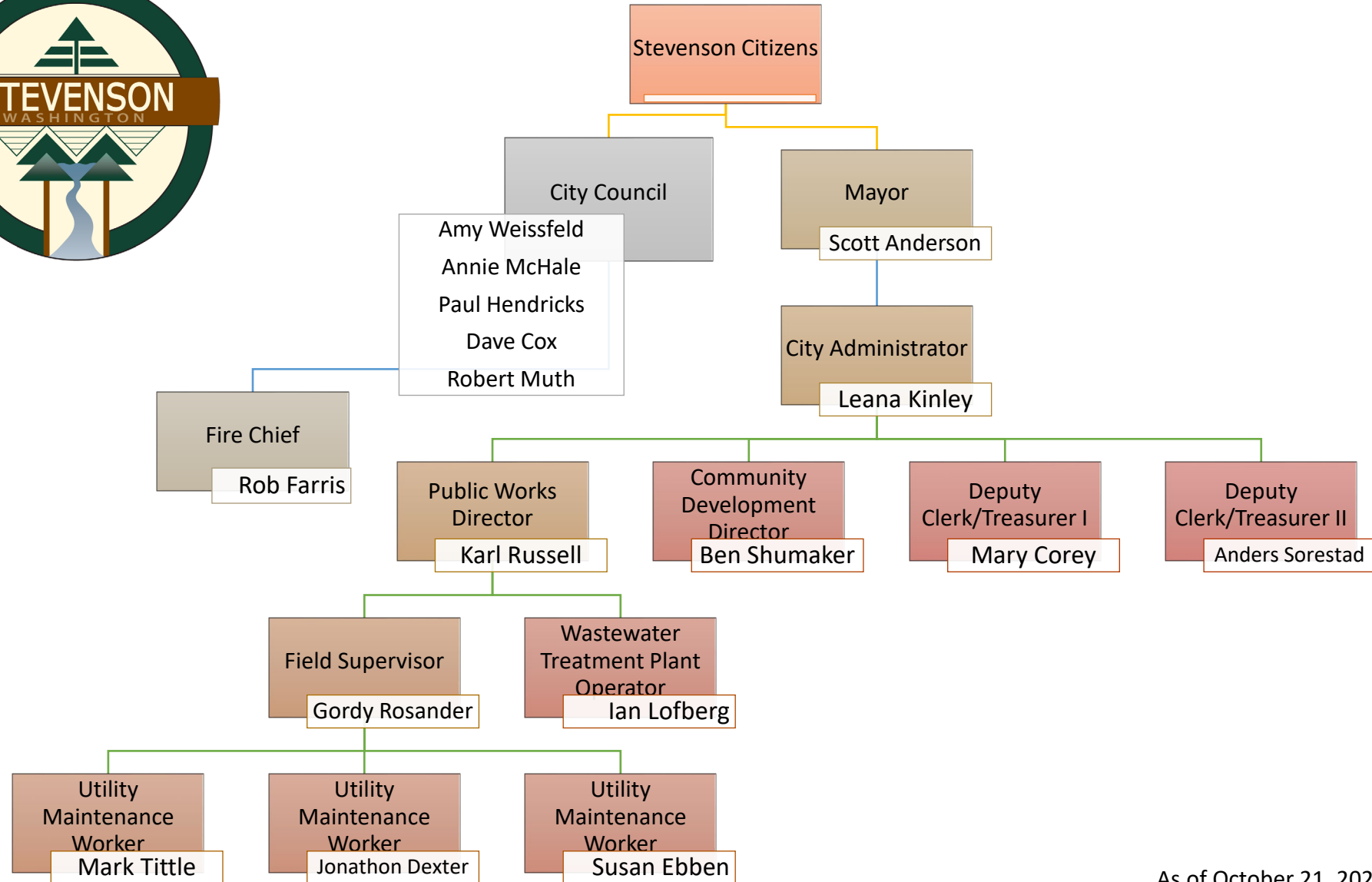
- Percentage of City Resources and Expenditures by Category
- Highlight of Capital Projects and Changes
- 2022 Revenue Sources
- Description of Funds

Budget by Fund – This section illustrates the financial condition and provides a historical comparison of each of the City's funds. It includes:

- All Funds Historical Revenue/Expenditure Summary
- Revenue and Expenditure Report for All Funds

Appendix – This section includes:

- Financial Policies
- 2022 Salary Table
- 2022 Fee Schedules



As of October 21, 2021

City of Stevenson 2022 Budget Calendar

September 16, 2021 Regular Council Meeting	Preliminary Budget Presented to Council and updated current year Council direction on cost of living increase for City staff and confirm council priorities. <i>(Prior to October 1-No later than the first Monday in October)</i>
October 6, 2021	Publish notice of Public Hearing on Proposed Budget (1 st Budget Meeting).
October 13, 2021	Publish second notice of Public Hearing on Proposed Budget (1 st Budget Meeting).
October 21, 2021 Regular Council Meeting	Public Hearings (two): 1st Budget Meeting / Public Hearing on Proposed Budget. <i>(Prior to the Final Hearing)</i> <ul style="list-style-type: none"> ➤ Receive Budget Message <i>(Prior to November 2-At least 60 days prior to the beginning of the next fiscal year)</i> ➤ Presentation of Proposed Budget ➤ Public Comment ➤ City Council Deliberations & Questions
November 3, 2021	Publish first notice of Final Hearing on Proposed Budget <i>(for two consecutive weeks)</i> and Public Hearing on Proposed Property Tax Levy.
November 10, 2021	Publish second notice of Final Hearing on Proposed Budget <i>(for two consecutive weeks)</i> and Public Hearing on Proposed Property Tax Levy.
November 8, 2021	Special Council Meeting on 2022 Budget
November 18, 2021 Regular Council Meeting	Final Hearing on Budget: <i>(On or before December 3-prior to the first Monday in December)</i> Public Comment <ul style="list-style-type: none"> ➤ Continue City Council budget deliberations & questions ➤ Approve Budget or schedule additional meetings Property Tax Levy Public Hearing: <i>(Prior to November 30)</i> <ul style="list-style-type: none"> ➤ Public Comment ➤ Set Property Tax Levy, approve Resolution and Ordinance
November 30, 2021	File Property Tax Levy Certification with County Tax Assessor
December 16, 2021 Regular Council meeting	Budget Adoption <i>(Prior to December 31)</i>
January 31, 2022	Submit Copies of Final Budget to State Auditor’s Office and MRSC. <i>(After Adoption)</i>

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Scott Anderson, Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Leana Kinley, City Clerk

Kenneth B Woodrich, PC
City Attorney

Ordinance 2021-1179 Exhibit A

2022 Initial Budget

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030	ARPA Fund	223,677	223,677	-	447,354	-	-	447,354	447,354
100	Street Fund	211,186	368,941	30,000	610,127	550,331	-	59,796	610,127
103	Tourism Promotion	548,500	430,000	-	978,500	641,576	-	336,924	978,500
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
311	First Street	-	-	-	-	-	-	-	-
312	Columbia Ave	-	200,000	-	200,000	200,000	-	-	200,000
400	Water / Sewer Fund	1,084,986	1,806,244	-	2,891,230	1,876,169	121,779	893,282	2,891,230
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.	-	10,667,070	-	10,667,070	10,667,070	-	-	10,667,070
500	Equipment Service Fund	188,198	125,000	-	313,198	167,615	-	145,583	313,198
		5,209,934	15,007,598	76,779	20,294,311	15,239,427	176,779	4,878,105	20,294,311



Stevenson City Council Goals for 2022-2023

Vision

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

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

Mission

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

Goals

The goals below are a list of priorities from council. Interwoven throughout these priorities is improved communication and engagement with the community, supporting community efforts for human development, maintaining and improving current infrastructure and assets, and incorporating additional goals such as aggressive undergrounding of utilities and broadband within capital projects where possible.

1. **Wastewater Upgrades:** The city will continue working toward lifting the commercial sewer connection moratorium, building efficient, sustainable, and affordable wastewater system upgrades with added BOD capacity by the spring of 2023.
 - a. Bid and begin construction on the WWTP by the end of 2021 with construction extending through spring of 2023.
 - b. Bid and construct Phase 2 of the Lift Station and collection system construction project by spring of 2022.
2. **Downtown Planning:** The downtown corridor will be thoughtfully planned to encourage utilization of the entire downtown, allow for safe and easy flow of traffic, and support mixed-use development by the end of 2024.
 - a. **Aesthetic Improvements** -Vacant/derelict/unkept property ordinances will be in place by the end of 2022, a list of nuisance properties will be created in coordination with the Stevenson Downtown Association by the end of 2022 and nuisance properties will be enforced for a reduction of nuisances by 75% by 2024.

- b. **East-side Downtown Improvements** will be made to encourage development with an increase of developed or utilized properties of 25% by 2024.
 - i. First Street Overlook will be constructed in 2021.
 - ii. Columbia Street Realignment will move forward with conceptualization and planning for a complete path forward with funding partners by the end of 2022.
- 3. **Fire Hall:** The city will partner with Skamania County Fire District 2 and the Skamania County Department of Emergency Management to build a new fire hall that meets the needs of the agencies, is affordable to the community and is a valued asset of Rock Creek Drive.
 - a. **Design Completion**
 - b. Apply for and secure **Construction Funding**
 - c. Enter into interlocal agreements between various agencies for the funding and/or maintenance of the property.
 - d. Bid and construct new fire hall.
- 4. **Water System Continued Maintenance**
 - a. **Replace** most of the failing **AC Pipes**, about 30% of the city waterlines, by 2030. Projects outlined in the next few years include:
 - i. School Street
 - ii. Loop Rd
 - iii. Upper Russell (in conjunction with Park Plaza construction)
 - iv. Frank Johns
 - b. Water Treatment Plant Maintenance includes painting interior.
 - c. Establish Hegewald Well as a permanent water source.
- 5. **Develop Deliberate Growth Strategy** by the end of 2021.
 - a. Complete Capital Improvement Program
 - b. Complete a Strategic Plan for the Fire Department
 - c. **Explore Industrial Sites:** Apply for a CERB grant to evaluate the feasibility of additional industrial sites away from the Waterfront by the end of 2019.

Remaining Uncompleted Goals from 2019-2024 Strategic Plan

- 6. **Housing Affordability:** The city will work with private and public partners to increase the availability of attainable housing by 20 units, reduce the unhoused population by 20% and increase temporary shelter availability by 75% by the end of 2024.
- 7. **Russell Ave Rebuild-Phase 2 from Second St. to Vancouver Ave** and tie in with the Courthouse Plaza project if funding allows.
- 8. **Broadband** - complete the Broadband Strategic Plan by the end of 2019 and collaborate with community partners to facilitate the completion and implementation of the Strategic Broadband Plan starting in 2020.
- 9. **Waterfront Development-**The City will work with the Port of Skamania to develop a waterfront development plan by the end of 2021.
- 10. **Parks Plan** Develop a park plan to include maintenance of current parks and standards by the end of 2020.
- 11. **Partner with School District on Workforce Education Development and Develop Youth Leadership Process** to include honorary student councilmembers by the end of 2020.

Completed Goals from 2019-2024 Strategic Plan

1. **Road Diet** – Study, review and revised road standards to reduce required rights of way for street development by the end of 2020. **Completed April, 2019.**
2. **Remodel City Hall** – remove surplussed items by the end of 2019, reduce and organize city records by the end of 2022 to optimize the usable space for a remodel of city hall by the end of 2024. **Surplussed items removed, building permits relocated and records being organized.**
3. **Improve Financial Software System** Research new software options and ways to maximize current software with a recommendation to council on whether or not to change systems by the end of 2019. **Contracted with BIAS Software and implementation completed in 2019. Permitting module implementation in process.**
4. **Water System Continued Maintenance**
 - a. **SMART Meter Completion** – Select and install smart meters and begin monthly excess water usage charging by the end of 2019. **Commerce Grant signed and project substantially complete.**
 - b. Water Treatment Plant Maintenance includes reroof. **Reroof completed in 2021.**
5. **City Owned Facilities, ROW, Roads and Streets Continued Maintenance/Improvements:** the city will **be a leader in aesthetic improvements** and maintain facilities, property and Rights of Way.
 - a. Fill hole in front of high school and vegetate with trample-resistant, maroon and/or blue plantings that can survive without water by November 30, 2018. **Completed.**
 - b. Trim/Remove damage to all remaining city trees caused by the 2017 ice storms by March, 2019. **Completed.**
 - c. Replace dead plants from the Lodge Trail, Cascade Avenue and Kanaka Creek Road projects by March, 2020. **Completed.**
6. **Russell Ave Rebuild:** Russell Avenue will be rebuilt from the Waterfront to Vancouver Ave to underground utility lines, improve pedestrian safety and enhance the experience by installing landscaping with **irrigation** to include **trees and planter boxes, benches and wayfinding signs** and have a completed **maintenance plan** by the end of 2024.
 - a. Phase I of the project, Waterfront to Second Street will be completed by the end of 2019 with minimal impact to the downtown during the peak summer months, pending the acquisition of required easements. **Project substantially complete as of July 3, 2020!**
7. **Housing Affordability:** The city will work with private and public partners to increase the availability of attainable housing by 20 units, reduce the unhoused population by 20% and increase temporary shelter availability by 75% by the end of 2024.
 - a. **Homeless/Temporary Housing** funding initiatives will be explored to in 2019 to obtain resources to help fund the goal with funds being collected in 2020 and utilized by 2022. **Completed. Sales Tax measure on the November ballot, 2019 failed and HB 1406 funds implemented and will take effect 8/1/20.**
 - b. The city will partner with the EDC to complete a **Buildable Lands Inventory** by the end of 2019. **Project completed.**
 - c. The city will partner with other agencies to complete a **Housing Needs Assessment** by the end of 2020. **Project completed.**
 - d. Reconsider zoning standards for configuration of ADUs (attached vs unattached) by March, 2019. **Completed May, 2019.**

- 8. Wastewater Upgrades:** The city will continue working toward lifting the commercial sewer connection moratorium, building efficient, sustainable and affordable wastewater system upgrades with added BOD capacity by the end of 2021.
- a. **Complete CERB Feasibility Study** on the Alternatives Analysis by the end of Feb, 2019 and implementation of proposed alternatives by August, 2019. **Final CERB Report completed Dec. 2020.**
 - b. Contract with DOE for design funding by Jan 31, 2019. **Completed February, 2019**
 - c. Advertise for Design Engineer immediately upon contract with DOE. Phase Design Engineering contract as necessary to address collection system (including pump stations and geotechnical study) prior to performance on WWTP design. **Contract signed April, 2019**
 - d. **Complete Design** of the project to apply to DOE for construction funding by Oct, 2019. **Delayed until 2020 due to delay in DOE loan contract and CERB Study.**
 - e. **Update Facilities Plan** with the CERB Study and design work by Oct, 2019. **CERB Study included in revised facilities plan update, submitted for DOE approval February, 2019. Design work will be completed and submitted to DOE end of June, 2020.**
 - f. Plan for the relocation of Public Works equipment with the expansion of the WWTP to be implemented with construction of the upgrades by the end of 2021. **Alternatives sites researched and some relocation implemented.**
 - g. Continue with the **Sewer Lining** project to reduce Infiltration and Inflow at the wastewater treatment plant during rain events by inspecting 10% of the wastewater collection system each year and repairing as needed and as budget allows. Contract for Geotech report as identified in GSP before repairs are made in Montell neighborhood. **Ongoing. The final report on Geotech for Montell neighborhood stated it is more cost effective to treat Infiltration and Inflow at the plant than to fix the sewer lines and install French drains.**
 - h. Enter into agreements with all Significant Industrial Users for individual discharge limits and rates by the end of the second quarter 2019. **Signed agreement with Backwoods Brewing, draft with LDB remains in process.**
 - i. Update FOG program to improve compliance by 90% by the end of 2019 and 100% by 2020. Updates shall include clear instructions of how the proposed escalating fees/fines will be imposed. **FOG Ordinance updated March, 2019.**
 - j. Continue with minor improvements in both collection system and plant and encouraging BOD reduction to reach a goal of 0 NPDES effluent violations. **Ongoing. Coordinating with SIUs and Dirt Huggers for side stream material removal. Installed interim measures to improve plant performance and guide design.**
 - k. Complete funding package requirements for collection system and sign contracts by the end of 2020. **Completed.**
 - l. Continue with the **Sewer Lining** project to reduce Infiltration and Inflow at the wastewater treatment plant during rain events by inspecting 10% of the wastewater collection system each year and repairing as needed and as budget allows. **Completed in 2020 and scheduled for 2021.**

- m. Implement **updated rate structure** after completion of rate study by the end of 2020. **Rate study completed and the model will be updated in 2021 after funding streams are secured.**
 - n. **Relocate Public Works** equipment and materials with the expansion of the WWTP to be implemented with construction of the upgrades by the end of 2022. **Completed in 2021.**
 - o. **Continue with minor improvements** in both collection system and plant and encouraging BOD reduction to reach a goal of 0 NPDES effluent violations. **In process**
 - p. **Apply** for construction funding with DOE, USDA and others to maximize grants and leverage low-interest loans to reduce cost impact to residents. **In process**
 - q. Complete and sign finding contracts for WWTP funding by the fall of 2021. **In process**
 - r. Complete permitting requirements for construction by the fall of 2021. **In process.**
 - s. Bid Lift Station and collection system construction project by the summer of 2021. **In process and on track.**
 - t. Begin construction on the lift stations and collection system by fall of 2021. **In process.**
- 9. City Property Security** - The city will evaluate security needs at all city facilities and begin implementing security enhancements in 2019. **An interior security door has been installed to prevent visitors from coming behind the counter without authorization. Plexiglass has been installed as well. Security cameras being discussed and researched for 2021 install.**
- 10. Parks Plan** Develop a park plan to include maintenance of current parks and standards by the end of 2020.
- a. **Parks and Rec District** – Develop committee to research and evaluate interest for a park and recreation district by the end of 2020. Determine a way forward go/no go by 2021. **Pool district created in 2021 by voters.**
- 11. Downtown Planning:** The downtown corridor will be thoughtfully planned to encourage utilization of the entire downtown, allow for safe and easy flow of traffic, and support mixed-use development by the end of 2024.
- a. A city-wide **Traffic Study** will be completed by the end of 2021. **In process.**
 - i. **Unimproved Street Plan:** The city will develop an unimproved street plan to include funding mechanisms and opportunities by the end of 2019 and begin construction on at least one project by the end of 2021. **Project may be incorporated into the city-wide traffic study.**
 - 1. **Del Ray** - The city will work property owners to determine development opportunities for public and private uses by the end of 2020.
 - 2. **Lotz Road Improvements** will be included in the unimproved street plan.
 - b. **Design Standards** outlined in the Downtown Plan will be reviewed and updated by the end of 2021. **In process.**
 - c. **Mixed-Use** – The city will reduce barriers to mixed use to encourage increase mixed use development by the end of 2024. **In process.**
- 12. City Owned Facilities, ROW, Roads and Streets Continued Maintenance/Improvements:** the city will **be a leader in aesthetic improvements** and maintain facilities, property and Rights of Way.
- a. **Landscaping** – The city will create a plan for landscaping and maintenance for city property and rights of way, which may include agreements with adjacent property owners, by the end of 2020. **Tree management plan being created in 2021.**



City of Stevenson

(509) 427-5970

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

To: Stevenson City Council and Residents

Date: November 18, 2021

Re: **2022 PROPOSED BUDGET - REVISED**

I am pleased to submit the City of Stevenson's revised 2022 proposed budget for your review and consideration.

OVERVIEW:

The budget development process is guided by Washington State Law and by the *Budgeting, Accounting & Reporting System* (BARS) manual published by the Washington State Auditor's Office. We prepare the annual budget for two main reasons:

1. It sets the legal limits on expenditures for the City.
2. It is our financial plan for next year. In its simplest form, it is an estimate of the revenues we expect to receive and how we plan to spend them.

When the budget is appropriated by ordinance, that ordinance provides the legal right to spend money as well as limit the amount we can spend.

Budget priorities are determined by reviewing the goals set at the strategic planning retreat in October of 2019 and were reviewed and confirmed at the March 27, 2021 special council meeting. More specific budget priorities for 2022 are included in the proposed budget.

The 2022 proposed budget continues all existing programs and staff. Revenue projections have been conservative with the following assumptions:

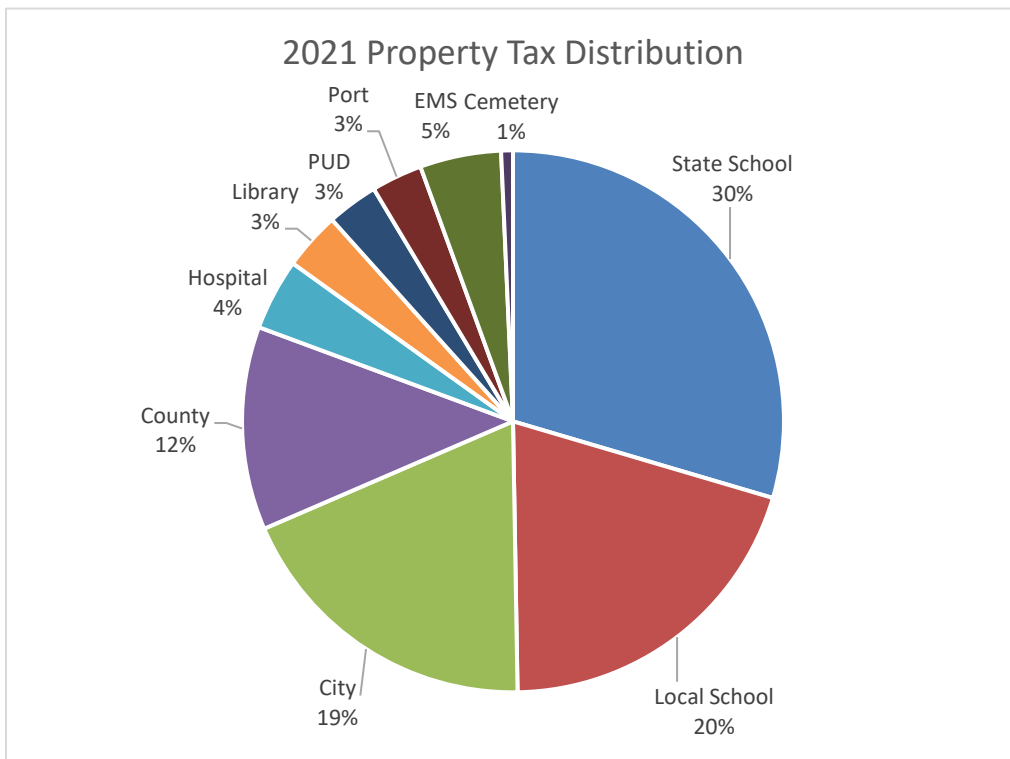
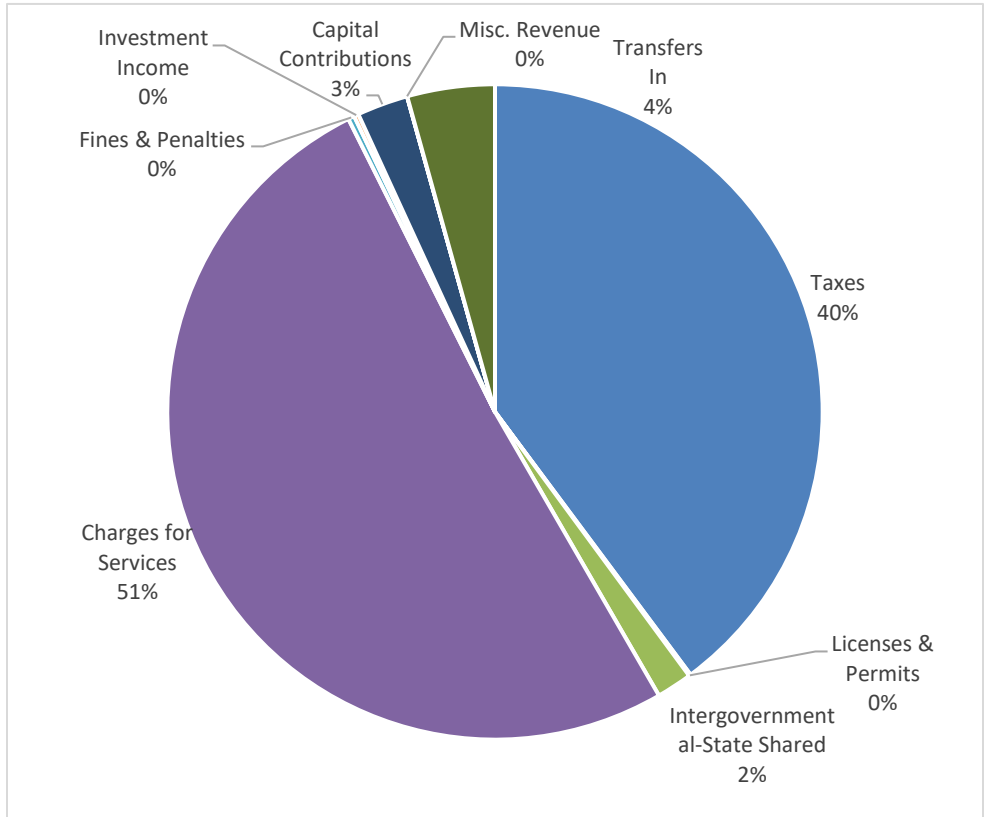
- Population estimate of 1,525, a 7.9% decrease over last year as a result of the 2020 census. This translates into a reduction of over \$13k in revenues for the Street and General Funds.
- 1% increase in the property tax levy, plus new construction.
- A sales tax estimate based on current and projected revenue received in 2021.
- Increase in water utility base rate of 5% for 2022.
- Increase in wastewater utility rates of 12.5% for 2022.
- Estimated amount of secured grants, loans, and other revenue sources to fund capital improvement projects.
- 5.1% increase to the Sheriff's contract for services based on negotiated rates.
- \$40,000 for pool support as anticipated, although not yet requested.

Revenue sources include:

- **Taxes** – property tax, sales tax, and taxes on utilities (natural gas, electricity, cable, garbage, telephone, etc).
- **Licenses and Permits** – business licenses, building permits, etc.
- **Intergovernmental-Grants** – Transportation Improvement Board (TIB), etc. for capital projects
- **Intergovernmental-State Shared** – liquor revenues, fuel tax, criminal justice funds, etc.
- **Charges for Services** – planning fees, building inspector reimbursements, utility rates, etc.
- **Fines and Penalties** – mostly traffic infractions and criminal fines and penalties

- **Investment Income** – interest income from city investments
- **Capital Contributions** – connection charges for water and sewer hook-ups
- **Miscellaneous Revenue** – sale of scrap, cash drawer overage/shortage, other revenues
- **Nonrevenues** – agency pass-through funds, unclaimed property
- **Other Financing Sources** – loan proceeds for capital projects
- **Transfers In** – internal transfer between funds

The chart to the right shows 2022 revenues associated with general operations and maintenance, excluding grants and financing for capital projects.



The breakdown of 2021 property tax revenue as a portion of a resident's overall tax bill is in the chart to the left.

These resources will be used to maintain existing service levels and execute planned capital projects. A highlight of the 2022 expenses include:

Capital Projects:

- Construct Main D Sewer extension \$300k
- Construct Phase 1 wastewater collection system upgrades \$1.7M
- Design Phase 2 wastewater collection system upgrades \$455k
- Construct Wastewater Treatment Plant Upgrades \$8.5M

Current Expense:

- Fire Department Strategic Plan \$20k
- New computers and monitors \$10k

Streets:

- Engineering Standards Update \$25k
- Overlay-Iman Cemetery to Osprey \$65k
- Rock Creek Stormwater \$134k

Water/Sewer:

- System upgrades along Vancouver to the Rock Creek intersection \$62k.
- Foster Creek Waterline \$40k
- System upgrades along Loop to the Columbia intersection \$100k

Equipment Services:

- Replace service truck \$45k. Purchase delayed the past three years.

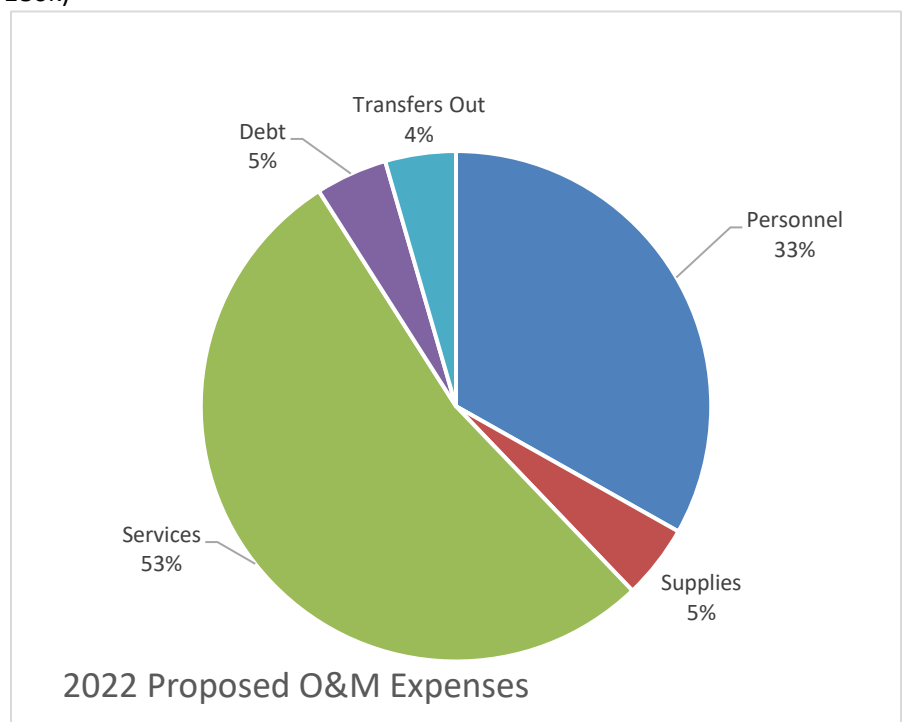
Personnel: \$1.3M

- Personnel costs account for approximately 33% of all operating expenditures.
- Staff salaries in the proposed budget were increased by a Cost-of-Living Adjustment (COLA) of 5.1% based on the June 2021 West B/C CPI-U, plus steps for all employees not already at top-step. The COLA equates to almost \$40k increased expenses city-wide.
- The cost of the medical plan offered by the City of Stevenson will be increasing by 5.8% and the dental plan will increase by 2% in 2022. There will be no increase in the vision plan.

Services: \$2.1M

- Police Services account for 9% (\$186k)
- 18% of services are for Lodging Tax funds (\$357k)
- Wastewater services of sewer lining, hauling and disposal of biosolids account for 12% (\$240k)

The chart to the right lists expenses associated with general operations and maintenance, excluding capital projects.



FUND OVERVIEWS:

General Fund – The General Fund is the primary operating fund for the City. The General Fund accounts for all revenues and expenditures not required to be accounted for in a separate fund. General Fund expenditures include all general government functions such as legislative, legal, municipal court, law enforcement, fire protection, building inspector services, planning services, parks maintenance, finance and accounting, and general administrative services.

The Unemployment Reserve in the General Fund (formerly Fund 622) has a current balance of \$33,414, which is enough to cover estimated unemployment claims. The City is self-insured for unemployment. The 2022 proposed budget does not include an increase to the unemployment reserve.

Primary revenues sources for the General Fund are property taxes and sales taxes with smaller amounts generated from utility taxes, permits, fines & other user charges, and state shared revenues. The primary revenue source, property taxes, is limited by Washington State law to a 1% annual increase.

General Fund Reserve – This fund is restricted by SMC 3.30.010 for urgent or emergency purposes as determined and approved by council. It may also be used as a source of short-term (less than three years) interfund loans.

Fire Reserve – This fund is for buildings, equipment and other capital items associated and used in the fire department restricted by SMC 3.30.020.

ARPA Fund – This fund is for projects related to the American Rescue Plan Act and is restricted for use by guidance set by the Department of Commerce. The funds must be obligated by 2024 and spent by 2026.

Street Fund -The Street Fund is used to account for proceeds of specific taxes and other revenue sources dedicated to fund city streets, storm drains, sidewalks, and associated activities.

The primary state-dedicated revenue source is State gas tax. City Council has also dedicated the PUD Excise Tax, Liquor Profit Tax and a second half-percent sales tax (enacted by City Council in 2012) as additional revenue sources to the Street Fund.

Street Fund revenues have been supplemented in the past by the Federal Surface Transportation Program (STP) and the State Transportation Improvement Board (TIB) which can be used only for transportation purposes. Major street projects are accounted for in separate project funds in the 300 series with State and Federal revenues and transfers from the Street Fund and/or the General Fund when needed.

Tourism Promotion – The Tourism Fund (Hotel / Motel tax fund) was established by City Council to fund activities designed to increase tourism. Lodging taxes were authorized by the State Legislature for tourism marketing, special events and festivals designed to attract tourists, and the support of tourism-related facilities.

The primary revenue source is a Lodging Tax of 4% charged on lodging within the City of Stevenson. In the past, this tax has generated over \$400,000 per year, which is awarded to applicants by City Council following recommendations from the Tourism Advisory Committee (TAC) in November. COVID-19 has reduced the projected revenues and will be monitored as the tourism economy recovers.

Affordable Housing Fund – This fund, established in late 2020, is for the collection and use of the sales tax credit for affordable housing authorized by SMC 3.10 and RCW 82.14. The rate inside city limits is .73% and can be used for acquiring, rehabilitating or constructing affordable housing, providing the

operations and maintenance costs of new units of affordable or supportive housing, and providing rental assistance to tenants.

Capital Improvement Fund – The Capital Improvement Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities. The primary dedicated revenue source is the real estate excise tax imposed on the sale of real estate. These funds are restricted by the State Legislature for capital purposes identified in a capital improvements plan and local capital improvements including those listed in RCW 35.43.040.

Capital Improvement projects are normally accounted for in separate project funds in the 300 series with funding from various State and Federal sources and transfers from the Capital Improvement Fund and/or other City funds as applicable. In recent years the Capital Improvement Fund has been used to help fund the Kanaka Creek and Gropper Sidewalk project, the Russell Avenue project, and the Joint Emergency Facilities project.

Water & Sewer Fund – The Water & Sewer Fund is operated as an enterprise fund to account for the operations of the City’s water and sewer systems on a self-supporting basis. In addition to generating enough revenue to meet current expenses, the fund must generate enough revenue to build a reserve for equipment repair and eventual capital replacements. An annual water rate increase of 5% beginning in 2020 was adopted by council to ensure adequate funds for capital projects and debt repayment. The sewer rates are proposed to increase 12.5% for 2021. This rate increase of \$11.25 to the residential base fees is the same as last year’s increase and will allow the city to meet the needs of the department for 2022 and future loan repayments. Staff continues to pursue additional grant funding for the project to reduce the final rate impact. Rate increases for 2023 and beyond will be determined after the finance package for construction of the Wastewater Treatment Plant upgrades is concluded.

Wastewater Short Lived Asset Reserve Fund – This fund is required as part of the city’s USDA loan. Annual deposits of at least \$21,779 are required for the 40-year life of the 2020 wastewater project loan. This fund operates like a line of credit for repairing and/or replacing major system assets with a life span less than 15 years.

Wastewater Debt Reserve Fund – This fund is required as part of two loans the city has through USDA. The balance is equal to one annual loan installment. Prior written concurrence from USDA must be obtained before funds may be withdrawn from this fund during the life of the loan. When funds are withdrawn during the life of the loan, deposits will be made at the rate of 10% of one annual payment until the balance is equal to one annual loan payment.

Wastewater System Upgrades – This fund is for the planning, design, and construction of upgrades to the water system as identified in the water system plan and required as part of the Administrative Order. Most of the revenues are grants or loans with some internal match funding. The revenues and expenditures are updated when funding is received, project timelines determined, and contracts secured.

Equipment Service Fund – The Equipment Service Fund is used to account for labor charges and equipment usage by other funds, and to save funds for eventual equipment replacements. Revenues are derived from charges made against other funds for using the equipment. Charges are based on the number of hours worked and miles driven by field staff in each fund and are intended to cover operating costs, equipment maintenance, staff salaries, insurance, and replacement costs. Current rates are \$4.10 per mile for driven equipment and \$20 per hour for stationary equipment and are being evaluated to ensure projected financial needs are being met.

The Public Works Director maintains an equipment replacement schedule and attempts to replace at least one major piece of equipment every year, as funding allows. A copy of the equipment replacement schedule is included with the budget for this fund.

Respectfully submitted,

Leana Kinley

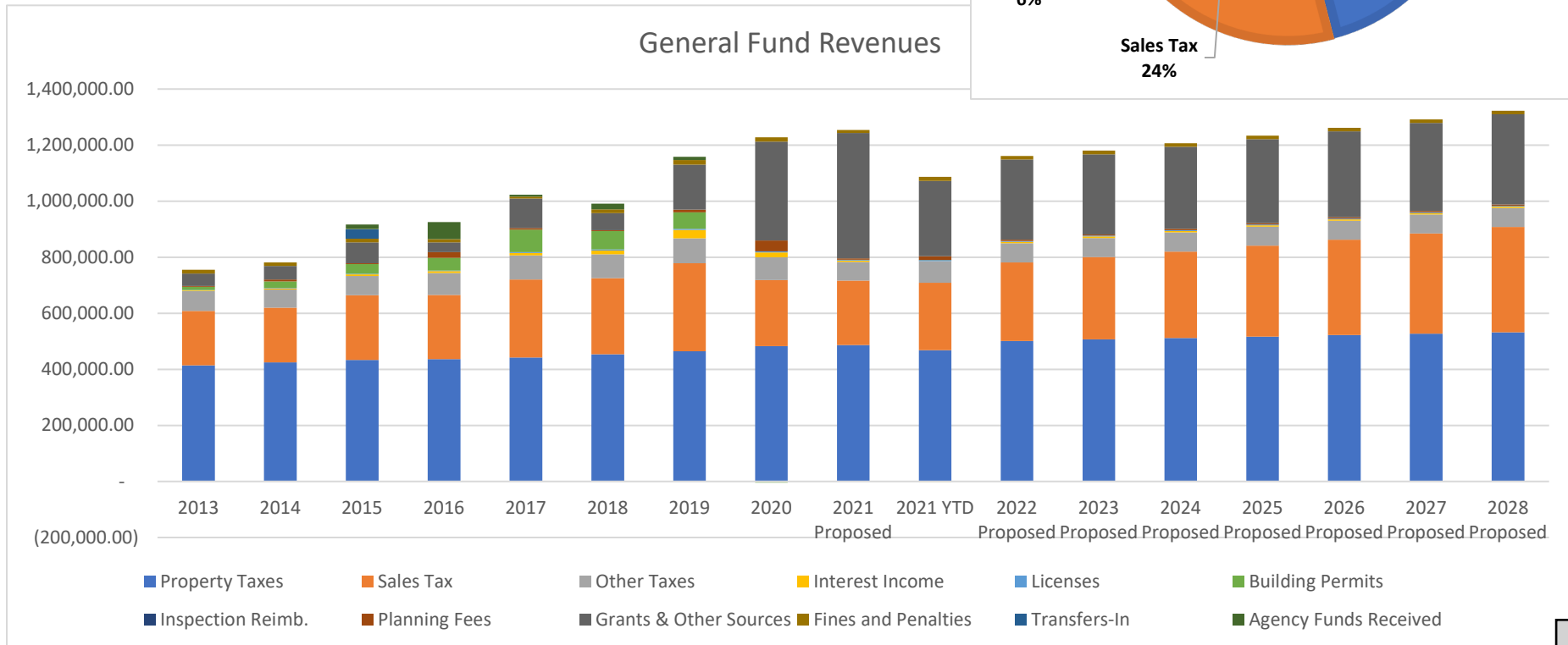
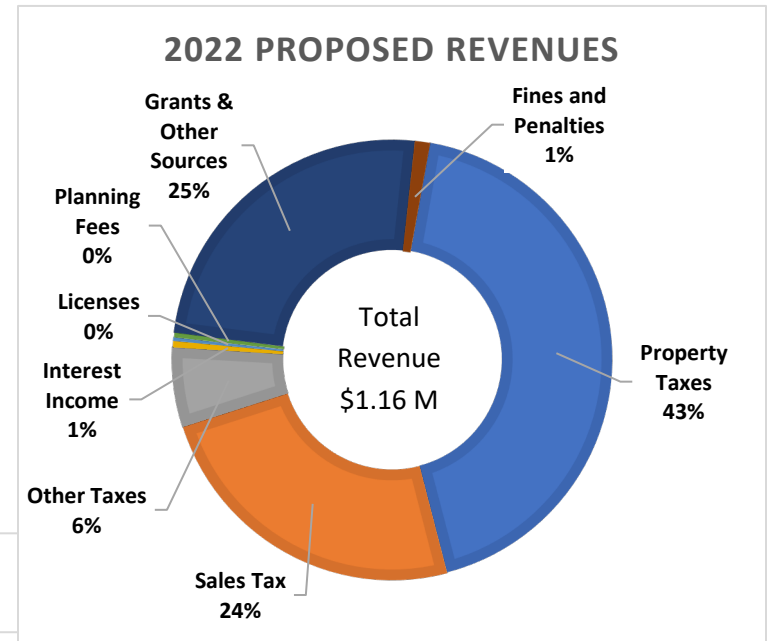
City Administrator

General Fund

The General Fund is the primary operating fund for the City. The General Fund accounts for all revenues and expenditures not required to be accounted for in a separate fund.

Primary revenue sources for the General Fund are property and sales taxes. Property taxes are levied on 100% of assessed valuation as determined by the Skamania County Assessor's Office and are limited by Washington State law to a 1% annual increase plus the addition of any new construction and annexations. Other sources of revenue include:

- **Other taxes** – natural gas, electricity, cable, garbage, telephone, etc.
- **Interest Income** – interest income from city investments
- **Licenses** – business and vacation rental licenses
- **Planning fees** – fees for short plats, critical areas permits, shorelines permits, etc.
- **Grants and other sources** – grants, general administrative cost allocation, printing, and probation fees
- **Fines and Penalties** – mostly traffic infractions and criminal fines and penalties



5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 91 00 0001 Unreserved Cash & Investments	1,021,846.80	927,975.68	680,398.49	770,783.69	785,783.69	734,277.12	
100 Unreserved	1,021,846.80	927,975.68	680,398.49	770,783.69	785,783.69	734,277.12	
308 51 01 0001 Reserved Cash - Unemployment	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	
102 Unemployment Reserve	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	
308 31 02 0001 Reserved Cash - Custodial	0.00	0.00	51,135.13	51,135.13	51,135.13	51,135.13	
308 51 02 0001 Reserved Cash - Custodial	54,546.82	59,695.22	0.00	0.00	0.00	0.00	
104 Custodial Reserve	54,546.82	59,695.22	51,135.13	51,135.13	51,135.13	51,135.13	
308 10 00 0001 Reserved Cash - Fire Truck	325,000.00	350,000.00	0.00	0.00	0.00	0.00	
308 10 03 0001 Reserved Cash - Fire Equip	7,298.40	70,000.00	0.00	0.00	0.00	0.00	
202 Fire Department	332,298.40	420,000.00	0.00	0.00			
308 Beginning Balances	1,442,105.84	1,441,084.72	764,947.44	855,332.64	870,332.64	818,826.07	
311 10 00 0000 General Property Tax	454,081.49	464,024.40	482,751.63	468,683.04	486,702.34	501,569.36	
311 Property Tax	454,081.49	464,024.40	482,751.63	468,683.04	486,702.34	501,569.36	
313 11 00 0000 Sales Tax	271,394.67	314,505.70	236,100.77	239,942.26	230,000.00	280,000.00	Revised based on 2021 actual revenues
313 71 00 0000 Local Criminal Justice Tax	20,509.66	23,902.04	23,453.30	20,840.33	15,000.00	20,000.00	
313 Sales Tax	291,904.33	338,407.74	259,554.07	260,782.59	245,000.00	300,000.00	
316 43 00 0000 Natural Gas Utility Tax	17,141.46	14,088.35	14,311.30	13,814.19	15,000.00	13,500.00	
316 45 00 0000 Garbage Utility Tax	8,597.12	9,407.19	9,215.10	10,092.43	7,500.00	7,500.00	
316 46 00 0000 Cable TV Utility Tax	2,876.17	4,006.81	2,920.30	3,135.65	3,000.00	3,000.00	
316 47 00 0000 Telephone Utility Tax	15,953.51	12,461.68	9,163.17	9,719.46	10,000.00	8,000.00	
316 Utility Tax	44,568.26	39,964.03	35,609.87	36,761.73	35,500.00	32,000.00	
317 20 00 0000 Leasehold Tax	18,548.54	23,684.42	21,785.44	19,570.47	16,000.00	16,000.00	
317 21 00 0000 Rock Cove ALF In-Lieu Tax	1,652.75	1,681.29	0.00	3,504.01	0.00	0.00	
317 Other Tax	20,201.29	25,365.71	21,785.44	23,074.48	16,000.00	16,000.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
310 Taxes	810,755.37	867,761.88	799,701.01	789,301.84	783,202.34	849,569.36	
321 99 01 0000 Business Licenses	1,920.00	2,130.00	2,720.00	1,166.66	1,400.00	1,400.00	
321 99 02 0000 Peddlers & Solicitors Permit	15.00	0.00	0.00	0.00	0.00	0.00	
321 99 03 0000 Vacation Rental Licenses	1,800.00	2,000.00	1,100.00	2,622.50	1,500.00	1,500.00	
321 Licenses	3,735.00	4,130.00	3,820.00	3,789.16	2,900.00	2,900.00	
322 10 00 0000 Building Permits	65,371.11	59,321.24	-3,979.44	80.00	0.00	0.00	
322 Permits	65,371.11	59,321.24	-3,979.44	80.00			
320 Licenses & Permits	69,106.11	63,451.24	-159.44	3,869.16	2,900.00	2,900.00	
333 11 00 0000 DOC-CARES Act Grant	0.00	0.00	68,860.29	0.00	0.00	0.00	
333 14 51 0001 CDBG Housing Rehab Grant	0.00	27,081.57	96,880.01	183,280.22	250,000.00	0.00	
334 01 20 0000 AOC LFO Judicial agency grant	0.00	4.33	0.00	0.00	0.00	0.00	
334 03 10 0000 DOE-Shoreline Master Plan Grant	0.00	0.00	0.00	1,980.73	11,000.00	0.00	
334 03 10 0001 DOE-Spills Grant	0.00	79,307.18	0.00	0.00	0.00	0.00	
334 04 20 0001 Dept. of Commerce GMA Grant	0.00	0.00	0.00	25,000.00	0.00	0.00	
330 Grants	0.00	106,393.08	96,880.01	210,260.95	261,000.00		
335 00 91 0000 PUD Privilege Tax (in Lieu)	12,434.06	12,320.85	12,999.58	0.00	11,000.00	11,000.00	
335 04 01 0000 LE & CJ Leg One-Time Cost	0.00	0.00	0.00	6,714.00	0.00	0.00	
335 State Shared	12,434.06	12,320.85	12,999.58	6,714.00	11,000.00	11,000.00	
336 06 21 0000 Criminal Justice - Low Population	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	
336 06 25 0000 Criminal Justice - Contracted Services	2,790.68	2,910.06	3,117.77	3,229.62	2,500.00	2,500.00	
336 06 26 0000 Criminal Justice - Special Programs	1,634.99	1,698.61	1,816.32	1,883.97	1,936.35	1,891.00	Reduced based on 2020 census
336 06 42 0000 Marijuana Excise Tax	2,398.56	2,569.22	3,554.07	2,995.33	1,853.60	2,272.25	Reduced based on 2020 census
336 06 51 0000 DUI/Other Crim Justice Assist	230.62	219.46	235.45	263.28	0.00	0.00	
336 06 94 0000 Liquor Excise Tax	7,886.23	8,611.28	10,210.97	11,243.93	9,367.30	9,836.25	Reduced based on 2020 census
337 40 00 0000 Private Harvest Tax	15.61	17.96	7.35	7.49	0.00	0.00	
336 State Entitlements, Impact Payments &	15,956.69	17,026.59	19,941.93	20,623.62	16,657.25	17,499.50	
330 Intergovernmental Revenues	28,390.75	135,740.52	198,681.81	237,598.57	288,657.25	28,499.50	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
341 43 00 0000 General Admin Services	0.00	0.00	124,944.97	0.00	126,000.00	215,797.62	Revised cost allocation plan and estimate
341 81 00 0000 Printing/Photocopy Services	14.00	66.18	13.85	10.18	0.00	0.00	
342 33 05 0000 Active Probation Fee	0.00	0.00	5,169.42	7,484.62	0.00	7,000.00	
341 Admin, Printing & Probation Fees	14.00	66.18	130,128.24	7,494.80	126,000.00	222,797.62	
342 21 00 0000 Fire District II Fire Control	29,650.57	21,348.22	19,048.36	24,951.46	32,700.00	32,700.00	
342 Fire District 2	29,650.57	21,348.22	19,048.36	24,951.46	32,700.00	32,700.00	
345 83 00 0000 Planning Fees	3,175.00	9,250.00	38,887.00	13,165.00	4,500.00	4,500.00	
345 Planning	3,175.00	9,250.00	38,887.00	13,165.00	4,500.00	4,500.00	
345 83 01 0000 N Bonn Bldg Inspect Reimburse	5,741.20	1,973.20	29.00	0.00	0.00	0.00	
345 83 02 0000 Skamania County Reimbursement	1,205.89	2,659.88	395.15	0.00	0.00	0.00	
346 Building	6,947.09	4,633.08	424.15	0.00			
340 Charges For Goods & Services	39,786.66	35,297.48	188,487.75	45,611.26	163,200.00	259,997.62	
353 10 00 0000 Traffic Infractions/Parking	4,327.90	5,622.09	6,494.07	5,043.75	3,000.00	5,000.00	
353 70 00 0000 Non-Traffic Infractions	29.27	139.78	244.49	100.98	100.00	100.00	
355 20 00 0000 DUI Fines	1,220.06	298.41	297.28	555.76	1,000.00	1,000.00	
355 80 00 0000 Criminal Traffic Fines	1,238.81	580.49	2,453.39	4,132.44	1,000.00	1,000.00	
356 90 00 0000 Criminal Non-Traffic Fines	767.98	340.53	409.26	999.55	600.00	600.00	
357 37 00 0000 Court Cost Recoupments	5,833.20	9,300.65	5,192.57	3,804.79	5,000.00	5,000.00	
350 Fines & Penalties	13,417.22	16,281.95	15,091.06	14,637.27	10,700.00	12,700.00	
361 11 00 0000 Interest Income/General Fund	12,805.97	28,231.67	16,662.45	-1,496.16	5,000.00	5,000.00	
361 40 00 0000 Sales Tax Interest	742.54	1,117.41	618.36	275.72	200.00	200.00	
362 00 00 0000 Park Rentals	0.00	2,500.00	1,500.00	3,500.00	0.00	2,500.00	
367 10 00 0000 Fire Department Donations	1,000.00	0.00	0.00	0.00	0.00	0.00	
369 91 00 0000 Miscellaneous Income	393.99	604.88	665.98	322.64	300.00	300.00	
360 Interest & Other Earnings	14,942.50	32,453.96	19,446.79	2,602.20	5,500.00	8,000.00	
361 40 00 0631 CATV-Interest	0.00	0.00	1.43	0.00	0.00	0.00	
369 91 00 0001 Agency Collections - State Bldg Code	441.50	340.00	13.00	0.00	0.00	0.00	
386 90 00 0000 Agency Deposit - Court Remittances	10,567.78	11,255.01	0.00	0.00	0.00	0.00	
388 10 00 0000 CE-Prior Period Adjustment	2,220.37	0.00	3,098.81	0.00	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
389 40 00 0000 Agency Deposit - Court Trust	9,700.34	0.00	0.00	0.00	0.00	0.00	
380 Non Revenues	22,929.99	11,595.01	3,113.24	0.00	0.00	0.00	
TOTAL REVENUES:	2,441,434.44	2,603,666.76	1,989,309.66	1,948,952.94	2,124,492.23	1,980,492.55	

General Fund

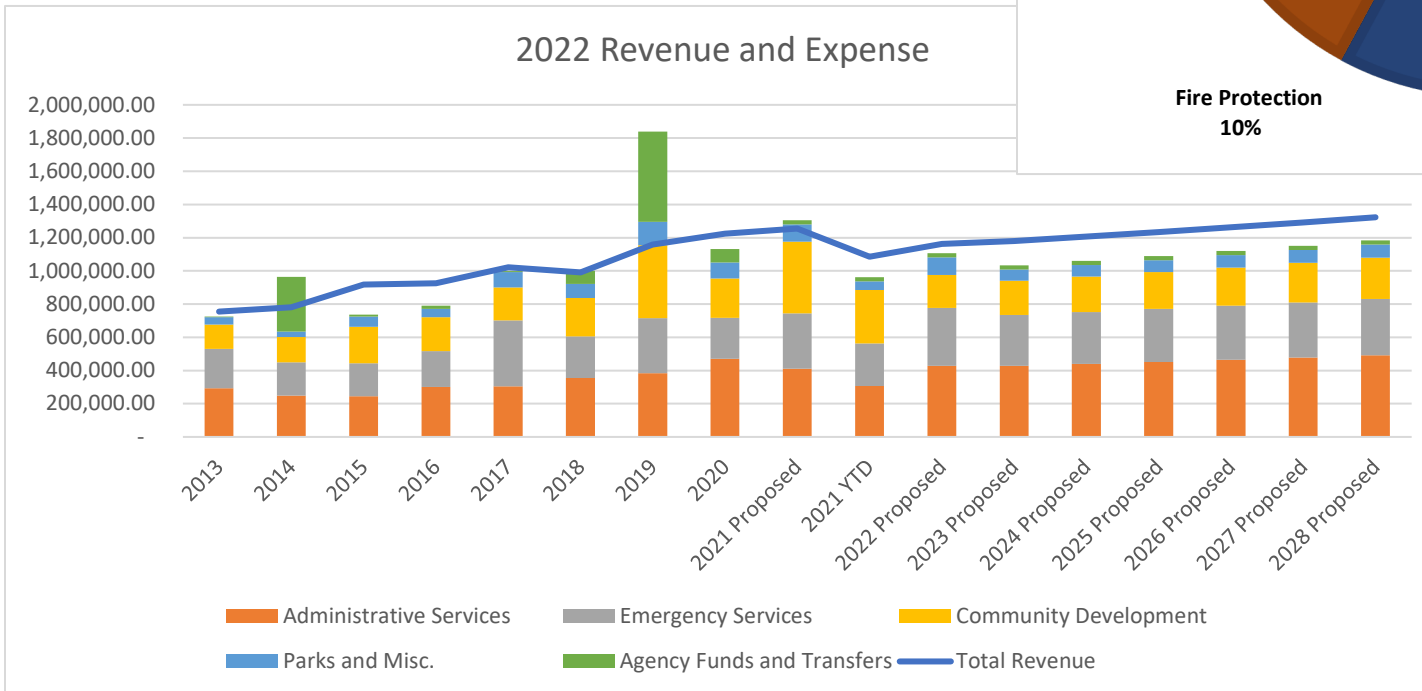
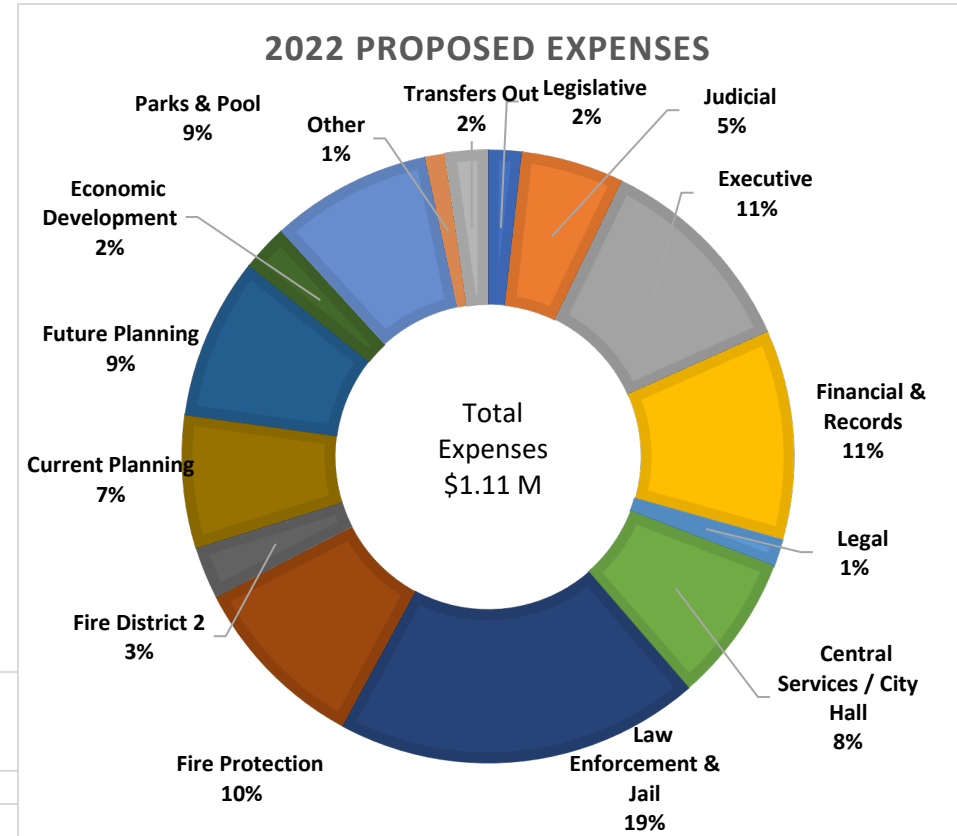
General Fund expenditures include all general government functions such as legislative, legal, municipal court, law enforcement, fire protection, building inspector services, planning services, parks maintenance, finance and accounting, and general administrative services.

The City is self-insured for unemployment and has a current reserve balance of \$33,414, which is enough to cover estimated unemployment claims. The 2022 proposed budget does not include an increase to the unemployment reserve.

The Fire District 2 expenses are reimbursable and are listed under Other Sources for revenue and the Transfer Out expense is \$25k to the Fire Reserve.

2022 projects include a Fire Department Strategic Plan for \$20k and replacing computers and monitors for \$10k.

2019 transfers included transferring reserve balances from General Fund to the newly created Fire Reserve Fund.



Administrative Services include Legislative, Judicial, Executive, Financial, Records, Legal, Central Services/City Hall, and Capital & Equipment.

Emergency Services include Law Enforcement & Jail, Fire Protection, Fire District 2, and Disaster Recovery Services.

Community Development includes Public Housing, Building, Planning, and Economic Development.

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
511 30 41 0000 Ordinance Codification	5,293.50	2,374.74	1,974.50	1,042.50	2,500.00	2,500.00	
511 30 44 0000 Legislative Publishing	7,922.64	4,787.44	4,791.60	4,658.71	3,500.00	3,500.00	
511 60 10 0000 Council Salary	10,777.04	11,399.99	10,500.00	7,050.00	12,000.00	12,000.00	
511 60 20 0000 Council Benefits	845.30	895.86	818.76	524.20	1,000.00	1,000.00	
511 60 43 0000 Travel/Lodging Council	1,130.84	52.43	0.00	0.00	2,000.00	500.00	Reduced based on history
511 60 49 0000 Tuition Council	0.00	225.00	0.00	40.00	1,000.00	250.00	Reduced based on history
511 Legislative	25,969.32	19,735.46	18,084.86	13,315.41	22,000.00	19,750.00	
512 50 41 0001 Jury Management/Courtroom Use	747.48	694.19	0.00	0.00	0.00	0.00	
512 50 41 0003 Municipal Court Contract	20,000.00	0.00	0.00	0.00	0.00	0.00	
512 52 10 0001 Court Clerk Salary	4,208.27	3,817.08	3,683.35	3,353.03	5,000.00	5,000.00	
512 52 20 0001 Court Clerk Benefits	944.15	1,456.06	738.69	652.23	3,000.00	2,000.00	
512 52 31 0000 Court Supplies	118.47	0.00	118.42	0.00	0.00	0.00	
512 52 41 0001 Jury Management/Courtroom Use	1,644.30	0.00	817.53	419.27	1,200.00	1,200.00	
512 52 41 0002 Interpreter Fees	0.00	0.00	0.00	0.00	500.00	500.00	
512 52 41 0003 Municipal Court Contract	0.00	20,000.00	20,000.00	18,333.00	20,000.00	20,000.00	
512 52 51 0000 Sheriff Warrant Service Charge	240.00	0.00	0.00	0.00	500.00	250.00	Reduced based on history
515 35 41 0000 Prosecuting Attorney County Contract	16,000.00	16,000.00	16,000.00	14,667.00	16,000.00	16,000.00	
515 93 41 0000 Indigent Defense	10,738.50	12,503.44	13,436.25	11,868.75	15,000.00	15,000.00	
512 Judicial	54,641.17	54,470.77	54,794.24	49,293.28	61,200.00	59,950.00	
513 10 10 0000 Mayor Salary	7,200.00	7,200.00	7,200.00	6,000.00	7,200.00	7,200.00	
513 10 10 0001 City Administrator Salary	64,583.59	70,682.33	78,795.93	73,998.39	75,000.00	81,750.00	
513 10 20 0000 Mayor Benefits	556.30	550.80	561.29	448.51	625.00	625.00	
513 10 20 0001 City Administrator Benefits	30,629.88	30,945.66	16,133.64	14,612.43	28,000.00	30,520.00	
513 10 43 0000 Travel/Lodging Mayor/Administrator	0.00	2,336.70	0.00	20.00	2,000.00	2,000.00	
513 10 49 0000 Tuition Mayor/Administrator	0.00	256.95	703.10	542.95	1,000.00	1,000.00	
513 Executive	102,969.77	111,972.44	103,393.96	95,622.28	113,825.00	123,095.00	
514 20 10 0001 Budgeting/Accounting Salary	67,431.97	58,290.69	71,687.60	57,057.19	66,000.00	71,940.00	
514 20 20 0001 Budgeting/Accounting Benefits	23,007.60	22,796.54	20,933.09	14,303.00	21,000.00	22,890.00	
514 20 41 0001 EBPP Fees General Fund	75.65	542.41	369.85	210.71	600.00	600.00	
514 20 41 0022 Audit Fee	4,883.96	0.00	5,493.43	5,704.74	7,000.00	7,000.00	
514 20 43 0000 Travel Financial/Records	1,422.24	1,452.39	753.87	348.96	3,000.00	1,000.00	Reduced based on history
514 20 46 0000 Clerk Bond Premiums	3,822.21	8.00	99.00	102.00	200.00	200.00	
514 20 49 0000 Training/Tuition - Financial/Records	2,212.70	4,130.14	1,080.00	160.00	3,000.00	3,000.00	
514 20 49 0001 Dues & Membership - Financial	245.00	910.00	1,136.70	1,169.00	1,200.00	1,200.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
514 20 49 0002 Fiduciary Fees/VISA	559.50	1,494.41	3,900.80	3,468.47	2,500.00	4,000.00	
514 20 49 0003 Miscellaneous Charges	0.00	14.29	838.27	149.89	500.00	500.00	
514 30 10 0000 Minutes - Recording Fee Sal	1,510.00	2,341.25	1,826.67	1,516.29	2,250.00	2,452.50	
514 30 20 0000 Minutes - Recording Fee Ben	130.50	224.21	159.46	125.73	200.00	218.00	
514 41 41 0000 Elections	0.00	877.78	0.00	0.00	1,000.00	1,000.00	
514 91 51 0000 Voter Registration Services	0.00	0.00	0.00	0.00	6,000.00	6,000.00	
514 Financial, Recording & Elections	105,301.33	93,082.11	108,278.74	84,315.98	114,450.00	122,000.50	
515 41 41 0000 Advisory Board Services	19,495.15	24,494.20	25,710.00	12,580.39	30,000.00	15,000.00	Reduced-costs invoiced allocated to funds as necessary
515 41 43 0000 Travel - Legal	0.00	158.24	0.00	0.00	750.00	750.00	
515 41 49 0000 Training & Tuition - Legal	0.00	42.00	0.00	0.00	750.00	750.00	
515 Legal Services	19,495.15	24,694.44	25,710.00	12,580.39	31,500.00	16,500.00	
517 70 22 0000 Unemployment Claims	891.60	10,359.16	10,596.00	-9,693.90	0.00	0.00	
517 70 25 0000 Old Age Survivor Insurance	0.00	25.00	25.00	25.00	25.00	25.00	
517 70 41 0000 Old Age Survivor Insurance	25.00	0.00	0.00	0.00	0.00	0.00	
517 90 26 0000 Staff Wellness	0.00	0.00	0.00	0.00	500.00	500.00	
517 Employee Benefit Programs	916.60	10,384.16	10,621.00	-9,668.90	525.00	525.00	
518 20 44 0000 DNR Fire Control Assessment	0.50	17.90	17.90	17.90	0.00	0.00	
518 30 10 0000 Building Repair Salary	1,630.94	1,738.91	2,485.77	2,555.84	3,000.00	4,000.00	
518 30 20 0000 Building Repair Benefits	891.95	1,162.12	1,393.15	1,169.36	1,500.00	2,000.00	
518 30 31 0000 Household Supplies/Repairs	1,173.65	409.26	707.55	828.26	2,000.00	1,000.00	Reduced based on history
518 30 41 0000 Custodial Services	3,850.00	4,029.00	966.14	1,170.10	1,000.00	1,000.00	
518 30 41 0001 Contractual Services	3,262.50	6,709.80	2,848.73	2,094.65	2,500.00	2,500.00	
518 30 44 0000 HR-Advertisement	0.00	946.73	691.56	537.00	0.00	1,000.00	Added based on open position estimate
518 30 45 0099 Eq Rental-Bldg Repair	952.48	578.11	1,139.19	695.30	1,000.00	1,000.00	
518 30 46 0000 Insurance - Liability	13,311.88	1,120.60	10,428.42	11,655.78	14,000.00	15,260.00	
518 30 47 0000 Heat & Lights	2,477.97	2,505.12	3,095.82	2,487.58	3,000.00	3,500.00	
518 30 47 0001 City Hall Water/Sewer	762.41	1,047.10	1,120.20	1,134.01	1,330.29	1,463.32	
518 30 48 0000 Building Repair Supplies	250.12	1,075.91	48.21	1,694.56	1,000.00	500.00	Reduced based on history
518 40 31 0000 Office Supplies	5,146.58	3,817.17	4,951.70	4,474.24	6,000.00	16,000.00	
518 40 41 0000 Office Equip Repair & Maintenance	5,357.77	14,094.97	20,459.05	25,739.46	16,000.00	26,000.00	
518 40 42 0000 Central Services Telephone	3,600.94	4,112.50	4,580.57	2,879.08	4,000.00	4,000.00	
518 40 42 0001 Miscellaneous - Postage	798.81	545.61	362.40	40.36	500.00	500.00	
518 63 41 0000 COVID-19 Outsourced Services	0.00	0.00	9,999.16	0.00	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
518 80 41 0023 Website - General Fund	260.00	1,290.00	240.00	200.00	8,000.00	3,200.00	
518 90 10 0000 COVID-19 - Salaries	0.00	0.00	18,802.66	2,505.64	0.00	0.00	
518 90 20 0000 COVID-19 - Benefits	0.00	0.00	5,646.24	944.71	0.00	0.00	
518 90 31 0000 COVID-19 Supplies	0.00	0.00	40,498.55	0.00	0.00	0.00	
518 90 41 0000 COVID-19 Services	0.00	0.00	6,569.07	0.00	0.00	0.00	
518 90 49 0001 Dues And Membership - General Govt	3,561.80	3,313.14	1,883.00	1,361.00	3,000.00	3,000.00	
594 18 62 0000 City Hall Improvements	0.00	0.00	10,353.48	719.04	0.00	0.00	
594 18 64 0000 Office Furniture/Equipment	0.00	1,053.80	0.00	7,215.44	0.00	0.00	
594 18 64 0001 Computer Equipment	1,216.26	19,497.53	1,111.80	0.00	0.00	0.00	
518 Centralized Services	48,506.56	69,065.28	150,400.32	72,119.31	67,830.29	85,923.32	
521 20 41 0000 Police Services	166,360.00	169,731.00	174,823.00	169,397.97	176,905.87	185,928.07	
521 20 41 0001 CR Jus #4 Basic Law Enforcemnt	2,495.80	2,910.06	3,117.77	3,229.62	2,700.00	2,700.00	
521 30 41 0000 CR Jus #1 Drug/Alcohol ED	1,929.87	1,698.61	1,816.32	1,438.84	1,600.00	1,600.00	
523 30 41 0000 Probation And Parole Services	0.00	0.00	4,908.74	7,484.62	0.00	10,000.00	
523 60 41 0000 Jail Services	13,325.00	11,012.60	11,926.00	10,920.00	13,000.00	13,000.00	
521 Law Enforcement	184,110.67	185,352.27	196,591.83	192,471.05	194,205.87	213,228.07	
522 10 10 0000 Fire Chief/Administration - Salaries	1,200.00	1,480.80	1,873.92	1,336.96	1,900.00	1,900.00	
522 10 20 0000 Fire Chief/Administration - Benefits	91.80	91.80	93.59	74.71	100.00	100.00	
522 20 10 0000 Fire Contract Volunteer Reimb	15,280.00	11,434.00	8,930.00	0.00	16,000.00	16,000.00	
522 20 20 0000 Firefighter Benefits	1,168.96	874.71	689.34	0.00	1,000.00	1,000.00	
522 20 24 0000 Firefighter Pension/Disability	2,130.00	1,920.00	2,190.00	2,160.00	2,500.00	2,500.00	
522 20 31 0000 Fire Supplies	7,981.94	8,578.63	3,043.62	17,309.50	10,000.00	15,000.00	
522 20 31 0119 Fire Supplies-COVID-19	0.00	0.00	2,589.35	51.63	0.00	0.00	
522 20 32 0000 Fire Truck Fuel	448.94	604.58	256.83	403.55	1,000.00	1,000.00	
522 20 41 0000 Fire-Contractual Services	0.00	0.00	0.00	1,451.40	25,000.00	20,000.00	Revised estimate.
522 20 42 0000 Fire Telephone	1,235.64	1,226.18	1,033.66	1,156.20	1,400.00	1,400.00	
522 20 46 0000 Fire Truck Insurance	3,146.35	759.07	1,302.27	1,860.98	1,500.00	1,545.00	
522 20 48 0000 Fire Hydrant Repair/Supplies	0.00	0.00	0.00	0.00	1,000.00	1,000.00	
522 20 49 0001 Dues & Memb./Sub. City Fire	245.19	240.00	242.50	152.50	250.00	250.00	
522 30 10 0000 Fire Support Salary	6,434.03	4,996.81	2,826.30	3,725.95	8,500.00	5,000.00	Reduced based on history
522 30 20 0000 Fire Support Benefits	3,743.95	3,003.37	1,157.56	1,621.63	7,000.00	2,500.00	Reduced based on history
522 30 31 0001 Fire Prevention Supplies City	81.70	0.00	0.00	0.00	500.00	500.00	
522 30 41 0000 Fire Investigations	0.00	0.00	0.00	0.00	1,000.00	1,000.00	
522 30 45 0099 Eq Rental - Fire Support	3,528.70	2,212.72	770.28	1,050.34	5,500.00	5,500.00	
522 45 43 0000 Travel - Fire Department	65.30	0.00	0.00	0.00	1,000.00	1,000.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
522 45 49 0000 Fire Department Training	676.48	351.46	33.03	0.00	3,000.00	3,000.00	
522 50 47 0000 Fire Hall Heat And Lights	2,598.75	2,499.56	2,813.12	1,958.73	3,000.00	3,000.00	
522 50 47 0001 Fire Hall Water-Sewer	0.00	0.00	1,946.82	3,466.90	5,000.00	5,250.00	
522 50 47 0099 Water on Demand For Hydrants	4,000.00	4,000.00	0.00	8,000.00	4,000.00	4,000.00	
522 50 48 0000 Fire Hall Repair	134.89	0.00	4,523.40	1,029.07	5,000.00	1,000.00	Reduced based on history.
522 60 48 0000 Fire Equipment Repair	2,264.04	6,809.23	3,155.56	4,356.90	6,000.00	6,000.00	
594 22 64 0001 Fire Equip Purchase - City	0.00	79,529.85	0.00	0.00	0.00	0.00	
597 12 00 0000 Transfer Out To 303 Joint Emerg. Fac.	0.00	34,316.57	0.00	0.00	0.00	0.00	
202 Fire Department	56,456.66	164,929.34	39,471.15	51,166.95	111,150.00	99,445.00	
522 20 31 0002 Fire Supplies FD II	4,788.10	8,852.82	2,587.26	27,858.43	10,000.00	20,000.00	
522 20 31 0219 Fire Supplies FD II-COVID-19	0.00	0.00	2,589.37	51.63	0.00	0.00	
522 20 32 0002 Fire Truck Fuel FDII	1,102.81	948.05	834.46	849.86	1,000.00	1,000.00	
522 20 49 0002 Dues & Membership/Subscriptions FD II	245.19	405.00	242.50	152.50	250.00	250.00	
522 30 31 0020 Fire Prevention Supplies FDII	110.77	0.00	0.00	0.00	500.00	500.00	
522 45 43 0002 Travel-FD II	65.29	0.00	0.00	0.00	0.00	0.00	
522 45 49 0002 Fire Training FD II	676.51	351.45	33.03	0.00	3,000.00	3,000.00	
522 60 48 0002 Fire Equipment Repair FDII	179.03	196.55	149.94	430.32	6,000.00	6,000.00	
203 Fire District 2	7,167.70	10,753.87	6,436.56	29,342.74	20,750.00	30,750.00	
522 Fire Control	63,624.36	175,683.21	45,907.71	80,509.69	131,900.00	130,195.00	
528 60 41 0000 Dispatch Fees - City	1,794.40	2,301.39	0.00	2,831.16	2,500.00	2,500.00	
528 60 42 0000 Radio Contract	2,870.85	2,870.84	3,229.75	3,171.09	3,500.00	3,500.00	
528 Dispatch Services	4,665.25	5,172.23	3,229.75	6,002.25	6,000.00	6,000.00	
551 00 41 0000 CDBG Housing Rehab Cont. Svc.	0.00	89,117.85	34,843.73	183,280.22	250,000.00	0.00	
551 Public Housing Services	0.00	89,117.85	34,843.73	183,280.22	250,000.00	0.00	
553 70 41 0000 Air Pollution Authority	215.40	276.80	434.75	458.60	300.00	500.00	
553 70 41 0001 Water Runoff Testing	0.00	0.00	0.00	1,274.50	0.00	0.00	
553 Conservation	215.40	276.80	434.75	1,733.10	300.00	500.00	
554 90 40 0000 Waterfront Mitigation Support	0.00	7,332.55	0.00	0.00	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
554 Environmental Services	0.00	7,332.55	0.00	0.00	0.00	0.00	
558 50 10 0000 Building Inspector Salary	46,411.36	45,281.71	2,686.63	293.24	0.00	0.00	
558 50 20 0000 Building Inspector Benefits	26,701.02	26,554.65	1,492.97	155.34	0.00	0.00	
558 50 31 0000 Building Department Supplies	41.33	189.77	5.37	0.00	0.00	0.00	
558 50 41 0000 Current Planning/ Building Consulting Services	0.00	90.00	0.00	1,926.00	0.00	5,000.00	
558 50 42 0000 Building Department Telephone	674.01	590.19	0.00	0.00	0.00	0.00	
558 50 43 0000 Travel - Building Inspector	0.00	1,088.98	0.00	0.00	0.00	0.00	
558 50 45 0099 Eq Rental - Building Dept	18,506.00	17,053.40	709.80	86.96	0.00	0.00	
558 50 49 0000 Training & Tuition - Building Dept	45.00	1,187.73	0.00	80.00	0.00	0.00	
558 50 49 0001 Dues & Membership - Bldg Dept	210.00	95.00	0.00	0.00	0.00	0.00	
550 Building	92,588.72	92,131.43	4,894.77	2,541.54		5,000.00	
558 50 10 0001 Current Planning Salary	0.00	0.00	0.00	0.00	0.00	50,000.00	
558 50 20 0001 Current Planning Benefits	0.00	0.00	0.00	0.00	0.00	22,500.00	
558 60 10 0000 Planning Salary	78,116.46	83,163.00	85,597.02	79,683.80	90,000.00	50,000.00	
558 60 10 0001 Planning Recorder - Salaries	760.00	1,038.78	1,300.17	912.47	1,800.00	1,800.00	
558 60 10 0002 Planning Commission Salaries	3,900.00	3,077.68	4,050.00	3,450.00	4,500.00	4,500.00	
558 60 10 0003 Planning Intern Salary	6,506.25	0.00	0.00	0.00	0.00	0.00	
558 60 20 0000 Planning Benefits	35,714.78	37,331.50	41,095.47	36,973.09	45,000.00	22,500.00	
558 60 20 0001 Planning Recorder - Benefits	65.71	66.87	113.44	75.60	180.00	180.00	
558 60 20 0002 Planning Commission Benefits	314.08	242.32	315.85	258.15	500.00	500.00	
558 60 20 0003 Planning Intern Benefits	583.82	0.00	0.00	0.00	0.00	0.00	
558 60 31 0000 Planning Supplies	74.27	0.00	0.00	21.86	200.00	200.00	
558 60 41 0000 Planning & Professional Assist	1,410.00	119,807.30	52,651.76	9,821.75	20,000.00	10,000.00	Revised estimate
558 60 41 0001 Planning Publication	898.56	819.00	1,241.06	280.54	1,750.00	1,000.00	Revised estimate
558 60 43 0000 Travel - Planning/Prof Assistance	20.00	898.88	0.00	0.00	1,500.00	1,500.00	
558 60 49 0000 Training & Tuition - Planning	230.00	451.69	0.00	27.00	1,500.00	1,500.00	
558 60 49 0001 Dues & Membership - Planning	394.00	0.00	0.00	445.00	600.00	600.00	
558 60 49 0002 Planning Filing Fees/Misc	113.00	570.00	27.65	75.90	200.00	200.00	
560 Planning	129,100.93	247,467.02	186,392.42	132,025.16	167,730.00	166,980.00	
558 70 49 0001 EDC Assessment	9,945.00	10,237.50	10,530.00	6,445.00	12,890.00	25,905.60	
558 70 49 0002 MCEDD Services	806.00	894.00	982.00	1,103.00	1,000.00	1,200.00	
570 Economic Development	10,751.00	11,131.50	11,512.00	7,548.00	13,890.00	27,105.60	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
558 Planning & Community Devel	232,440.65	350,729.95	202,799.19	142,114.70	181,620.00	199,085.60	
562 10 41 0000 Farmers Market Support	0.00	0.00	0.00	0.00	0.00	10,000.00	Services as discussed at 11/8 council meeting.
562 Public Health	0.00	0.00	0.00	0.00	0.00	10,000.00	
565 10 49 0000 Food Bank Support	6,000.00	10,000.00	10,000.00	6,667.00	10,000.00	10,000.00	
565 Welfare	6,000.00	10,000.00	10,000.00	6,667.00	10,000.00	10,000.00	
566 72 42 0000 Substance Abuse/Liquor Excise	157.73	211.16	204.23	224.87	150.00	150.00	
566 Substance Abuse	157.73	211.16	204.23	224.87	150.00	150.00	
573 20 41 0000 Trail Of The Gods Mural	0.00	0.00	0.00	0.00	6,000.00	0.00	
573 90 49 0000 Hosting of Meetings/Events	1,194.49	1,022.13	319.08	55.56	500.00	500.00	
573 Cultural & Community Activities	1,194.49	1,022.13	319.08	55.56	6,500.00	500.00	
594 75 63 0000 Exhibit Hall Re-roof	0.00	0.00	15,000.00	0.00	0.00	0.00	
575 Cultural & Recreational Facilities	0.00	0.00	15,000.00	0.00	0.00	0.00	
576 20 41 0000 Community Pool Support	20,000.04	32,500.00	37,500.00	20,000.00	40,000.00	40,000.00	
576 80 10 0000 Park Maintenance Salary	18,654.56	38,961.16	13,913.10	10,493.55	20,000.00	25,000.00	
576 80 20 0000 Park Maintenance Benefits	7,260.87	17,010.55	8,310.70	5,704.15	12,000.00	13,000.00	
576 80 31 0000 Parks Supplies	10,433.21	10,288.24	1,613.39	883.43	2,000.00	2,000.00	
576 80 45 0099 Eq Rental - Parks	14,092.05	11,315.73	6,543.78	4,184.58	12,360.00	12,360.00	
576 80 47 0000 Parks Electricity	320.79	454.36	651.50	613.15	500.00	500.00	
576 80 47 0001 Parks Water	0.00	0.00	587.81	1,859.03	1,800.00	1,800.00	
576 80 48 0000 Parks - Contracted	6,311.18	11,332.00	0.00	0.00	0.00	0.00	
576 Park Facilities	77,072.70	121,862.04	69,120.28	43,737.89	88,660.00	94,660.00	
558 50 49 0002 Agency Remittances - State Bldg Code	416.50	207.50	132.50	0.00	0.00	0.00	
582 10 00 0000 Refund Deposits - CATV Trust	0.00	0.00	3,100.24	0.00	0.00	0.00	
586 90 00 0000 Agency Disbursement - Court	10,796.22	11,090.82	0.00	0.00	0.00	0.00	
586 91 00 0000 Agency Disbursement - Court Trust	5,657.50	856.79	0.00	0.00	0.00	0.00	
589 99 00 0000 Payroll Clearing	0.00	2,275.71	-12.59	-174.51	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
580 Non Expenditures	16,870.22	14,430.82	3,220.15	-174.51	0.00	0.00	
597 00 01 0020 Transfers-Out - Fire Reserve	0.00	480,000.00	81,023.20	25,000.00	25,000.00	25,000.00	
597 00 01 0100 Transfers-Out - To 100 Street Fund	0.00	5,565.12	0.00	0.00	0.00	0.00	
597 00 01 0630 Transfers-Out -Municipal Court	0.00	5,443.28	0.00	0.00	0.00	0.00	
597 00 01 0631 Transfers-Out - CATV	0.00	3,115.25	0.00	0.00	0.00	0.00	
597 12 00 0000 Transfer Out To Joint Emergency Facilities	63,198.11	0.00	0.00	0.00	0.00	0.00	
597 Interfund Transfers	63,198.11	494,123.65	81,023.20	25,000.00	25,000.00	25,000.00	
508 91 00 0001 CE-Unreserved Ending Cash	0.00	0.00	0.00	0.00	734,276.94	778,880.93	Updated based on change in revenues and expenses
100 Unreserved	0.00	0.00	0.00	0.00	734,276.94	778,880.93	
508 51 01 0001 CE-Unemployment Reserve	0.00	0.00	0.00	0.00	33,414.00	33,414.00	
102 Unemployment Reserve	0.00	0.00	0.00	0.00	33,414.00	33,414.00	
508 31 02 0001 CE-Custodial	0.00	0.00	0.00	0.00	51,135.13	51,135.13	
104 Custodial Reserve	0.00	0.00	0.00	0.00	51,135.13	51,135.13	
202 Fire Department	0.00	0.00	0.00	0.00			
999 Ending Balance	0.00	0.00	0.00	0.00	818,826.07	863,430.06	
TOTAL EXPENDITURES:	1,007,349.48	1,838,719.32	1,133,977.02	999,199.57	2,124,492.23	1,980,492.55	
FUND GAIN/LOSS:	1,434,084.96	764,947.44	855,332.64	949,753.37	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:34:49 Date: 11/17/2021

010 General Reserve Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 00 0010 General Reserve-Beginning Cash	0.00	0.00	326,705.62	326,705.62	326,705.62	326,705.62	
308 Beginning Balances	0.00	0.00	326,705.62	326,705.62	326,705.62	326,705.62	
361 11 00 0010 General Res-Interest	0.00	1,112.20	0.00	5,595.54	0.00	0.00	
360 Interest & Other Earnings	0.00	1,112.20	0.00	5,595.54	0.00	0.00	
397 01 00 0301 Gen. Res.-Transfer In From Timber Harvest	0.00	325,593.42	0.00	0.00	0.00	0.00	
397 Interfund Transfers	0.00	325,593.42	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	0.00	326,705.62	326,705.62	332,301.16	326,705.62	326,705.62	
508 51 00 0010 General Res-Ending Cash	0.00	0.00	0.00	0.00	326,705.62	326,705.62	
999 Ending Balance	0.00	0.00	0.00	0.00	326,705.62	326,705.62	
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	326,705.62	326,705.62	
FUND GAIN/LOSS:	0.00	326,705.62	326,705.62	332,301.16	0.00	0.00	

The General Reserve Fund is restricted by SMC 3.30.010 for urgent or emergency purposes as determined and approved by council. It may also be used as a source of short-term (less than three years) interfund loans.

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:34:49 Date: 11/17/2021

020 Fire Reserve Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 00 0020 Fire Res-Beginning Cash	0.00	0.00	1,483,593.47	1,564,616.67	1,564,616.67	1,589,616.67	
308 Beginning Balances	0.00	0.00	1,483,593.47	1,564,616.67	1,564,616.67	1,589,616.67	
361 11 00 0020 Fire Res-Interest	0.00	3,593.47	0.00	18,035.75	0.00	0.00	
360 Interest & Other Earnings	0.00	3,593.47	0.00	18,035.75	0.00	0.00	
397 02 00 0001 Fire Res-Transfer In From General Fund	0.00	480,000.00	81,023.20	25,000.00	25,000.00	25,000.00	
397 02 00 0301 Fire Res-Transfer In From Timber Harvest	0.00	1,000,000.00	0.00	0.00	0.00	0.00	
397 Interfund Transfers	0.00	1,480,000.00	81,023.20	25,000.00	25,000.00	25,000.00	
TOTAL REVENUES:	0.00	1,483,593.47	1,564,616.67	1,607,652.42	1,589,616.67	1,614,616.67	
508 51 00 0020 Fire Res-Ending Cash	0.00	0.00	0.00	0.00	1,589,616.67	1,614,616.67	
999 Ending Balance	0.00	0.00	0.00	0.00	1,589,616.67	1,614,616.67	
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	1,589,616.67	1,614,616.67	
FUND GAIN/LOSS:	0.00	1,483,593.47	1,564,616.67	1,607,652.42	0.00	0.00	

The Fire Reserve Fund is for buildings, equipment and other capital items associated and used in the fire department restricted by SMC 3.30.020.

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:34:49 Date: 11/17/2021

030 ARPA

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 00 0030 ARPA-Beginning Balance	0.00	0.00	0.00	0.00	0.00	223,677.00	
308 Beginning Balances	0.00	0.00	0.00	0.00	0.00	223,677.00	
332 92 10 0000 DOC-ARPA Distribution	0.00	0.00	0.00	223,677.00	0.00	223,677.00	
330 Grants	0.00	0.00	0.00	223,677.00		223,677.00	
330 Intergovernmental Revenues	0.00	0.00	0.00	223,677.00	0.00	223,677.00	
TOTAL REVENUES:	0.00	0.00	0.00	223,677.00	0.00	447,354.00	
508 51 00 0030 ARPA-Ending Balance	0.00	0.00	0.00	0.00	0.00	447,354.00	
999 Ending Balance	0.00	0.00	0.00	0.00	0.00	447,354.00	
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	0.00	447,354.00	
FUND GAIN/LOSS:	0.00	0.00	0.00	223,677.00	0.00	0.00	

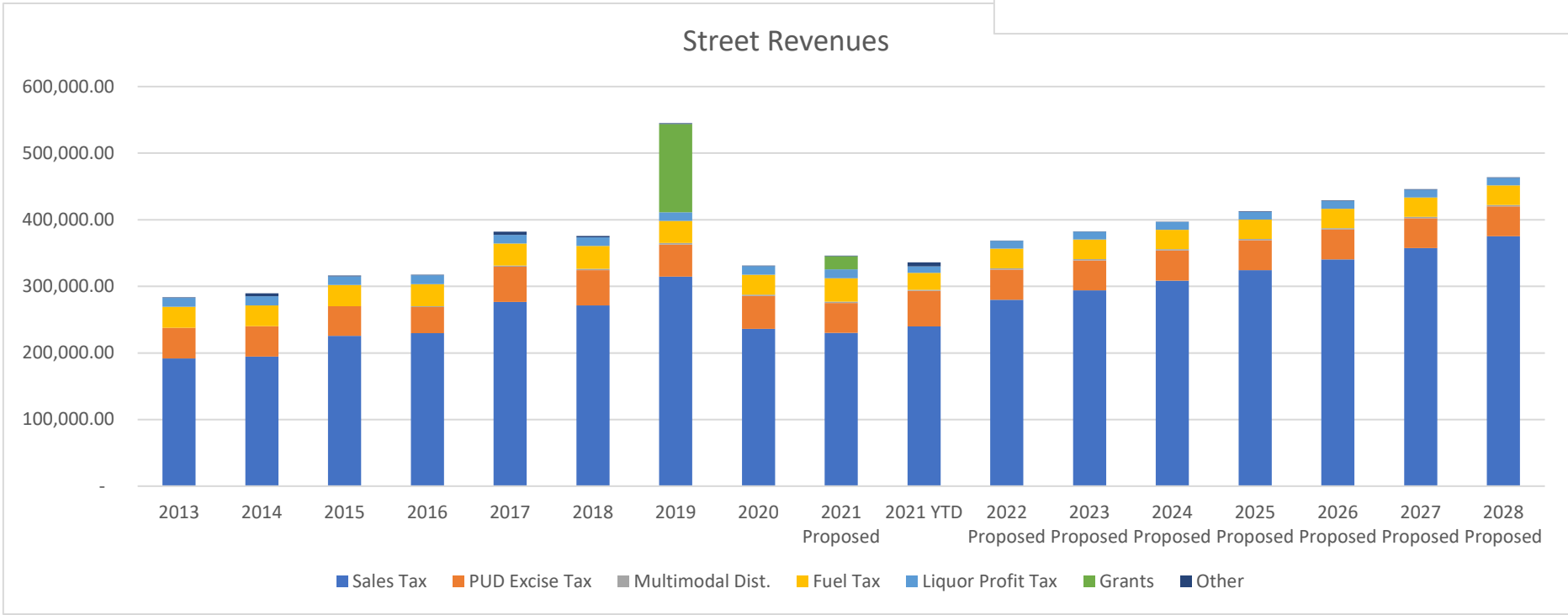
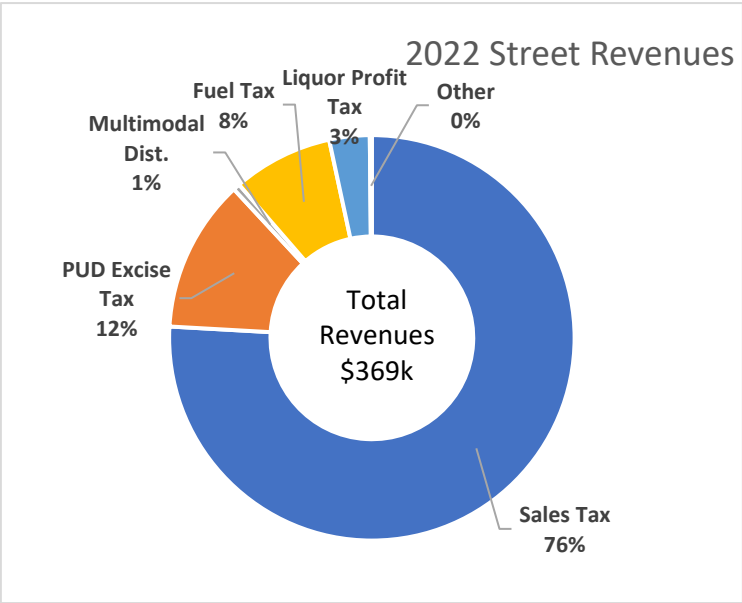
The ARPA Fund is for projects and programs as obligated by City Council and restricted for use in accordance with the American Rescue Plan Act and guidance set by the Department of Commerce. Council is in the process of determining how to use these funds, which will include community engagement. These funds have to be obligated by 2024 and spent by 2026.

Street Fund

The Street Fund is used to account for proceeds of specific taxes and other revenue sources dedicated to fund city streets, storm drains, sidewalks and associated activities.

The primary state-dedicated revenue source is State gas tax. City Council has also dedicated the PUD Excise Tax, Liquor Profit Tax and a second half-percent sales tax (enacted by City Council in 2012) as additional revenue sources to the Street Fund.

Street Fund revenues have been supplemented in the past by the Federal Surface Transportation Program (STP) and the State Transportation Improvement Board (TIB) which can be used only for transportation purposes. Major street projects are accounted for in separate project funds in the 300 series with State and Federal revenues and transfers from the Street Fund and/or the General Fund when needed.



5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:36:09 Date: 11/17/2021

100 Street Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 00 0100 ST Unreserved Begin CA & Invest	132,413.00	177,995.51	296,289.98	300,691.94	300,691.94	201,186.34	
308 51 01 0100 ST Unreserved Begin C&I Snow Reserve	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
308 Beginning Balances	142,413.00	187,995.51	306,289.98	310,691.94	310,691.94	211,186.34	
313 11 00 0100 Additional .5% Sales Tax	271,330.89	314,506.02	236,100.73	239,942.21	230,000.00	280,000.00	Revised estimate based on 2021 actual trends.
316 42 00 0000 PUD Excise Tax	52,930.75	48,335.28	49,358.50	53,137.34	45,000.00	45,000.00	
310 Taxes	324,261.64	362,841.30	285,459.23	293,079.55	275,000.00	325,000.00	
322 40 00 0000 Street ROW Applications & Permits	1,175.00	525.00	325.00	400.00	600.00	600.00	
322 40 01 0000 Right of Way Permit Repairs	0.00	50.00	0.00	0.00	0.00	0.00	
320 Licenses & Permits	1,175.00	575.00	325.00	400.00	600.00	600.00	
334 02 30 0000 DNR Community Forestry Assistance Grant	0.00	0.00	0.00	0.00	20,000.00	0.00	
334 03 80 0000 TIB Relight WA Grant	0.00	109,077.00	0.00	0.00	0.00	0.00	
334 03 80 0002 TIB Chipseal Grant	0.00	23,763.00	0.00	0.00	0.00	0.00	
336 00 71 0000 Multimodal Transportation - Cities	2,195.16	2,180.38	2,208.35	1,665.69	2,217.70	2,013.00	Revised population estimate based on 2020 census.
336 00 87 0000 Street Fuel Tax-MVFT	34,153.07	33,205.19	29,841.31	25,556.46	35,152.20	29,447.75	Revised population estimate based on 2020 census.
336 06 95 0000 Liquor Profit Tax	12,926.04	12,838.99	13,003.67	9,808.28	13,074.50	11,879.75	Revised population estimate based on 2020 census.
330 Intergovernmental Revenues	49,274.27	181,064.56	45,053.33	37,030.43	70,444.40	43,340.50	
361 11 00 0100 Interest Income - Streets	456.86	726.97	241.78	-51.23	0.00	0.00	
369 10 00 0000 Sale of Scrap Streets	585.55	0.00	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	1,042.41	726.97	241.78	-51.23	0.00	0.00	
395 20 00 0000 Insurance/Private Claims Reimbursement	0.00	0.00	0.00	5,392.43	0.00	0.00	
390 Other Financing Sources	0.00	0.00	0.00	5,392.43	0.00	0.00	
397 00 00 0001 Transfer In From General Fund	0.00	5,565.12	0.00	0.00	0.00	0.00	
397 01 00 0300 Transfer In From CIP	0.00	0.00	0.00	0.00	30,000.00	30,000.00	
397 02 00 0306 Transfer In From Kanaka	29,864.14	9,024.37	0.00	0.00	0.00	0.00	
397 18 00 0309 Transfer In From Russel Ave	0.00	0.00	0.00	66,995.41	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:36:09 Date: 11/17/2021

100 Street Fund

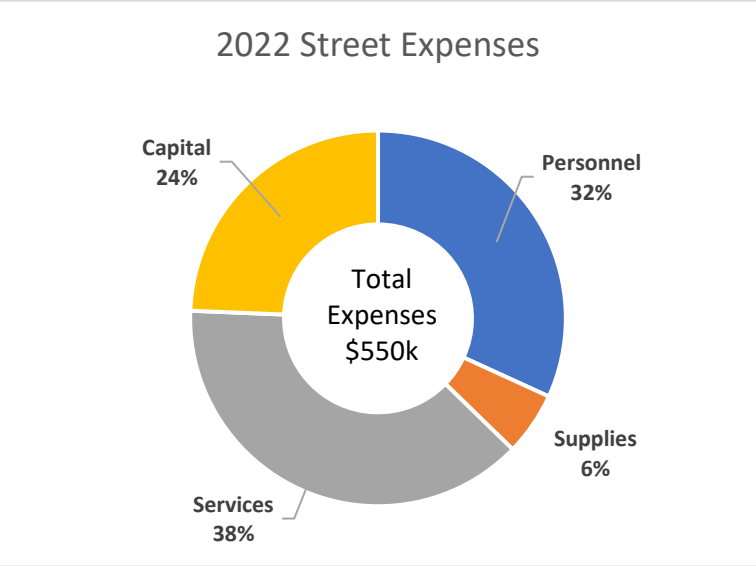
Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
397 Interfund Transfers	29,864.14	14,589.49	0.00	66,995.41	30,000.00	30,000.00	
TOTAL REVENUES:	548,030.46	747,792.83	637,369.32	713,538.53	686,736.34	610,126.84	

Street Fund

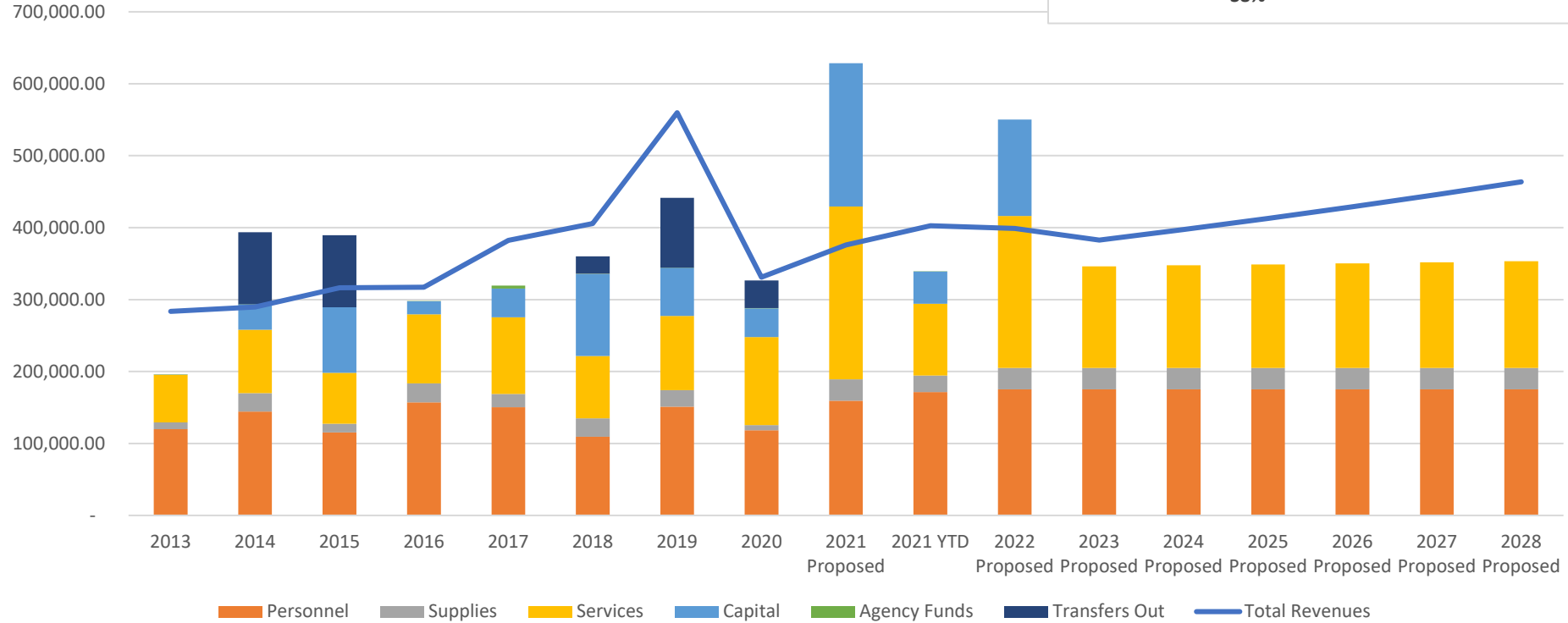
Capital Projects in 2022 include \$134k for repairs to the Rock Creek stormwater outfall which must be completed in conjunction with the Rock Creek Lift Station Upgrades. Other projects for 2022 coded as a service are \$25k for updating the City Engineering Standards and \$65k for an overlay along Iman Cemetery Rd from Ryan Allen to Osprey Ridge.

The 2021 proposed budget includes the Rock Creek stormwater project, which is delayed until 2022 and the current trends of the 2021 YTD are projected to hold true.

Years where the revenue is less than expenses mean reserves are being used to balance the budget. Revenues are budgeted conservatively due to the unknown impacts of COVID and the economy.



Street Revenues and Expenses



5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:36:09 Date: 11/17/2021

100 Street Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
542 39 10 0000 Road Maintenance - Salaries	62,531.20	72,908.80	59,453.55	88,157.42	73,000.00	79,570.00	
542 39 20 0000 Road Maintenance - Benefits	32,113.19	35,027.19	33,230.54	44,380.80	35,000.00	38,150.00	
542 39 31 0000 Supplies	14,555.26	13,637.51	2,966.67	13,096.31	15,000.00	15,000.00	
542 39 41 0000 General Admin Fees	0.00	0.00	25,071.58	0.00	31,000.00	42,738.31	Revised cost allocation plan.
542 39 42 0000 Telephone	0.00	0.00	184.26	107.01	200.00	200.00	
542 39 45 0099 Eq Rental - Road Maintenance	27,700.42	26,144.30	21,653.39	27,135.49	25,000.00	25,000.00	
542 39 48 0000 Contracted Labor	20,932.45	32,815.97	6,747.41	8,030.11	20,000.00	65,000.00	
542 39 51 0000 Environmental Permits	25.00	0.00	0.00	0.00	0.00	0.00	
542 40 10 0000 Storm Drain Maint - Salaries	5,233.41	9,315.73	11,233.40	11,317.52	10,000.00	12,000.00	
542 40 20 0000 Storm Drain Maint - Benefits	2,939.08	5,675.35	5,617.68	5,692.92	6,000.00	7,000.00	
542 40 31 0000 Storm Drain Maint - Supplies	0.00	1,390.47	899.94	95.98	2,000.00	2,000.00	
542 40 45 0099 Eq Rental - Storm Drain Maint	2,462.13	2,507.17	3,672.68	2,554.40	3,000.00	3,000.00	
542 40 47 0000 Dewatering Electricity Chesser	469.72	611.75	1,146.41	977.59	800.00	1,300.00	
542 40 48 0000 Storm Drain Maint - Contrlabor	546.58	0.00	12,108.53	0.00	700.00	700.00	
542 62 41 0000 Path Maintenance-Contract Svcs	0.00	4,741.83	0.00	0.00	0.00	0.00	
542 63 47 0000 Electricy - Street Lights	17,151.97	11,303.92	13,685.80	11,869.49	14,000.00	16,000.00	
542 63 47 0001 Street Water	0.00	0.00	2,005.53	2,693.55	0.00	3,000.00	
542 63 48 0000 Repair/maintenance - ST Lights	3,206.13	4,142.04	16,649.76	859.48	3,000.00	3,000.00	
542 64 31 0000 Traffic Devices	11,055.41	8,049.90	3,057.95	9,599.41	12,000.00	12,000.00	
542 64 48 0000 Road Striping	0.00	2,328.22	5,508.40	0.00	6,000.00	6,000.00	
542 66 10 0000 Snow Removal - Salary	616.96	15,710.18	2,124.67	9,539.64	18,000.00	19,620.00	
542 66 20 0000 Snow Removal - Benefits	183.21	7,299.55	940.56	4,292.28	8,000.00	8,720.00	
542 66 31 0000 Snow Removal - Supplies	0.00	0.00	480.85	239.88	1,000.00	1,000.00	
542 66 45 0099 Eq Rental - Snow Removal	206.92	11,486.28	913.56	2,778.28	4,000.00	4,000.00	
542 67 47 0000 Litter Clean-Up	2,657.92	3,263.22	2,801.70	2,201.11	2,000.00	3,500.00	
542 Streets - Maintenance	204,586.96	268,359.38	232,154.82	245,618.67	289,700.00	368,498.31	
543 10 10 0000 General Administration Salaries	921.66	492.19	1,570.22	4,175.98	2,000.00	2,180.00	
543 10 20 0000 General Administration Benefits	436.85	137.66	333.51	833.39	750.00	817.50	
543 31 10 0000 General Services Salaries	3,197.15	3,331.63	3,003.38	2,566.47	5,000.00	5,450.00	
543 31 20 0000 General Services Benefits	1,010.39	1,231.28	762.90	630.93	1,500.00	1,635.00	
543 31 41 0000 Computer Services	135.56	909.78	293.29	239.44	600.00	600.00	
543 31 41 0001 Contracted Servcies	0.00	1,350.00	0.00	19,224.75	80,000.00	25,000.00	Standards Update
543 31 41 0022 Audit Fee	1,220.98	0.00	2,746.71	4,170.57	2,000.00	3,000.00	
543 31 43 0000 Travel - Streets	0.00	0.00	0.00	0.00	500.00	500.00	
543 31 46 0000 Insurance	6,822.94	506.40	6,076.40	6,421.00	6,500.00	7,150.00	
543 31 49 0000 Training - Streets	115.00	128.33	0.00	80.00	500.00	500.00	
543 31 49 0001 Misc/Recording Fees/Dues	800.00	800.00	821.07	832.25	1,000.00	1,000.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:36:09 Date: 11/17/2021

100 Street Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
543 Streets Admin & Overhead	14,660.53	8,887.27	15,607.48	39,174.78	100,350.00	47,832.50	
544 20 41 0100 #14 ST Planning Professional Services	2,522.05	0.00	247.50	9,306.30	39,500.00	0.00	
544 Road & Street Operations	2,522.05	0.00	247.50	9,306.30	39,500.00	0.00	
566 72 42 0100 Substance Abuse/Liquor Profits	258.52	256.78	260.08	130.77	0.00	0.00	
566 Substance Abuse	258.52	256.78	260.08	130.77	0.00	0.00	
594 42 41 0000 Relight WA-Contract Services	109,077.00	0.00	0.00	0.00	0.00	0.00	
595 32 10 0000 #71 Kanaka (Restor/Rehab) - Sal	881.41	0.00	0.00	0.00	0.00	0.00	
595 32 20 0000 #71 Kanaka (Restor/Rehab) - Ben	403.92	0.00	0.00	0.00	0.00	0.00	
595 32 45 0099 Eq Rental-Restor/Rehab (#71 Kanaka)	299.16	0.00	0.00	0.00	0.00	0.00	
595 33 10 0000 Russell Avenue (Restor/Rehab) - Sal	1,542.86	28,529.72	16,417.62	146.13	0.00	0.00	
595 33 20 0000 Russell Avenue (Restor/Rehab) - Ben	699.55	12,260.28	9,008.25	58.37	0.00	0.00	
595 33 31 0000 Russell Avenue (Restor/Rehab)-Supp	0.00	11,531.98	0.00	0.00	0.00	0.00	
595 33 41 0000 Russell Avenue (Restor/Rehab)-Svcs	0.00	1,176.44	9,497.61	0.00	0.00	0.00	
595 33 45 0099 Eq Rental - Restor/Rehab (Russell Ave)	651.06	13,470.17	4,849.69	33.15	0.00	0.00	
595 40 41 0000 Rock Creek Stormwater and Outfall	0.00	0.00	0.00	44,622.00	179,000.00	134,000.00	
595 50 41 0000 Kanaka Bridge Rebuild	0.00	0.00	0.00	0.00	20,000.00	0.00	
595 61 10 0000 Gropper Sidewalk - Salaries	212.53	0.00	0.00	0.00	0.00	0.00	
595 61 20 0000 Gropper Sidewalk - Benefits	97.45	0.00	0.00	0.00	0.00	0.00	
595 61 45 0099 Eq Rental-Gropper Sidewalk	70.40	0.00	0.00	0.00	0.00	0.00	
594 Capital Expenditures	113,935.34	66,968.59	39,773.17	44,859.65	199,000.00	134,000.00	
597 17 00 0000 Transfer Out To Gropper Sidewalk	24,174.42	0.00	0.00	0.00	0.00	0.00	
597 18 00 0000 Transfer Out to 309 Russell Ave	0.00	97,030.83	38,634.33	0.00	0.00	0.00	
597 Interfund Transfers	24,174.42	97,030.83	38,634.33	0.00	0.00	0.00	
508 51 00 0100 Streets-Unreserved Ending Cash	0.00	0.00	0.00	0.00	48,186.34	49,796.03	Updated based on revised revenues and expenses.
508 51 01 0100 Streets-Snow Reserve	0.00	0.00	0.00	0.00	10,000.00	10,000.00	
999 Ending Balance	0.00	0.00	0.00	0.00	58,186.34	59,796.03	
TOTAL EXPENDITURES:	360,137.82	441,502.85	326,677.38	339,090.17	686,736.34	610,126.84	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:36:09 Date: 11/17/2021

100 Street Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
FUND GAIN/LOSS:	187,892.64	306,289.98	310,691.94	374,448.36	0.00	0.00	

Tourism Promotion Fund

The Tourism Fund (Hotel / Motel tax fund) was established by City Council to fund activities designed to increase tourism. Lodging taxes were authorized by the State Legislature for tourism marketing, special events and festivals designed to attract tourists, and the support of tourism-related facilities.

The primary revenue source is a Lodging Tax of 4% charged on lodging within the City of Stevenson. Most of the revenue goes to support ongoing tourism services and events listed below.

Tourism Services:

- Chamber of Commerce
- Stevenson Downtown Association
- Columbia Gorge Tourism Alliance
- Columbia River Gorge Interpretive Center

Events:

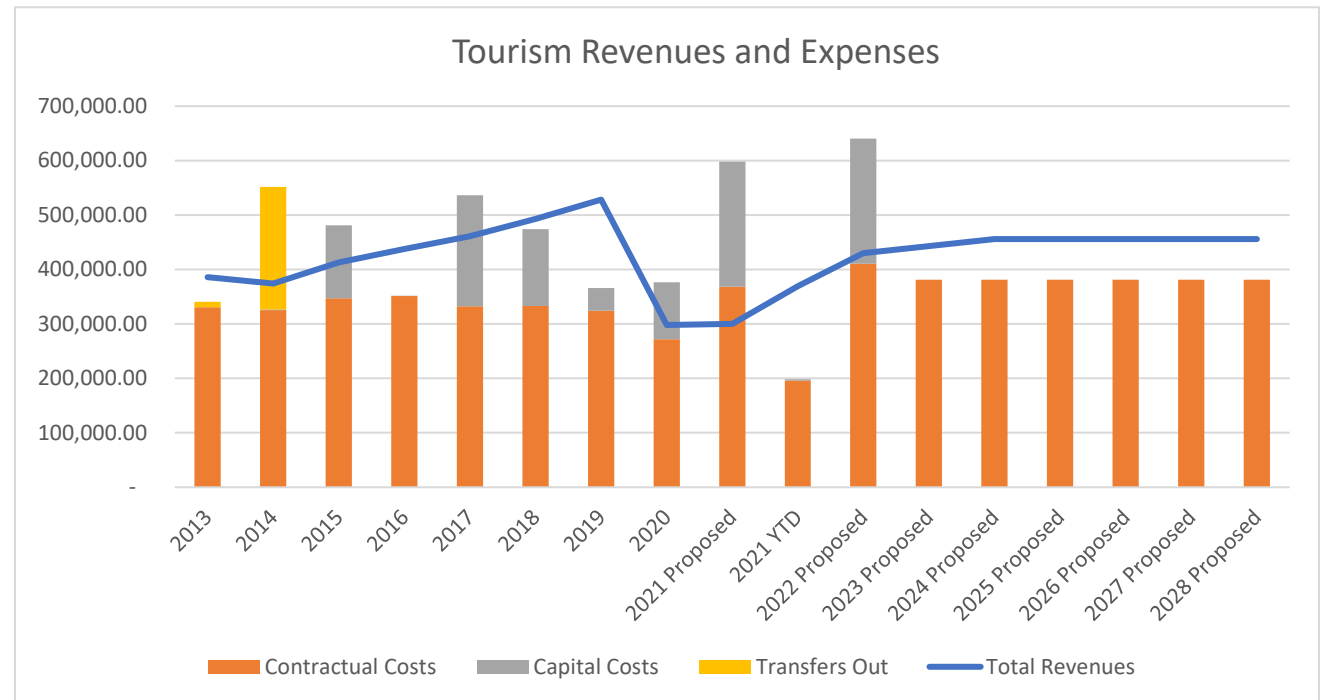
- Blues and Brews
- 4th of July Fireworks
- County Fair and Timber Carnival
- GorgeGrass
- Waterfront Festival
- X-Fest
- Gorge Outrigger Races
- Bridge of the Gods Kitefest

New events funded in 2022:

- Stevenson Plein Air (Sept. 8th)
- Gorge Olympic Windsurfing Cup (July 25-29th and Aug. 2-4th)
- Gorge Downwind Championships (July 11-16th)

Tourism related Capital projects:

- Courthouse Park Plaza



5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:36:09 Date: 11/17/2021

103 Tourism Promo & Develop Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 00 0103 Tourism Reserved C&I - Capital	300,000.00	300,000.00	300,000.00	180,226.71	180,226.71	100,000.00	
308 31 01 0103 Tourism Reserved C&I - Rev. Shortfall	228,999.54	247,672.30	410,294.51	451,373.46	436,373.46	448,500.17	
308 Beginning Balances	528,999.54	547,672.30	710,294.51	631,600.17	616,600.17	548,500.17	
313 31 00 0000 Stadium (Motel/Hotel) Tax	488,077.57	519,403.95	286,330.38	370,622.38	300,000.00	430,000.00	
310 Taxes	488,077.57	519,403.95	286,330.38	370,622.38	300,000.00	430,000.00	
361 11 00 0103 Interest Income/Tourism	4,740.36	8,951.51	11,759.60	-1,278.78	0.00	0.00	
360 Interest & Other Earnings	4,740.36	8,951.51	11,759.60	-1,278.78	0.00	0.00	
TOTAL REVENUES:	1,021,817.47	1,076,027.76	1,008,384.49	1,000,943.77	916,600.17	978,500.17	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:36:09 Date: 11/17/2021

103 Tourism Promo & Develop Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
571 00 41 0000 Community Garden/AgroTourism	0.00	0.00	0.00	1,598.26	0.00	0.00	
571 Education & Recreation	0.00	0.00	0.00	1,598.26	0.00	0.00	
573 30 41 0000 Consultant Services, Chamber	90,000.00	90,000.00	92,047.09	67,500.00	90,000.00	110,000.00	
573 30 41 0001 SBA Consultant Services	90,730.64	70,852.71	64,504.95	37,064.07	80,000.00	85,000.00	
573 30 41 0002 Chamber Events	0.00	0.00	0.00	0.00	0.00	14,000.00	
573 30 41 0004 County - Fair & Timber Carnival	6,000.00	6,000.00	0.00	0.00	5,000.00	5,000.00	
573 30 41 0005 County - Bluegrass Festival	9,000.00	9,000.00	0.00	0.00	10,000.00	10,000.00	
573 30 41 0008 County-Fireworks	0.00	0.00	0.00	7,330.00	7,500.00	7,500.00	
573 30 41 0010 General Admin Fees	0.00	0.00	3,767.44	0.00	4,000.00	5,075.93	Updated based on revised plan.
573 90 10 0000 Promotion Salaries	1,843.21	2,019.44	1,863.64	1,349.84	5,000.00	5,000.00	
573 90 10 0003 Promotion Field Salaries	1,760.21	2,188.51	2,489.33	976.97	3,300.00	3,300.00	
573 90 20 0000 Promotion Benefits	873.62	884.00	394.23	259.23	1,000.00	1,000.00	
573 90 20 0003 Promotion Field Benefits	1,075.84	1,182.29	1,212.38	508.60	1,700.00	1,700.00	
573 90 31 0000 Promotion Supplies	516.59	232.00	0.00	0.00	0.00	0.00	
573 90 41 0001 Discover Your Northwest	20,656.09	17,250.00	6,986.88	-1,257.22	0.00	0.00	
573 90 41 0002 CRGIC Consultant Services	53,625.96	55,000.00	36,167.97	27,541.15	55,000.00	60,000.00	
573 90 41 0003 X-Fest Event	1,000.00	0.00	0.00	0.00	0.00	1,000.00	
573 90 41 0004 Skamania Senior Services - Hiker Bus	2,500.00	1,250.00	0.00	0.00	2,000.00	0.00	
573 90 41 0008 Gorge Outrigger Races	5,000.00	5,000.00	0.00	0.00	5,000.00	5,000.00	
573 90 41 0009 BOTG Kiteboarding Festival	3,000.00	3,000.00	0.00	0.00	3,000.00	3,000.00	
573 90 41 0011 Stevenson Farmers Market	2,000.00	2,000.00	2,000.00	0.00	3,000.00	0.00	
573 90 41 0013 Main St Program Coordinator (SDA)	25,000.00	40,000.00	55,000.00	48,750.00	65,000.00	65,000.00	
573 90 41 0014 Stevenson Waterfront Music Festival	2,000.00	2,000.00	0.00	0.00	3,000.00	4,500.00	
573 90 41 0015 Walking Man	1,335.69	2,000.00	0.00	0.00	5,200.00	0.00	
573 90 41 0016 Pirate Festival	0.00	0.00	0.00	0.00	8,400.00	0.00	
573 90 41 0017 Stevenson Municipal Pool Marketing	2,728.94	2,500.00	0.00	0.00	0.00	0.00	
573 90 41 0018 SC Fair Board-GorgeGrass	8,000.00	8,000.00	0.00	0.00	4,000.00	4,000.00	
573 90 41 0019 CGTA Services	2,500.00	2,500.00	2,500.00	0.00	5,000.00	5,000.00	
573 90 41 0021 Computer Services	112.95	727.89	244.23	199.45	0.00	0.00	
573 90 41 0022 Audit Fee	1,220.98	0.00	1,831.14	4,170.57	2,000.00	2,000.00	
573 90 41 0023 Stevenson Plein Air	0.00	0.00	0.00	0.00	0.00	1,500.00	
573 90 41 0024 Gorge Olympic Windsurfing Cup	0.00	0.00	0.00	0.00	0.00	3,000.00	
573 90 41 0025 Gorge Downwind Champs	0.00	0.00	0.00	0.00	0.00	10,000.00	
573 90 41 0100 TAC - Professional Services	0.00	0.00	0.00	54.00	0.00	0.00	
573 90 44 0000 TAC-Publishing	0.00	0.00	0.00	118.80	0.00	0.00	
573 90 45 0099 Eq Rental - Promotion Field	901.58	687.72	1,001.75	182.98	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:36:09 Date: 11/17/2021

103 Tourism Promo & Develop Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
573 Cultural & Community Activities	333,382.30	324,274.56	272,011.03	194,748.44	368,100.00	411,575.93	
594 75 63 0001 Leavens Point Beach	111,400.00	0.00	0.00	0.00	0.00	0.00	
594 75 63 0006 Waterfront Wayfinding Signage (Port)	29,582.00	0.00	0.00	0.00	0.00	0.00	
594 75 63 0007 Waterfront Park Amenities (Port)	0.00	30,867.00	0.00	0.00	0.00	0.00	
594 75 63 0008 Waterfront Park Enhancements	0.00	0.00	79,221.51	0.00	0.00	0.00	
594 76 63 0001 Courthouse Park Plaza (SDA)	0.00	10,591.69	25,551.78	2,030.56	230,000.00	230,000.00	
594 Capital Expenditures	140,982.00	41,458.69	104,773.29	2,030.56	230,000.00	230,000.00	
508 31 00 0103 Tourism-Cap. Facility Reserve	0.00	0.00	0.00	0.00	100,000.00	100,000.00	
508 31 01 0103 Tourism-Ending Cash	0.00	0.00	0.00	0.00	218,500.17	236,924.24	Updated based on revised expenses.
999 Ending Balance	0.00	0.00	0.00	0.00	318,500.17	336,924.24	
TOTAL EXPENDITURES:	474,364.30	365,733.25	376,784.32	198,377.26	916,600.17	978,500.17	
FUND GAIN/LOSS:	547,453.17	710,294.51	631,600.17	802,566.51	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:38:05 Date: 11/17/2021

105 Affordable Housing Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 00 0105 Affordable Housing-Beg Balance	0.00	0.00	0.00	1,215.61	1,215.61	6,215.61	
308 Beginning Balances	0.00	0.00	0.00	1,215.61	1,215.61	6,215.61	
313 27 00 0000 Affordable And Supportive Housing Sales And Use Tax	0.00	0.00	1,215.61	4,115.65	15,000.00	5,000.00	
310 Taxes	0.00	0.00	1,215.61	4,115.65	15,000.00	5,000.00	
TOTAL REVENUES:	0.00	0.00	1,215.61	5,331.26	16,215.61	11,215.61	
508 31 00 0105 Affordable Housing-Ending Balance	0.00	0.00	0.00	0.00	16,215.61	11,215.61	
999 Ending Balance	0.00	0.00	0.00	0.00	16,215.61	11,215.61	
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	16,215.61	11,215.61	
FUND GAIN/LOSS:	0.00	0.00	1,215.61	5,331.26	0.00	0.00	

The Affordable Housing Fund, established in late 2020, is for the collection and use of the sales tax credit for affordable housing authorized by SMC 3.10 and RCW 82.14. The rate inside city limits is .73% and can be used for acquiring, rehabilitating or constructing affordable housing, providing the operations and maintenance costs of new units of affordable or supportive housing, and providing rental assistance to tenants.

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:38:05 Date: 11/17/2021

300 Capital Improvement Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 00 0300 Cap Imp Reserved Begin C&I	0.00	0.00	124,399.77	96,016.92	96,016.92	96,016.92	
308 31 01 0300 Cap Imp Res Begin C&I Waterfront Imp	0.00	0.00	11,256.65	11,256.65	11,256.65	11,256.65	
308 51 00 0300 Cap Imp Reserved Begin C&I	59,345.13	97,368.97	0.00	0.00	0.00	0.00	
308 51 01 0300 Cap Imp Res Begin C&I Waterfront Imp	11,256.65	11,256.65	0.00	0.00	0.00	0.00	
308 Beginning Balances	70,601.78	108,625.62	135,656.42	107,273.57	107,273.57	107,273.57	
318 34 00 0000 Real Estate Excise Tax	37,586.59	26,296.78	46,539.85	53,950.28	20,000.00	20,000.00	
310 Taxes	37,586.59	26,296.78	46,539.85	53,950.28	20,000.00	20,000.00	
361 11 00 0300 Interest on Investments-Cap Imp	437.25	734.02	714.08	-77.98	0.00	0.00	
360 Interest & Other Earnings	437.25	734.02	714.08	-77.98	0.00	0.00	
TOTAL REVENUES:	108,625.62	135,656.42	182,910.35	161,145.87	127,273.57	127,273.57	
597 01 00 0100 Transfer Out to Streets	0.00	0.00	0.00	0.00	30,000.00	30,000.00	
597 18 00 0309 Transfer Out To Russell	0.00	0.00	58,263.84	0.00	0.00	0.00	
597 18 00 0311 Transfer Out To First Street	0.00	0.00	17,372.94	0.00	43,700.00	0.00	
597 Interfund Transfers	0.00	0.00	75,636.78	0.00	73,700.00	30,000.00	
508 31 00 0300 Cap. Imp.-Ending Cash	0.00	0.00	0.00	0.00	42,316.92	86,016.92	
508 31 01 0300 Cap. Imp.-Waterfront Imp Res	0.00	0.00	0.00	0.00	11,256.65	11,256.65	
999 Ending Balance	0.00	0.00	0.00	0.00	53,573.57	97,273.57	
TOTAL EXPENDITURES:	0.00	0.00	75,636.78	0.00	127,273.57	127,273.57	
FUND GAIN/LOSS:	108,625.62	135,656.42	107,273.57	161,145.87	0.00	0.00	

The Capital Improvement Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities. The primary dedicated revenue source is the real estate excise tax imposed on the sale of real estate. These funds are restricted by the State Legislature for capital purposes identified in a capital improvements plan and local capital improvements including those listed in RCW 35.43.040.

Capital Improvement projects are normally accounted for in separate project funds in the 300 series with funding from various State and Federal sources and transfers from the Capital Improvement Fund and/or other City funds as applicable.

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:38:05 Date: 11/17/2021

301 Timber Harvest Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 80 00 0301 Timber Harvest Unres Beg Cash	1,052,034.82	1,311,537.00	0.00	0.00	0.00	0.00	
308 Beginning Balances	1,052,034.82	1,311,537.00	0.00	0.00	0.00	0.00	
361 11 00 0301 Interest on Investments - Timber Harvest	4,571.91	17,362.42	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	4,571.91	17,362.42	0.00	0.00	0.00	0.00	
395 10 00 0301 Timber Harvest Proceeds	396,657.27	0.00	0.00	0.00	0.00	0.00	
390 Other Financing Sources	396,657.27	0.00	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	1,453,264.00	1,328,899.42	0.00	0.00	0.00	0.00	
554 90 41 0301 Timber Sale Management Consulting	34,791.58	0.00	0.00	0.00	0.00	0.00	
554 90 48 0301 Timber Sale Contracted Sevices	137,224.38	3,306.00	0.00	0.00	0.00	0.00	
554 90 51 0000 Timber Sale Permitting	100.00	0.00	0.00	0.00	0.00	0.00	
554 Environmental Services	172,115.96	3,306.00	0.00	0.00	0.00	0.00	
597 01 00 0010 Transfers-Out - General Reserve	0.00	325,593.42	0.00	0.00	0.00	0.00	
597 01 00 0020 Transfers-Out - Fire Reserve	0.00	1,000,000.00	0.00	0.00	0.00	0.00	
597 Interfund Transfers	0.00	1,325,593.42	0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES:	172,115.96	1,328,899.42	0.00	0.00	0.00	0.00	
FUND GAIN/LOSS:	1,281,148.04	0.00	0.00	0.00	0.00	0.00	

The Timber Harvest Fund was used to track the revenues and expenses with harvesting the timber in the city's watershed. In 2019 the balance of the fund was transferred to the Fire Reserve and General Reserve funds. It is no longer an active fund.

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:38:05 Date: 11/17/2021

303 Joint Emergency Facilities Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
397 01 00 0303 Transfer In from CE	63,198.11	34,316.57	0.00	0.00	0.00	0.00	
397 Interfund Transfers	63,198.11	34,316.57	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	63,198.11	34,316.57	0.00	0.00	0.00	0.00	
594 22 41 0000 Consulting Engineering	63,198.11	34,316.57	0.00	0.00	0.00	0.00	
594 Capital Expenditures	63,198.11	34,316.57	0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES:	63,198.11	34,316.57	0.00	0.00	0.00	0.00	
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00	0.00	0.00	

The Joint Emergency Facilities Fund is used to track the revenues and expenses associated with the planning and construction of the new fire hall. It is used as needed. No costs were incurred in 2020-2021 and none are projected for 2022.

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:38:05 Date: 11/17/2021

306 Kanaka Creek Road Improvements

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 10 00 0306 Beg Cash (Reserved)	-71,434.76	0.00	0.00	0.00	0.00	0.00	
308 Beginning Balances	-71,434.76	0.00	0.00	0.00	0.00	0.00	
333 20 20 0306 STP Grant	145,960.43	0.00	0.00	0.00	0.00	0.00	
334 03 80 0001 TIB Grant	18,120.93	9,024.37	0.00	0.00	0.00	0.00	
330 Intergovernmental Revenues	164,081.36	9,024.37	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	92,646.60	9,024.37	0.00	0.00	0.00	0.00	
595 10 41 0306 Kanaka Creek Rd - Engineering	5,132.93	0.00	0.00	0.00	0.00	0.00	
595 30 63 0000 Kanaka Creek Rd - Contracted Labor	62,782.46	0.00	0.00	0.00	0.00	0.00	
594 Capital Expenditures	67,915.39	0.00	0.00	0.00	0.00	0.00	
597 15 00 0306 Transfer Out to Streets	29,864.14	9,024.37	0.00	0.00	0.00	0.00	
597 Interfund Transfers	29,864.14	9,024.37	0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES:	97,779.53	9,024.37	0.00	0.00	0.00	0.00	
FUND GAIN/LOSS:	-5,132.93	0.00	0.00	0.00	0.00	0.00	

The Kanaka Creek Road Improvements Funds was used to track the revenues and expenses for the Kanaka Creek Road Improvement project. It was formally closed out in 2019 and is no longer active.

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:38:05 Date: 11/17/2021

308 Gropper Sidewalk

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 10 00 0308 Gropper Beginning Cash	-20,497.70	0.00	0.00	0.00	0.00	0.00	
308 Beginning Balances	-20,497.70	0.00	0.00	0.00	0.00	0.00	
334 03 80 0308 TIB Grant	6,889.94	0.00	0.00	0.00	0.00	0.00	
330 Intergovernmental Revenues	6,889.94	0.00	0.00	0.00	0.00	0.00	
397 02 00 0308 Transfer In From Streets	24,174.42	0.00	0.00	0.00	0.00	0.00	
397 Interfund Transfers	24,174.42	0.00	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	10,566.66	0.00	0.00	0.00	0.00	0.00	
595 10 41 0308 Gropper Sidewalk - Engineering	946.92	0.00	0.00	0.00	0.00	0.00	
595 61 63 0000 Gropper Sidewalk - Construction	10,566.66	0.00	0.00	0.00	0.00	0.00	
594 Capital Expenditures	11,513.58	0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES:	11,513.58	0.00	0.00	0.00	0.00	0.00	
FUND GAIN/LOSS:	-946.92	0.00	0.00	0.00	0.00	0.00	

The Gropper Sidewalk Fund was used to track the revenues and expenses related to the Gropper Sidewalk project. It was closed-out in 2018 and is no longer active.

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:38:05 Date: 11/17/2021

309 Russell Ave

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 00 0309 Russell Ave Res Beg CA & Invest	0.00	-66,157.50	0.00	0.00	0.00	0.00	
308 91 00 0309 Russell Ave Res Beg CA & Invest	0.00	0.00	0.00	-119.36	-119.36	0.00	
308 Beginning Balances	0.00	-66,157.50	0.00	-119.36	-119.36	0.00	
333 20 20 0001 Russell STP Grant	0.00	123,000.00	546,385.84	67,114.77	0.00	0.00	
334 03 80 0309 Russell Ave-TIB Grant	0.00	0.00	90,134.07	0.00	119.36	0.00	
330 Intergovernmental Revenues	0.00	123,000.00	636,519.91	67,114.77	119.36	0.00	
397 02 00 0309 Transfer In from Streets	0.00	97,030.83	38,634.33	0.00	0.00	0.00	
397 03 00 0309 Transfer In From CI	0.00	0.00	58,263.84	0.00	0.00	0.00	
397 Interfund Transfers	0.00	97,030.83	96,898.17	0.00	0.00	0.00	
TOTAL REVENUES:	0.00	153,873.33	733,418.08	66,995.41	0.00	0.00	
595 10 41 0309 Russell Ave - Engineering	66,157.50	141,739.68	101,332.23	0.00	0.00	0.00	
595 10 41 1309 Russell Ave-Construction	0.00	0.00	632,205.21	0.00	0.00	0.00	
595 20 61 0309 Russell Ave-Right Of Way	0.00	12,133.65	0.00	0.00	0.00	0.00	
594 Capital Expenditures	66,157.50	153,873.33	733,537.44	0.00	0.00	0.00	
597 18 00 0309 Russel Ave Transfers-Out - Streets	0.00	0.00	0.00	66,995.41	0.00	0.00	
597 Interfund Transfers	0.00	0.00	0.00	66,995.41	0.00	0.00	
TOTAL EXPENDITURES:	66,157.50	153,873.33	733,537.44	66,995.41	0.00	0.00	
FUND GAIN/LOSS:	-66,157.50	0.00	-119.36	0.00	0.00	0.00	

The Russell Avenue Project is for tracking the revenues and expenses related to the Russell Avenue project. The project was closed out in 2021 and is no longer active in 2022.

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:38:05 Date: 11/17/2021

311 First Street

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 91 00 0311 First St-Res Beg Cash	0.00	0.00	0.00	-40,966.57	-40,966.57	0.00	
308 Beginning Balances	0.00	0.00	0.00	-40,966.57	-40,966.57	0.00	
333 20 20 0002 First St.-TA Grant	0.00	0.00	67,988.30	49,972.03	616,366.57	0.00	
330 Intergovernmental Revenues	0.00	0.00	67,988.30	49,972.03	616,366.57	0.00	
397 00 00 1311 First St-Transfer In From CIP	0.00	0.00	17,372.94	0.00	43,700.00	0.00	
397 Interfund Transfers	0.00	0.00	17,372.94	0.00	43,700.00	0.00	
TOTAL REVENUES:	0.00	0.00	85,361.24	9,005.46	619,100.00	0.00	
595 10 41 0311 First St-Engineering Svc	0.00	0.00	126,327.81	34,435.67	619,100.00	0.00	
594 Capital Expenditures	0.00	0.00	126,327.81	34,435.67	619,100.00	0.00	
TOTAL EXPENDITURES:	0.00	0.00	126,327.81	34,435.67	619,100.00	0.00	
FUND GAIN/LOSS:	0.00	0.00	-40,966.57	-25,430.21	0.00	0.00	

The First Street Fund is for tracking the revenues and expenses related to the First Street Overlook Project. Construction has been delayed due to right of way issues identified at 90% design. The City has 10 years to enter into the Construction Phase from the initial date of the contract, which is January 1, 2030, or the grant funds will need to be returned. Staff is working with WSDOT to resolve the issues and move forward with the project within this time-frame.

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:38:05 Date: 11/17/2021

312 Columbia Ave

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
334 03 10 0312 Columbia Ave-DOE IPG	0.00	0.00	0.00	0.00	0.00	200,000.00	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00	200,000.00	
TOTAL REVENUES:	0.00	0.00	0.00	0.00	0.00	200,000.00	
594 10 41 0312 Columbia Ave-Consultant Services	0.00	0.00	0.00	0.00	0.00	200,000.00	
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.00	200,000.00	
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	0.00	200,000.00	
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00	0.00	0.00	

The Columbia Avenue Fund is for tracking the revenues and expenses related to the Columbia Avenue Realignment Project. The city received a 100% grant for \$200k to analyze the feasibility and determine costs for the project. Contracts will be presented to council in the coming months to accept the Integrated Planning Grant through the Department of Ecology and to contract with Maul Foster Alongi for the work.

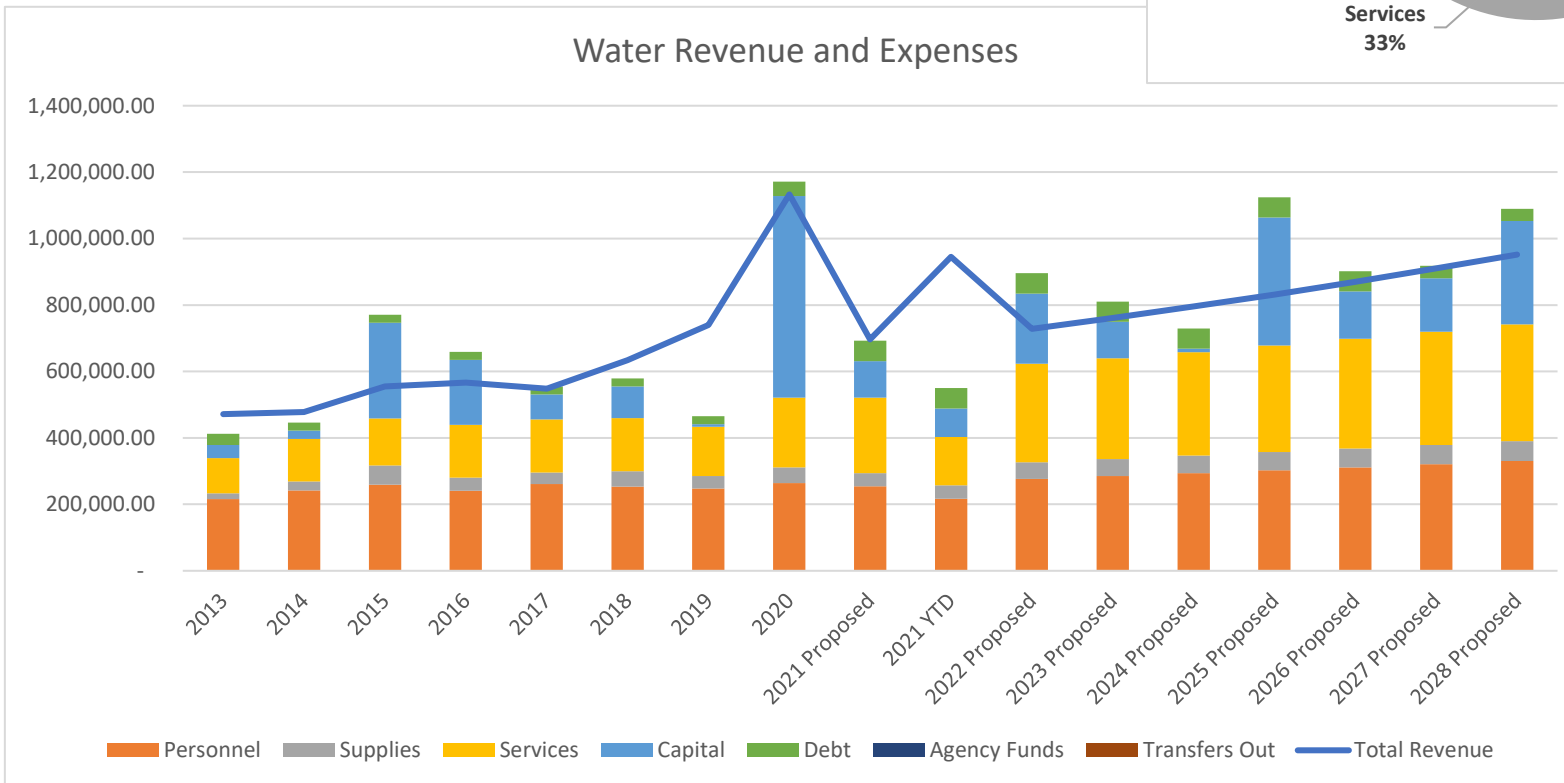
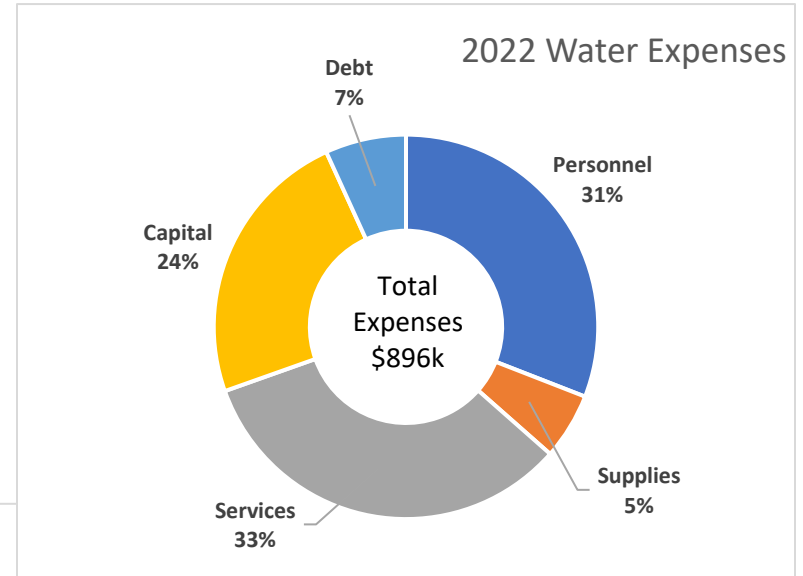
Water/Sewer Fund

The Water & Sewer Fund is operated as an enterprise fund to account for the operations of the City's water and sewer systems on a self-supporting basis. In addition to generating enough revenue to meet current expenses, the fund must generate enough revenue to build a reserve for equipment repair and eventual capital replacements.

Water Department

An annual water rate increase of 5% beginning in 2020 was adopted by council to ensure adequate funds for capital projects and debt repayment.

Water debt is for repayment on a loan for the Base Reservoir, which ends in 2026, and the repayment of the loan for the water meters, which ends in 2030.



Water capital costs include:

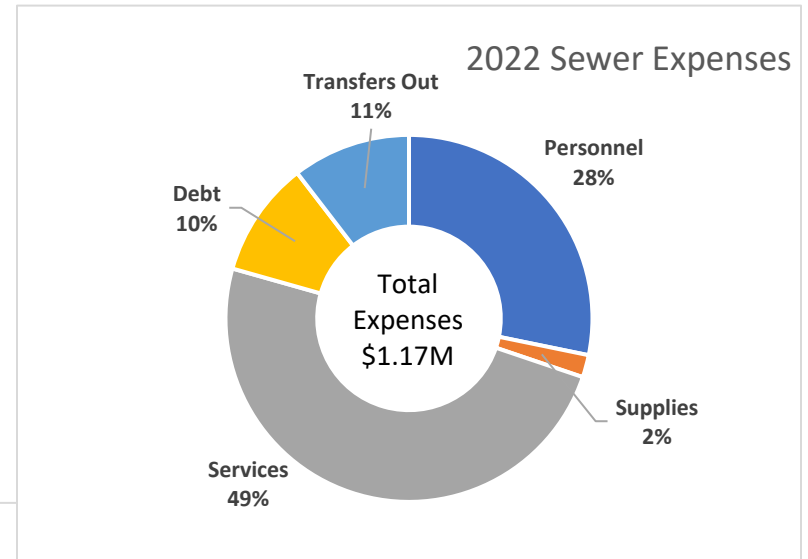
- \$62k in upgrades along Vancouver to the Rock Creek intersection
- \$40k for relocation of a waterline along Foster Creek Road
- \$100k in upgrades along Loop from Kanaka to the Columbia intersection.

Water/Sewer Fund

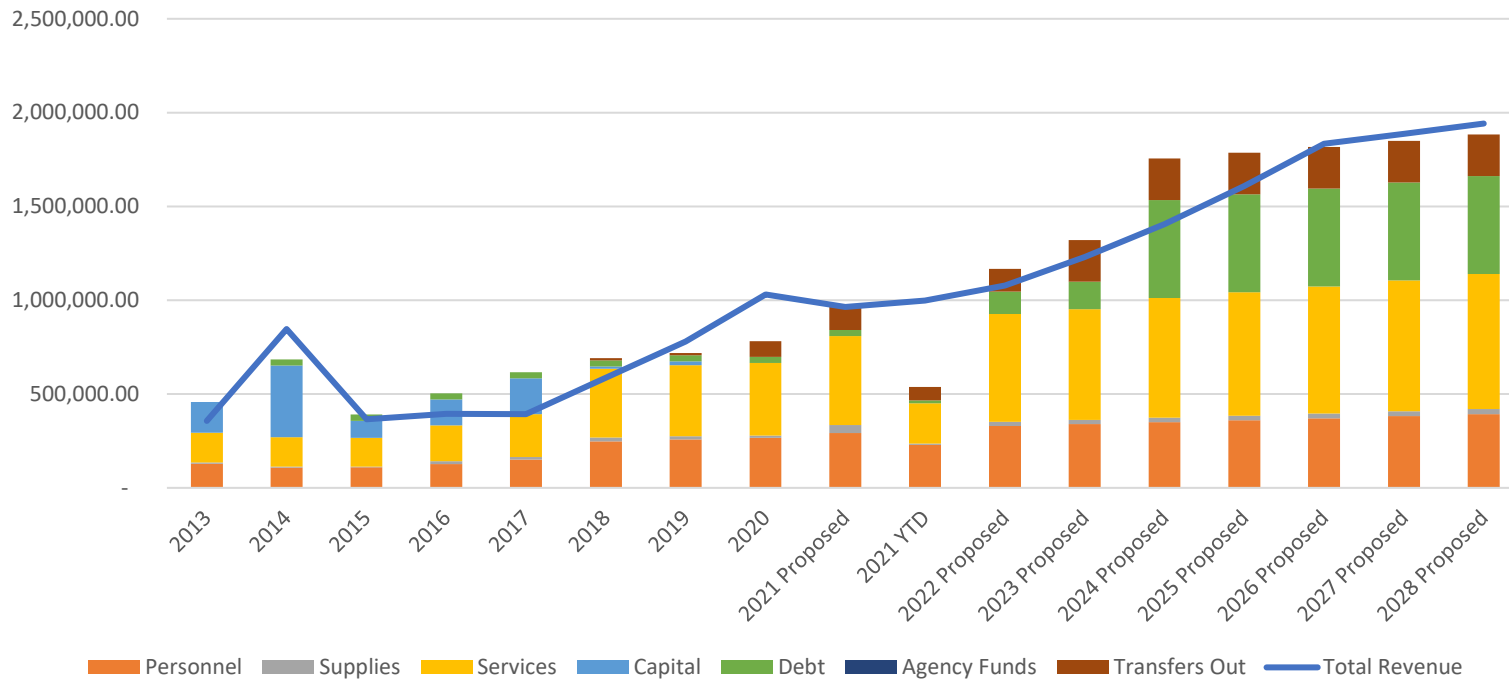
Sewer Department

The sewer rates are proposed to increase 12.5% for 2022. This rate increase of \$11.25 to the residential base fees is the same as last year's increase and will allow the city to meet the needs of the department for 2022. This may mean higher increases in the following years; however, the city continues to take into consideration the impact of COVID-19 on customers. Rate increases for 2023 and beyond will be determined after the finance package for construction of the Wastewater Treatment Plant upgrades is secured.

Sewer debt is currently only for the outfall, which ends in 2033. Repayment on the loan for the Wastewater Treatment Plant design will begin in 2022. The debt for 2024 and beyond is estimated on our current loan award from the Department of Ecology and USDA for construction of the Treatment Plant and Collection System upgrades.



Sewer Revenue and Expense



Sewer Capital Costs are tracked in the Wastewater System Upgrades Fund (410) and include:

- \$8.2M for WWTP Upgrade Construction
- \$1.7M for Collection System Upgrades
- \$455k for Engineering Services-Design and construction management
- \$300k for Main D sewerline extension

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:39:10 Date: 11/17/2021

400 Water/Sewer Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 00 0400 WS Unreserved Begin CA & Invest	94,259.50	97,513.09	251,864.61	215,714.63	215,714.63	218,216.56	
400 Water/Sewer	94,259.50	97,513.09	251,864.61	215,714.63	215,714.63	218,216.56	
308 51 01 0400 WS Res Begin C&I System Dev Water	132,479.17	110,376.85	207,161.66	368,088.95	368,088.95	454,401.46	
401 Water	132,479.17	110,376.85	207,161.66	368,088.95	368,088.95	454,401.46	
308 51 02 0400 WS Res Begin C&I System Dev Sewer	132,380.00	100,730.27	186,003.27	303,770.27	303,770.27	412,368.47	
308 51 03 0400 WS Res Begin C&I Sewer Outfall Debt	32,670.00	32,670.00	32,670.00	0.00	0.00	0.00	
402 Sewer	165,050.00	133,400.27	218,673.27	303,770.27	303,770.27	412,368.47	
308 Beginning Balances	391,788.67	341,290.21	677,699.54	887,573.85	887,573.85	1,084,986.49	
334 04 20 0400 Dept. Of Commerce-Energy Grant	0.00	0.00	0.00	94,923.00	1,000.00	1,000.00	
343 Water	0.00	0.00	0.00	94,923.00	1,000.00	1,000.00	
330 Intergovernmental Revenues	0.00	0.00	0.00	94,923.00	1,000.00	1,000.00	
343 40 00 0000 Water Sales	549,332.99	626,628.54	637,388.37	691,551.92	630,000.00	661,500.00	
343 40 18 0000 Turn on Fees	1,413.81	1,397.12	10.00	350.39	1,500.00	1,500.00	
343 40 19 0000 Disconnect/Nonpayment Fee	1,906.45	0.00	0.00	10.00	1,000.00	1,000.00	
343 40 20 0000 Water Construction Hookup	60.00	45.00	50.00	335.30	0.00	0.00	
343 40 21 0000 Hydrant Rental - External	1,000.00	1,350.00	967.07	379.95	600.00	600.00	
343 40 99 0000 Hydrant Rental-Internal (fire)	4,000.00	4,000.00	0.00	8,000.00	4,000.00	4,000.00	
343 41 00 0000 Installation Water	10,771.51	6,369.86	9,471.74	16,897.98	10,000.00	10,000.00	
343 Water	568,484.76	639,790.52	647,887.18	717,525.54	647,100.00	678,600.00	
343 50 00 0000 Sewer Service Income	495,935.71	652,849.27	862,464.48	911,895.00	905,900.00	1,019,137.50	Revised estimate based on proposed rates.
343 50 01 0000 BOD Surcharge	34,395.72	29,009.02	39,323.82	40,032.83	0.00	0.00	
343 50 02 0000 Downspout-Sump Pump Discharge	12,246.49	9,272.82	6,672.58	5,070.33	0.00	0.00	
343 51 00 0000 Installation Sewer	600.00	450.00	750.00	75.00	300.00	300.00	
344 Sewer	543,177.92	691,581.11	909,210.88	957,073.16	906,200.00	1,019,437.50	
340 Charges For Goods & Services	1,111,662.68	1,331,371.63	1,557,098.06	1,674,598.70	1,553,300.00	1,698,037.50	
367 40 00 0000 Water Capital Contributions	59,895.00	96,784.81	160,927.29	183,674.00	46,674.00	46,674.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:39:10 Date: 11/17/2021

400 Water/Sewer Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
369 10 01 0000 Water Miscellaneous Income	1,458.18	0.00	0.00	0.00	0.00	0.00	
343 Water	61,353.18	96,784.81	160,927.29	183,674.00	46,674.00	46,674.00	
367 50 00 0000 Sewer Capital Contributions	42,035.00	85,273.00	117,767.00	106,056.00	56,532.00	56,532.00	
344 Sewer	42,035.00	85,273.00	117,767.00	106,056.00	56,532.00	56,532.00	
361 11 00 0400 Interest on Investments - W/S	3,987.63	6,398.10	6,120.25	-941.54	4,000.00	4,000.00	
369 81 00 0000 Cashier's Overages/Shortages	0.00	20.00	0.00	0.00	0.00	0.00	
369 91 00 0400 Other Miscellaneous/NSF Fee Recovery	207.00	232.00	96.00	281.61	0.00	0.00	
400 Water/Sewer	4,194.63	6,650.10	6,216.25	-659.93	4,000.00	4,000.00	
360 Interest & Other Earnings	107,582.81	188,707.91	284,910.54	289,070.07	107,206.00	107,206.00	
391 70 00 0000 Capital Loan-Water Meters	0.00	0.00	321,000.00	0.00	0.00	0.00	
402 Sewer	0.00	0.00	321,000.00	0.00			
390 Other Financing Sources	0.00	0.00	321,000.00	0.00	0.00	0.00	
TOTAL REVENUES:	1,611,034.16	1,861,369.75	2,840,708.14	2,946,165.62	2,549,079.85	2,891,229.99	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:39:10 Date: 11/17/2021

400 Water/Sewer Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
534 10 10 0000 WA-Administrative Salary	1,843.21	2,015.59	2,649.62	1,479.07	2,500.00	2,725.00	
534 10 20 0000 WA-Administrative Benefits	873.62	884.12	562.49	302.32	1,000.00	1,090.00	
534 10 41 0001 General Admin Fee	0.00	0.00	46,878.49	0.00	47,000.00	74,034.47	Revised allocation plan and budget
534 10 41 0022 WA-Audit Fee	2,441.97	0.00	4,577.86	5,560.75	6,000.00	6,000.00	
534 10 42 0000 WA-Op. Permit(DOH)/Other Fees	6,746.00	4,991.00	5,101.40	4,653.28	5,000.00	5,150.00	
534 10 49 0001 WA-Dues & Membership/Filing Fees	944.58	587.37	1,591.62	109.15	2,000.00	2,000.00	
534 20 10 0000 WA-Administrative Planning WA - Sal	1,569.50	0.00	0.00	0.00	0.00	0.00	
534 20 20 0000 WA-Administrative Planning WA - Ben	945.10	0.00	0.00	0.00	0.00	0.00	
534 20 41 0000 WA-Admin Planning Water - Consulting	799.31	2,911.60	3,451.05	198.00	2,000.00	27,000.00	Standards Update
534 20 45 0099 Eq Rental-Administrative Planning WA	562.34	0.00	0.00	0.00	0.00	0.00	
534 40 43 0000 WA-Travel	804.47	772.18	0.00	0.00	2,000.00	2,000.00	
534 40 49 0001 WA-Training	890.00	1,722.07	858.90	1,925.09	2,000.00	2,000.00	
534 50 35 0000 WA-Small Tools/Minor Equipment	13,262.67	1,830.06	1,350.75	0.00	2,500.00	2,500.00	
534 50 48 0000 WA-Repair-Contracted Labor	14,936.25	17,971.15	10,761.44	6,919.97	20,000.00	20,000.00	
534 54 10 0000 WA-Maintenance-Trtmnt Plant Salaries	2,604.52	0.00	0.00	0.00	0.00	0.00	
534 54 20 0000 WA-Maintenance-Trtmnt Plant Benefits	1,339.20	0.00	0.00	0.00	0.00	0.00	
534 55 10 0000 WA-Maint.-Trans & Distr. Salary	21,208.34	0.00	0.00	0.00	0.00	0.00	
534 55 20 0000 WA-Maint.-Trans & Distr. Benefits	11,899.98	0.00	0.00	0.00	0.00	0.00	
534 70 10 0000 WA-Customer Services Salary	47,111.53	38,987.88	38,910.48	34,680.07	42,000.00	45,780.00	
534 70 20 0000 WA-Customer Services Benefits	14,965.76	14,981.77	10,957.67	9,330.03	13,500.00	14,715.00	
534 70 31 0000 WA-Office Supplies And Postage	1,261.83	1,889.26	1,371.70	1,121.05	2,250.00	2,250.00	
534 70 41 0000 WA-Computer Services/Repair	2,396.82	6,475.92	6,587.63	3,461.44	4,000.00	6,000.00	
534 70 41 0001 WA-EBPP Fees	1,536.61	1,887.54	2,556.41	2,137.82	2,000.00	3,000.00	
534 80 31 0000 WA-Operating Supplies	23,643.75	23,394.85	34,493.62	29,567.77	25,000.00	35,000.00	
534 80 41 0000 WA-Testing	3,516.63	3,655.00	4,750.00	3,706.25	4,000.00	5,000.00	
534 80 42 0000 WA-Telephone	926.58	1,606.03	1,710.10	1,242.25	1,400.00	2,000.00	
534 80 45 0001 WA-Telemetry/Meter Services	0.00	2,731.21	2,877.00	3,851.20	3,000.00	4,000.00	
534 80 45 0099 WA-Eq Rental - Water	52,981.02	48,768.69	43,168.75	33,640.74	53,000.00	53,000.00	
534 80 46 0000 WA-Insurance	18,248.42	1,039.62	12,476.46	14,075.79	14,000.00	21,000.00	
534 80 47 0000 WA-Electricity	20,788.03	21,523.50	22,833.32	19,982.85	22,000.00	24,000.00	
534 81 41 0000 WA-Prof Services - General	0.00	0.00	5,227.35	13,159.09	0.00	0.00	
534 84 10 0000 WA-Operations Plant Salary	49,054.57	64,004.54	58,594.58	56,377.37	70,000.00	76,300.00	
534 84 20 0000 WA-Operations Plant Benefits	28,164.16	35,591.71	28,299.59	26,374.68	35,000.00	38,150.00	
534 84 31 0000 WA-Chemicals Plant	8,605.60	9,717.77	10,046.09	9,299.34	10,000.00	10,300.00	
534 84 41 0000 WA-Consultant Services - Plant	1,667.00	0.00	0.00	0.00	0.00	0.00	
534 85 10 0000 WA-Operations T & D Salary	44,996.34	60,180.14	82,347.06	59,780.15	60,000.00	65,400.00	
534 85 20 0000 WA-Operations T & D Benefits	25,359.95	31,306.16	41,437.50	28,709.28	30,000.00	32,700.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:39:10 Date: 11/17/2021

400 Water/Sewer Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
534 90 44 0000 WA-Taxes	28,933.79	32,430.09	34,700.57	31,134.76	38,110.00	40,015.50	
534 Water Utilities	457,829.45	433,856.82	521,129.50	402,779.56	521,260.00	623,109.97	
535 10 10 0000 WW-Administrative Salary	13,824.10	15,142.27	15,367.07	14,485.46	24,000.00	26,160.00	
535 10 20 0000 WW-Administrative Benefits	6,552.30	6,631.19	3,776.35	2,922.05	11,000.00	11,990.00	
535 10 41 0001 WW-General Admin Fee	0.00	0.00	49,227.46	0.00	44,000.00	83,584.36	Revised allocation plan and budget.
535 10 41 0022 WW-Audit Fee	2,441.97	0.00	4,577.86	5,560.75	6,000.00	8,000.00	
535 10 42 0000 WW-Permit Fees/DOE	2,288.52	2,309.04	2,327.40	1,327.16	2,500.00	2,500.00	
535 10 44 0000 WW-Advertising	203.24	320.16	90.48	918.34	0.00	0.00	
535 10 49 0001 WW-Dues & Membership/filing Fees	1,220.37	687.16	714.28	742.33	500.00	1,000.00	
535 20 41 0000 WW-Admin Planning Sewer - Consulting	8,385.04	0.00	0.00	2,072.60	0.00	30,000.00	Standards Update
535 40 43 0000 WW-Travel	1,224.56	1,277.78	0.00	0.00	1,500.00	1,500.00	
535 40 49 0001 WW-Training	2,796.00	2,083.36	0.00	976.63	3,000.00	3,000.00	
535 51 10 0000 WW-Maintenance T&D Salary	22,669.29	0.00	0.00	0.00	0.00	0.00	
535 51 20 0000 WW-Maintenance T&D Benefits	21,758.61	0.00	0.00	0.00	0.00	0.00	
535 51 31 0000 WW-Maintenance Supplies	10,051.58	9,613.80	2,147.06	4,430.64	30,000.00	10,000.00	Reduced based on cost history.
535 51 48 0000 WW-Repair (Contract Serv) T&D	73,573.30	97,798.72	92,900.30	5,892.73	120,000.00	120,000.00	
535 51 48 0001 WW-Solids Hauling & Disposal	42,198.20	42,552.30	74,835.86	84,071.47	120,000.00	120,000.00	
535 54 10 0000 WW-Plant Maintenance Salary	2,531.67	0.00	0.00	0.00	0.00	0.00	
535 54 20 0000 WW-Plant Maintenance Benefits	1,555.51	0.00	0.00	0.00	0.00	0.00	
535 64 41 0000 WW-Plant Services	143,350.04	150,821.01	27,394.82	0.00	10,000.00	0.00	
535 70 10 0000 WW-Customer Service Salary	47,111.53	38,987.88	38,910.48	34,680.07	42,000.00	45,780.00	
535 70 20 0000 WW-Customer Service Benefits	14,965.76	14,981.77	10,957.67	9,333.85	13,500.00	14,715.00	
535 70 31 0000 WW-Office Supplies & Postage	1,224.32	1,935.01	1,300.31	1,128.76	2,500.00	2,500.00	
535 70 41 0000 WW-Computer Services/Repair	606.60	5,719.47	8,221.62	2,783.11	5,000.00	5,000.00	
535 70 41 0001 WW-EBPP Fees Sewer	1,536.54	1,887.54	2,371.41	2,137.81	2,000.00	3,000.00	
535 80 31 0000 WW-Operating Supplies	8,053.47	4,920.88	8,179.88	1,483.67	10,000.00	10,000.00	
535 80 41 0000 Sewer Operations Testing	1,591.31	269.00	12,980.00	10,829.00	21,000.00	21,000.00	
535 80 42 0000 Sewer Telephone	1,474.03	1,470.94	4,482.83	3,684.37	3,600.00	4,600.00	
535 80 45 0099 Eq Rental - Sewer	32,112.04	41,060.69	45,305.42	33,157.01	35,000.00	45,000.00	
535 80 46 0000 Sewer Insurance	11,254.51	527.14	6,327.07	7,542.33	6,500.00	21,125.00	
535 81 10 0000 WW-Operations Coll. Salary	18,757.59	41,874.76	21,528.99	23,465.57	22,000.00	25,300.00	
535 81 20 0000 WW-Operations Coll. Benefits	9,137.48	15,146.02	12,027.90	11,309.92	11,000.00	12,650.00	
535 81 47 0000 WW-Coll Electricity	0.00	0.00	2,462.71	2,437.86	0.00	5,000.00	
535 81 47 0001 WW-Coll. Water	0.00	0.00	160.00	302.40	450.00	450.00	
535 84 10 0000 WW-Operations Plant Salary	43,811.79	82,391.34	100,568.42	82,529.22	100,000.00	115,000.00	
535 84 20 0000 WW-Operations Plant Benefits	23,104.52	42,902.70	62,497.07	49,597.11	62,000.00	71,300.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:39:10 Date: 11/17/2021

400 Water/Sewer Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
535 84 47 0000 WW-Electricity	0.00	0.00	17,845.63	13,715.47	26,000.00	26,000.00	
535 84 47 0001 WW-Plant Water	0.00	0.00	5,954.88	13,569.58	20,000.00	21,000.00	
535 85 10 0000 WW Sampling Salary	13,220.50	41.51	1,015.68	538.30	4,000.00	4,000.00	
535 85 20 0000 WW Sampling Benefits	7,106.13	18.80	558.85	265.65	2,500.00	2,500.00	
535 85 31 0000 WW Sampling Supplies	866.66	376.29	0.00	0.00	500.00	500.00	
535 85 41 0000 WW Sampling Professional Services	19,828.92	6,628.00	5,290.00	1,869.00	7,000.00	7,000.00	
535 85 41 0002 WW Industrial Pretreatment Services	0.00	4,218.50	0.00	0.00	4,000.00	4,000.00	
535 85 45 0000 WW Sampling Equipment Rental	9,048.35	0.00	424.93	166.24	0.00	0.00	
535 90 44 0000 Sewer Taxes	13,631.62	18,736.46	23,527.53	20,423.23	36,050.00	41,457.50	
535 Sewer	635,067.97	653,331.49	666,258.22	450,349.69	809,100.00	926,611.86	
591 34 70 0000 WA-SMART Meter Lease-Pricipal	0.00	0.00	13,712.88	28,419.46	28,620.52	29,436.22	
591 34 78 0000 Base Res PWTF Loan Principal	23,273.39	23,273.39	23,273.39	23,273.40	23,273.39	23,273.39	
592 34 80 0000 WA-SMART Meter Lease-Interest	0.00	0.00	4,844.95	8,696.22	8,495.16	7,679.46	
592 34 83 0000 Base Reservoir PWTF Loan Interest	1,047.30	930.94	814.57	698.20	1,100.00	581.83	
534 Water	24,320.69	24,204.33	42,645.79	61,087.28	61,489.07	60,970.90	
591 35 72 0000 Sewer Outfall - USDA RDA Principal	22,138.59	22,751.58	23,381.55	11,944.20	24,028.27	24,693.59	
591 35 72 0001 WWTP Design-DOE Principal	0.00	0.00	0.00	0.00	0.00	84,000.00	
592 35 83 0000 Sewer Outfall - USDA RDA Interest	10,531.41	9,918.42	9,288.45	4,390.80	8,641.73	7,976.41	
592 35 83 0001 WWTP Design-DOE Interest	0.00	0.00	0.00	0.00	0.00	2,250.00	
535 Sewer	32,670.00	32,670.00	32,670.00	16,335.00	32,670.00	118,920.00	
591 Debt Service	56,990.69	56,874.33	75,315.79	77,422.28	94,159.07	179,890.90	
594 34 10 4006 Water Connections - Salary	3,909.17	516.32	4,505.74	1,285.22	5,000.00	5,000.00	
594 34 20 4006 Water Connections - Benefits	2,243.32	977.45	2,018.08	580.92	2,500.00	2,500.00	
594 34 31 4009 Water Plant Improvements-Suppl	5,854.69	3,877.20	0.00	0.00	0.00	0.00	
594 34 41 0400 #46 WA System Plan - Engineer	9,218.15	0.00	0.00	0.00	0.00	0.00	
594 34 45 0099 Eq Rental-Water Connections	1,859.00	0.00	0.00	0.00	0.00	0.00	
594 34 45 0400 Eq Rental - Water Connections	0.00	93.00	813.80	417.68	2,000.00	2,000.00	
594 34 48 0400 Base Reservoir Improv.- Contracted Services	49,032.00	0.00	0.00	0.00	0.00	0.00	
594 34 51 0000 #46 WA System Plan - Plan Fees	2,280.00	0.00	0.00	0.00	0.00	0.00	
594 34 62 4009 Water Plant Improvements-Contracted	0.00	0.00	28,353.48	3,494.10	0.00	0.00	
594 34 64 0000 WA-Fixed Assets To Capitalize	25,823.02	2,062.50	571,769.68	80,153.49	100,000.00	202,000.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:39:10 Date: 11/17/2021

400 Water/Sewer Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
534 Water	100,219.35	7,526.47	607,460.78	85,931.41	109,500.00	211,500.00	
594 35 41 0400 #38 Sewer Plan - Prof Serv	10,771.95	19,191.33	0.00	0.00	0.00	0.00	
594 35 49 0000 #65 Sewer Plant Upgrade-Permitting	150.00	0.00	0.00	0.00	0.00	0.00	
594 35 64 0400 WW-Capitalized Equipment Purchase	0.00	2,062.50	0.00	0.00	0.00	0.00	
535 Sewer	10,921.95	21,253.83	0.00	0.00			
594 Capital Expenditures	111,141.30	28,780.30	607,460.78	85,931.41	109,500.00	211,500.00	
597 10 00 0000 Transfer Out to 410 WW Sys. Upgrades	12,842.22	10,827.27	0.00	49,991.37	100,000.00	100,000.00	
597 10 00 0406 Transfer Out To 406 WW Short Lived Assets	0.00	0.00	21,779.00	21,779.00	21,779.00	21,779.00	
597 10 00 0408 Transfer Out To 408 WW Debt Reserve	0.00	0.00	61,191.00	0.00	0.00	0.00	
535 Sewer	12,842.22	10,827.27	82,970.00	71,770.37	121,779.00	121,779.00	
597 Interfund Transfers	12,842.22	10,827.27	82,970.00	71,770.37	121,779.00	121,779.00	
508 51 00 0400 WS-Ending Cash	0.00	0.00	0.00	0.00	218,216.56	160,362.33	Updated for revised revenues and
400 Water/Sewer	0.00	0.00	0.00	0.00	218,216.56	160,362.33	
508 51 01 0400 WS-Water Reserve	0.00	0.00	0.00	0.00	314,762.95	299,075.46	
401 Water	0.00	0.00	0.00	0.00	314,762.95	299,075.46	
508 51 02 0400 WS-WW Reserve	0.00	0.00	0.00	0.00	360,302.27	368,900.47	
402 Sewer	0.00	0.00	0.00	0.00	360,302.27	368,900.47	
999 Ending Balance	0.00	0.00	0.00	0.00	893,281.78	828,338.26	
TOTAL EXPENDITURES:	1,273,871.63	1,183,670.21	1,953,134.29	1,088,253.31	2,549,079.85	2,891,229.99	
FUND GAIN/LOSS:	337,162.53	677,699.54	887,573.85	1,857,912.31	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:40:46 Date: 11/17/2021

406 Wastewater Short Lived Asset Reserve Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 00 0406 WWSLAR Beginning Cash	0.00	0.00	0.00	21,779.00	21,779.00	43,558.00	
308 Beginning Balances	0.00	0.00	0.00	21,779.00	21,779.00	43,558.00	
397 10 00 0406 WWSLA-Transfers In	0.00	0.00	21,779.00	21,779.00	21,779.00	21,779.00	
397 Interfund Transfers	0.00	0.00	21,779.00	21,779.00	21,779.00	21,779.00	
TOTAL REVENUES:	0.00	0.00	21,779.00	43,558.00	43,558.00	65,337.00	
508 31 00 0406 WWSLAR-Ending Cash	0.00	0.00	0.00	0.00	43,558.00	65,337.00	
999 Ending Balance	0.00	0.00	0.00	0.00	43,558.00	65,337.00	
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	43,558.00	65,337.00	
FUND GAIN/LOSS:	0.00	0.00	21,779.00	43,558.00	0.00	0.00	

The Wastewater Short Lived Asset Reserve Fund is required as part of the city’s USDA loan. Annual deposits of at least \$21,779 are required for the 40-year life of the 2020 wastewater project loan. This fund operates like a line of credit for repairing and/or replacing major system assets with a life span less than 15 years.

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:40:46 Date: 11/17/2021

408 Wastewater Debt Reserve Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 00 0408 WW Debt Reserve Beg. Balance	0.00	0.00	0.00	61,191.00	61,191.00	61,191.00	
308 Beginning Balances	0.00	0.00	0.00	61,191.00	61,191.00	61,191.00	
397 10 00 0408 WW Debt Res-Transfers In	0.00	0.00	61,191.00	0.00	0.00	0.00	
397 Interfund Transfers	0.00	0.00	61,191.00	0.00	0.00	0.00	
TOTAL REVENUES:	0.00	0.00	61,191.00	61,191.00	61,191.00	61,191.00	
508 31 00 0408 WW Debt Reserve-Ending Balance	0.00	0.00	0.00	0.00	61,191.00	61,191.00	
999 Ending Balance	0.00	0.00	0.00	0.00	61,191.00	61,191.00	
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	61,191.00	61,191.00	
FUND GAIN/LOSS:	0.00	0.00	61,191.00	61,191.00	0.00	0.00	

The Wastewater Debt Reserve Fund is required as part of two loans the city has through USDA. The balance is equal to one annual loan installment. Prior written concurrence from USDA must be obtained before funds may be withdrawn from this fund during the life of the loan. When funds are withdrawn during the life of the loan, deposits will be made at the rate of 10% of one annual payment until the balance is equal to one annual loan payment.

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:40:46 Date: 11/17/2021

410 Wastewater System Upgrades

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 00 0410 WW Sys Upgrades Beg Cash & Invest.	0.00	-93,407.14	0.00	0.00	0.00	0.00	
308 91 00 0410 WW Sys Upgrades Beg Cash & Invest.	0.00	0.00	-119,857.70	-57,601.53	-57,601.53	0.00	
308 Beginning Balances	0.00	-93,407.14	-119,857.70	-57,601.53	-57,601.53	0.00	
331 11 00 0000 EDA Grant-WW Coll. Sys. Upgrades	0.00	0.00	0.00	0.00	1,733,656.00	1,733,656.00	
334 04 20 0410 CERB Feasibility Study-Alt. Analysis	0.00	44,600.00	0.00	5,400.00	0.00	0.00	
330 Intergovernmental Revenues	0.00	44,600.00	0.00	5,400.00	1,733,656.00	1,733,656.00	
391 20 00 0000 USDA RDA Bond Proceeds-WW Coll. Sys. Upgrades	0.00	0.00	0.00	0.00	333,414.00	333,414.00	
391 90 00 0410 DOE Construction Loan	0.00	297,420.04	826,590.49	228,427.10	500,000.00	8,500,000.00	
390 Other Financing Sources	0.00	297,420.04	826,590.49	228,427.10	833,414.00	8,833,414.00	
397 05 00 0410 Transfer In from Water/Sewer Fund	12,842.22	10,827.27	0.00	49,991.37	100,000.00	100,000.00	
397 Interfund Transfers	12,842.22	10,827.27	0.00	49,991.37	100,000.00	100,000.00	
TOTAL REVENUES:	12,842.22	259,440.17	706,732.79	226,216.94	2,609,468.47	10,667,070.00	
594 35 31 0010 DOE-Imm. Improv. Supplies	0.00	25,371.37	1,184.15	0.00	0.00	0.00	
594 35 41 0010 DOE-Imm. Improv. Svcs	0.00	0.00	25,848.00	0.00	0.00	0.00	
594 35 41 0410 Value Planning Consulting Services	57,460.00	0.00	0.00	0.00	0.00	0.00	
594 35 41 4102 Feasibility Study-Consultant Svcs	47,929.52	19,047.48	0.00	0.00	0.00	0.00	
594 35 41 4103 DOE Design-Consultant Svcs	0.00	329,046.37	737,002.17	176,225.57	442,398.47	0.00	
594 35 41 4104 Coll. Sys. Upgrades Consultant Svcs	0.00	5,832.65	0.00	98,890.16	455,070.00	455,070.00	
594 35 41 4105 Coll. Sys. Upgrades Construction Svcs	0.00	0.00	0.00	0.00	1,712,000.00	1,712,000.00	
594 35 41 4106 Collection Sys. Upgrades-PUD	0.00	0.00	0.00	8,903.67	0.00	0.00	
594 35 41 4110 WWTP-Consultant Services	0.00	0.00	0.00	13,423.64	0.00	0.00	
594 35 41 4111 WWTP-Construction Services	0.00	0.00	0.00	0.00	0.00	8,500,000.00	
594 35 41 4112 WWTP Upgrades-PUD	0.00	0.00	0.00	39,637.70	0.00	0.00	
594 35 49 0000 WW Upgrades-Permitting	0.00	0.00	300.00	1,450.00	0.00	0.00	
594 35 49 0410 Value Planning Hosting Costs	607.48	0.00	0.00	0.00	0.00	0.00	
594 35 49 0411 CERB Meeting Hosting Costs	252.36	0.00	0.00	0.00	0.00	0.00	
594 Capital Expenditures	106,249.36	379,297.87	764,334.32	338,530.74	2,609,468.47	10,667,070.00	
TOTAL EXPENDITURES:	106,249.36	379,297.87	764,334.32	338,530.74	2,609,468.47	10,667,070.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:40:46 Date: 11/17/2021

410 Wastewater System Upgrades

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
FUND GAIN/LOSS:	-93,407.14	-119,857.70	-57,601.53	-112,313.80	0.00	0.00	

The Wastewater System Upgrades Fund is for the planning, design and construction of upgrades to the water system as identified in the water system plan and required as part of the Administrative Order. Most of the revenues are grants or loans with some internal match funding. The revenues and expenditures are updated when funding is received, project timelines determined and contracts secured.

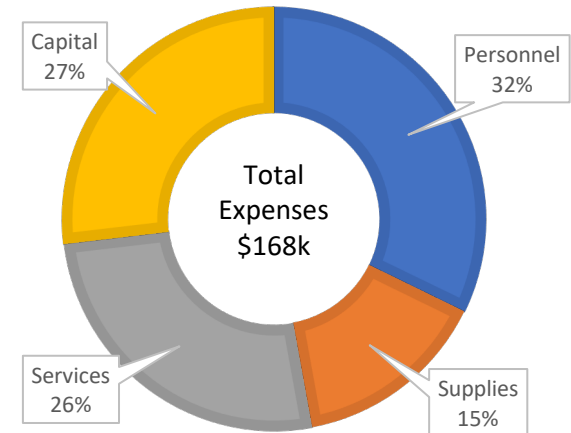
Equipment Service Fund

The Equipment Service Fund is used to account for labor charges and equipment usage by other funds, and to save funds for eventual equipment replacements.

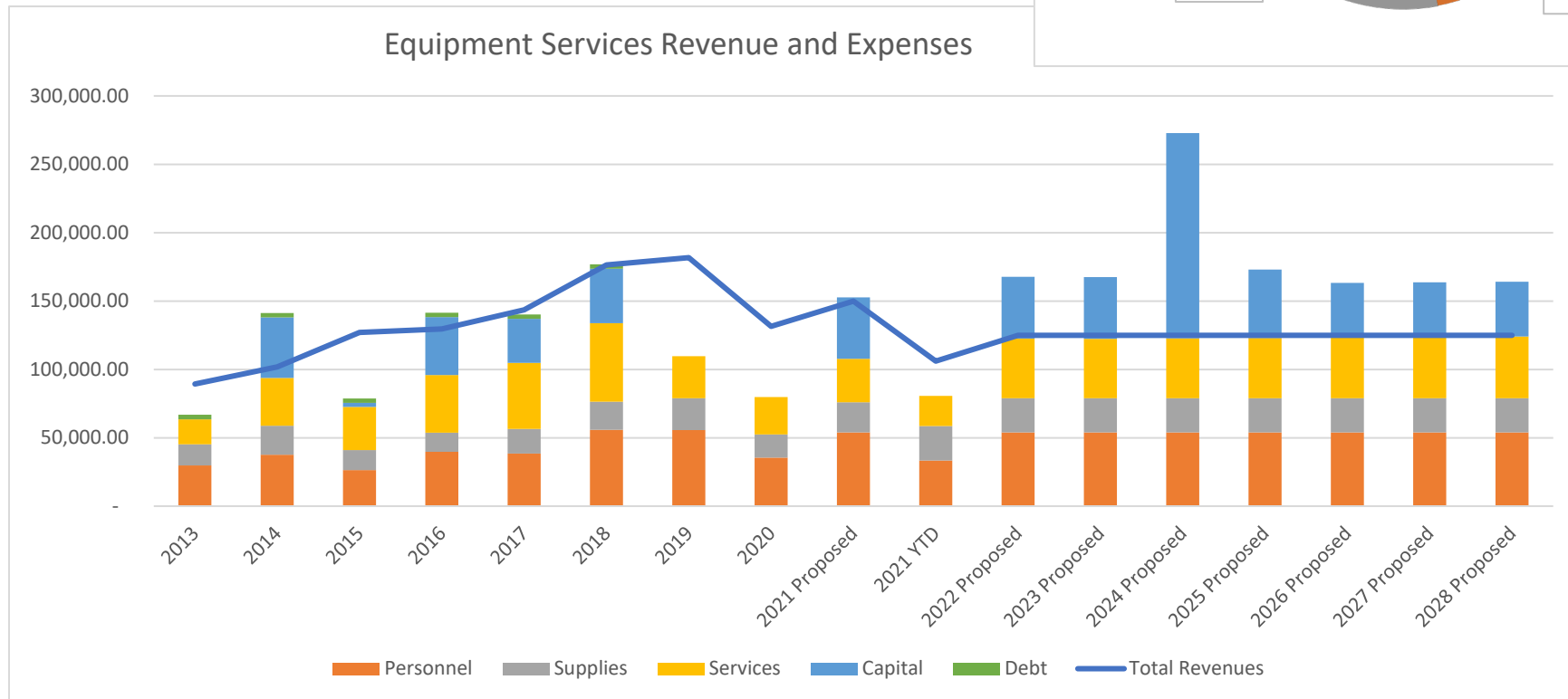
Revenues are derived from charges made against other funds for using the equipment.

Charges are based on the number of hours worked and miles driven by field staff in each fund and are intended to cover operating costs, equipment maintenance, staff salaries, insurance, and replacement costs. Current rates are \$4.10 per mile for driven equipment and \$20 per hour for stationary equipment and will be reviewed in 2022.

2022 EQUIPMENT SERVICES EXPENSES



Equipment Services Revenue and Expenses



Equipment Service Fund

The Public Works Director maintains an equipment replacement schedule and attempts to replace at least one major piece of equipment every year, as funding allows. A copy of the equipment replacement schedule is below.

Vehicle	Date of Purchase	Cost	Life	2022	2023	2024	2025	2026	2027-2032	Est. Replacement Cost	Type
S1- 2017 Ford 250 X-Cab	2016	\$39,665	10						X	\$ 45,000	New
S2-2019 Ford F250 X-cab	2018	\$38,221	10						X	\$ 48,000	New
S3-2011 Ford F250 X-Cab	2010	\$29,871	10		X					\$ 45,000	New
S4-2012 Ford 350 Dump	2012	\$20,656	10						X	\$ 45,000	New
S5-2007 Intl. 5 Yard Dump	2017	\$2,149	20						X	\$ 50,000	Used
S6-2000 Ford Manlift	2005	\$27,415	15				X			\$ 50,000	Used
S7-1997 Tymco Sweeper	2009	\$48,821	15						X	\$ 70,000	Used
S8-1980 Intl. 5 Yard Dump	1997	\$4,652	20						X	\$ 50,000	Used
S9-Case Backhoe[i]	1992	\$27,173	20						X	\$ 45,000	Used
S10-2008 Ford F250 X-cab	2008	\$23,000	10					X		\$ 40,000	New
S11-1996 Brush Mower	2014	\$15,070	10						X	\$ 35,000	Used
S13-1972 Austin Grader[ii]	1998	\$13,928	15						X	\$ 45,000	Used
S14- 2007 Tahkuchi Excvtor	2007	\$37,123	15						X	\$ 55,000	New
S15- 2008 Ford Strd Cab	2008	\$21,000	10	X						\$ 45,000	New
S16- 2014 Chevy 1500	2014	\$29,857	10						X	\$ 35,000	New
Vactor Truck						X				\$ 150,000	Used
TOTALS				45K	45K	150K	50K	40K		\$853,000	

[\[i\] Since purchase of excavator, backhoe has seen little use, delay purchase of new](#)

[\[ii\] Limited use, will delay purchase](#)

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:41:53 Date: 11/17/2021

500 Equipment Service Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 00 0500 ES Unreserved Begin CA & Invest	67,484.41	67,144.73	139,248.98	190,947.57	190,947.57	188,197.57	
308 Beginning Balances	67,484.41	67,144.73	139,248.98	190,947.57	190,947.57	188,197.57	
348 00 00 0000 Equipment Rental-Internal	162,827.57	175,377.98	130,967.02	106,083.15	150,000.00	125,000.00	
340 Charges For Goods & Services	162,827.57	175,377.98	130,967.02	106,083.15	150,000.00	125,000.00	
361 11 00 0500 Interest Income/ES	457.59	647.75	435.54	-62.98	0.00	0.00	
362 10 00 0000 Equipment Rental - External NB	1,008.00	266.00	14.00	0.00	0.00	0.00	
362 10 02 0000 Equipment Rental - External Ska Co	127.80	37.12	0.00	0.00	0.00	0.00	
369 10 00 0500 Sale of Scrap Equip Service	795.10	5,398.38	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	2,388.49	6,349.25	449.54	-62.98	0.00	0.00	
395 10 00 0500 Sale of Fixed Assets	11,330.00	0.00	0.00	0.00	0.00	0.00	
395 11 00 0000 Costs to Dispose of Cap Assets	-48.50	0.00	0.00	0.00	0.00	0.00	
390 Other Financing Sources	11,281.50	0.00	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	243,981.97	248,871.96	270,665.54	296,967.74	340,947.57	313,197.57	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:41:53 Date: 11/17/2021

500 Equipment Service Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
548 65 10 0000 Maintenance Salary	33,830.82	32,695.70	21,993.87	21,613.34	35,000.00	35,000.00	
548 65 20 0000 Maintenance Benefits	20,851.79	19,830.92	11,823.34	10,633.59	17,000.00	17,000.00	
548 65 25 0000 Medical Physicals-Required	1,199.55	3,041.96	1,628.26	1,214.00	2,000.00	2,000.00	
548 65 31 0000 Tires	2,536.87	972.53	1,358.64	5,918.43	2,000.00	2,000.00	
548 65 32 0000 Gas and Oil	19,286.16	20,383.05	13,470.43	15,781.77	20,000.00	20,000.00	
548 65 33 0000 Supplies	0.00	1,936.25	2,104.67	3,481.39	0.00	3,000.00	
548 65 41 0001 General Gov. Admin	0.00	0.00	0.00	0.00	0.00	10,364.55	Allocation policy revised.
548 65 46 0000 Insurance	27,870.61	846.26	8,320.38	10,055.12	10,000.00	10,000.00	
548 65 47 0000 Heat & Lights	1,534.08	2,397.27	3,312.57	2,540.53	1,500.00	3,000.00	
548 65 48 0000 Repairs/Supplies Contracted	28,292.99	27,339.04	15,455.81	9,333.81	20,000.00	20,000.00	
548 65 49 0000 Training	45.00	180.00	250.00	0.00	250.00	250.00	
548 Public Works - Centralized Services	135,447.87	109,622.98	79,717.97	80,571.98	107,750.00	122,614.55	
591 48 78 0000 RDA Facilities (Sweeper) Principal	3,041.13	0.00	0.00	0.00	0.00	0.00	
592 48 83 0000 RDA Facilities (Sweeper) Int	133.05	0.00	0.00	0.00	0.00	0.00	
591 Debt Service	3,174.18	0.00	0.00	0.00	0.00	0.00	
594 48 64 0000 Equipment Purchase	39,878.17	0.00	0.00	0.00	45,000.00	45,000.00	
594 Capital Expenditures	39,878.17	0.00	0.00	0.00	45,000.00	45,000.00	
508 51 00 0500 ES-Ending Cash	0.00	0.00	0.00	0.00	188,197.57	145,583.02	Updated to include additional expense from general fund cost allocation.
999 Ending Balance	0.00	0.00	0.00	0.00	188,197.57	145,583.02	
TOTAL EXPENDITURES:	178,500.22	109,622.98	79,717.97	80,571.98	340,947.57	313,197.57	
FUND GAIN/LOSS:	65,481.75	139,248.98	190,947.57	216,395.76	0.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 17:15:44 Date: 11/17/2021

630 Stevenson Municipal Court

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 00 0630 Stevenson Municipal Court-Beg Balance	0.00	0.00	9,738.88	0.00	0.00	0.00	
308 Beginning Balances	0.00	0.00	9,738.88	0.00	0.00	0.00	
386 90 00 0000 Agency Deposit - Court Remittances	0.00	0.00	8,698.27	8,240.49	0.00	0.00	
386 90 00 0001 Agency Deposit - CVC	0.00	0.00	181.79	169.01	0.00	0.00	
389 40 00 0000 SMC-Agency Deposits	0.00	41,122.75	0.00	0.00	0.00	0.00	
380 Non Revenues	0.00	41,122.75	8,880.06	8,409.50	0.00	0.00	
397 01 00 0630 Transfer In From CE	0.00	5,443.28	0.00	0.00	0.00	0.00	
397 Interfund Transfers	0.00	5,443.28	0.00	0.00	0.00	0.00	
TOTAL REVENUES:	0.00	46,566.03	18,618.94	8,409.50	0.00	0.00	
586 90 00 0000 Agency Disbursement - Court Remit	0.00	0.00	8,698.27	8,240.49	0.00	0.00	
586 90 00 0001 Agency Disbursement - CVC	0.00	0.00	181.79	169.01	0.00	0.00	
588 10 00 0630 SMC-Prior Period Adjustments	0.00	0.00	9,738.88	0.00	0.00	0.00	
589 40 00 0000 SMC-Agency Disbursements	0.00	36,827.15	0.00	0.00	0.00	0.00	
580 Non Expenditures	0.00	36,827.15	18,618.94	8,409.50	0.00	0.00	
TOTAL EXPENDITURES:	0.00	36,827.15	18,618.94	8,409.50	0.00	0.00	
FUND GAIN/LOSS:	0.00	9,738.88	0.00	0.00	0.00	0.00	

The Stevenson Municipal Court Fund is for revenues and expenses related to court activities. All activity in this fund is managed by the court with revenues attributed to fines, fees and charges, and expenses being for restitution or remitted to the City for final distribution.

**CITY OF STEVENSON
RESOLUTION NO. 2021-385**

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

WHEREAS, the financial health and welfare of the City of Stevenson is highly dependent upon establishing and maintaining sound, financial-planning objectives and strategies of implementation; and

WHEREAS, financial policies assist the decision-making process of the Council and City administration while operating independently of changing services and financial circumstances and conditions; and

WHEREAS, these policies also provide guidelines for evaluating both current activities and proposals for future programs and direct the City's financial resources toward meeting the goals and programs of the strategic plan; and

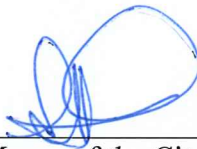
WHEREAS, the implementation of wise fiscal policies enables City officials to protect the public interest and ensure public trust and confidence; and

WHEREAS, the City Council of the City of Stevenson recognizes the need to revise the Financial Policy.

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


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

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 18th day of November, 2021.



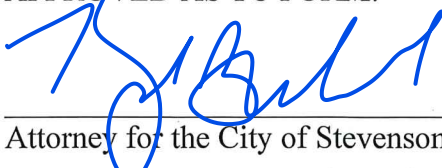
Mayor of the City of Stevenson

ATTEST:



Clerk of the City of Stevenson

APPROVED AS TO FORM:



Attorney for the City of Stevenson

City of Stevenson Financial Policy

Statement of Purpose

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity. Our City has evolved with a variety of financial policies that can be found in many different sources including: City Council Resolutions and Ordinances; Budget documents; and Capital Improvement Programs. The set of policies within this document implements Comprehensive Plan Objective 8.2 and serves as a central reference point for the policies most critical to the continued financial health of our local government.

Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency, and effectiveness.

Financial Goals

The City of Stevenson's financial goals seek to:

- Ensure the financial integrity of the City
- Manage the financial assets in a sound and prudent manner
- Improve financial information for decision makers at all levels:
 - Policy makers as they contemplate decisions that affect the City on a long-term basis
 - Managers as they implement policy on a day-to-day basis
- Maintain and further develop programs to ensure the long-term ability to pay all costs necessary to provide the level and quality of service required by the citizens
- Maintain a spirit of openness and transparency while being fully accountable to the public for the City's fiscal activities

Financial Policies

Stevenson's financial policies address the following major areas:

- **General Policies**
- **Revenue Policies**
- **Expenditure Policies**
- **Operating Budget Policy**
- **Capital Management Policy**
- **Small and Attractive Item Policy**
- **Accounting Policy**
- **Debt Policy**
- **Cash Mgmt/Investment Policy**
- **Reserve Policy**
- **Cost Allocation Policy**

I. General Policies

1. The City Council may adopt resolutions or ordinances to set financial policies to assure the financial strength and accountability of the City.
2. The Mayor and/or City Administrator shall develop administrative directives and general procedures for implementing the City Council's financial policies.
3. All City Departments will share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected resources, and future service requirements.
4. To attract and retain employees necessary for providing high quality services, the City shall establish and maintain a competitive compensation and benefit package with the public and private sectors.
5. Efforts will be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis, and support favorable legislation at the state and federal level.
6. Initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy.
7. The City will strive to maintain fair and equitable relationships with its contractors and suppliers.

II. Revenue Policies

Design, maintain, and administer a revenue system that will assure a reliable, equitable, diversified, and sufficient revenue stream to support desired City services.

General Revenues

1. Current expenditures will be funded by current revenues. The City will try to maintain a diversified and stable revenue system to protect programs from short-term fluctuations in any single source.
2. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.
3. General Fund and other unrestricted revenues will not be earmarked for specific purposes, activities or services unless otherwise authorized by City Council or required by law, or generally accepted accounting practices (GAAP). All nonrestricted revenues will be deposited into the General Fund and appropriated by the budget process.
4. If revenues from "one-time" or limited duration sources are used to balance the City's annual operating budget, it is to be fully disclosed and explained at

the time the budget is presented. It is the City's goal to not rely on these types of revenues to balance the operating budget.

5. The City will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Thereafter, revenue forecasts will be revised and expenses will be reduced to conform to the revised long-term revenue forecast or revenue increases will be considered.
6. The City will follow an aggressive and professional policy of collecting revenues. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.

Fees and Charges

7. Enterprise and Internal Service operations will be self-supporting.
8. The City will maximize the use of service users' charges in lieu of ad valorem (property) taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.
 - a. Charges for providing utility services shall be sufficient to finance all operating, capital outlay, and debt service expenses of the City's enterprise funds, including operating contingency, planned capital improvements, and reserve requirements.
 - b. User charges shall fund 100% of the direct cost of development review and building activities. User charges include, but are not limited to, land use, engineering inspection, building permit and building inspection fees.
 - c. Park recreation programs shall be funded by a users' charge. User charges shall be comparable to other neighboring cities where practical.
 - d. Other reimbursable work performed by the City (labor, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual cost.
 - e. Charges for services shall accurately reflect the actual or estimated cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees and charges, showing when the fees were last reviewed and/or recalculated. Fees, charges, and utility rates will be reviewed every three years at a minimum.
 - f. The City will consider market rates and charges levied by other municipalities for like services in establishing rates, fees, and charges.
 - g. Certain fees, such as rental fees, will be based upon market conditions and are not subject to the limitations of cost recovery.

Grants and Gifts

9. Grant funding for programs or items which address the City's current priorities and policy objectives should be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund on-going programs.
10. Before accepting any grant, the City shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.
11. All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor, and all gifts and donations shall be managed and expended in accordance with the City's Donation Policy and the wishes and instructions of the donor.

III. Expenditure Policies

Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

1. The City will strive to adopt an annual General Fund budget in which current expenditures do not exceed current projected revenues. Capital expenditures may be funded from one-time revenues.
2. Department Directors are responsible for managing their budgets within the total appropriation for their department.
3. The City will take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. The City Council may approve a short-term interfund loan or use of one-time revenue sources to address temporary gaps in cash flow, although this will be avoided if possible.
4. Long-term debt or bond financing shall not be used to finance current operating expenditures.
5. The City will assess funds for services provided internally by other funds. Interfund service fees charged to recover these costs will be recognized as revenue to the providing fund.
6. Emphasis will be placed on improving individual and work group productivity rather than adding to the work force. The City will invest in technology and other efficiency tools to maximize productivity. The City will hire additional staff only after the need for such positions has been demonstrated and documented.

7. All compensation planning will focus on the total cost of compensation which includes direct salary, health care benefits, pension contributions, and other benefits which are a cost to the City.
8. Periodic comparisons of service delivery will be made to ensure that quality services are provided to our citizens at the most competitive and economical cost. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery where appropriate. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.
9. Whenever feasible, government activities will be considered enterprises if doing so will increase efficiency of service delivery or recover the cost of providing the service from the benefiting entity by user fees.
10. The City will make every effort to maximize any discounts offered by creditors/vendors. Staff will also use competitive bidding per the Purchasing Policy to attain the best possible price on goods and services.

IV. Operating Budget Policies

1. The City Council will adopt and maintain a balanced annual operating budget.
2. The City will strive to adopt a budget where current annual operating revenues will be equal to or greater than current operating expenditures.
3. Balanced revenue and expenditure forecasts will be prepared to examine the City's ability to absorb operating costs due to changes in the economy, service demands, contractual obligations, and capital improvements. The forecast will encompass five years and will be updated annually.
4. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the planned use of reserves to balance the budget is permitted. In the event that a budget shortfall is expected to continue beyond one year, the planned use of reserves must be developed as part of a corresponding strategic financial plan to close the gap through revenue increases or expenditure decreases.
5. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital expenditures and/or "one-time" only General Fund expenditures.
6. The City will provide for adequate maintenance and the orderly replacement of capital assets and equipment. Fleet and equipment replacement will be accomplished through the use of a "rental" rate structure. The rates will be revised annually to ensure that charges to operating departments are sufficient for the replacement of the vehicles and equipment.
7. The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals

and objectives. The budget will provide the staff the resources necessary to accomplish City Council determined service levels.

8. As mandated by RCW 35A.33.135, the Mayor shall annually present a proposed operating budget to the City Council on or before the first Monday in October. The City Council must adopt by ordinance a final balanced budget no later than December 31 of each year.
9. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.
10. Budget control and accountability is maintained at the departmental level.
11. The Mayor has the authority to approve appropriation transfers between programs or departments within a fund. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment. Amendments to the budget are approved by the City Council.

V. Capital Management Policies

Review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

Capital Facilities Plan

1. The City will develop a Capital Facilities Plan (CFP) as defined and required by RCW 36.70A.070 which is consistent with the City Comprehensive Plan by the end of 2024. The plan shall be for a period of six years.
2. The CFP will include all projects to maintain public capital facilities required to maintain service levels at standards established by the City Council. It may also include for consideration such other projects as requested by the Mayor or City Council.
3. The CFP will provide details on each capital project plan including estimated costs, sources of financing and a full description of the project.
4. The City will finance only those capital improvements that are consistent with the adopted CFP and City priorities. All capital improvement operating and maintenance costs will be included in operating budget forecasts.
5. A status review of the CFP will be conducted annually and a report will be presented by the Community Development Director or their designee, to the City Council.

Capital Asset Management

6. The City will maintain its capital assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.

The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.

7. The capitalization threshold used in determining if a given asset qualifies for capitalization is \$5,000 per item with a useful life of over one year.
8. The City will conduct an annual physical count/inspection of all capital assets.
9. Adequate insurance will be maintained on all capital assets consistent with the results of the annual physical count/inspection.

VI. Small and Attractive Item Policies

It is the policy of the city to maintain accountability over all tangible items that may have the likelihood of disappearing without being noticed. The departments shall review and update records to be verified by a physical inventory at least once a year and provide such list to the Treasurer's office for monitoring differences between years.

1. Small and attractive items are defined as easily moveable, desirable items with a unit cost of \$300.00 to \$4,999.99 and have a life expectancy of more than one year. Those items are either concealable or portable.
2. Concealable items are defined as small enough to fit into one's pocket, bag, briefcase or back pack (examples: electronic devices, radios, weapons; laptops, peripherals such as Personal Data Assistants (PDA) & software packages; etc.).
3. Portable items are defined as medium sized assets that can be easily carried. (examples: televisions, computers, printers, mobile hand or power equipment; rescue equipment; computer monitors, modems, cpu's, projectors, typewriters, lawn mowers, etc.).
4. Each department head or their designee will prepare a list at least annually of their small and attractive items. This list will be provided to the City Administrator by January 31st each year for monitoring.
5. Each department/fund will notify the City Administrator of any additions, deletions, interdepartmental transfers, modifications, or leases of property that is not reflected on the preliminary list. Deletions from the inventory should include items that were scrapped, cannibalized, disappeared mysteriously, or damaged beyond salvage. The City Administrator or their designee will ensure the appropriate changes are made to the departments/funds small and attractive list. After the adjustments are made, the final list will be given to the department head or the Mayor to sign that it is true and correct.
6. A physical inventory will be conducted annually by the department to verify the existence and condition of all items on the Small and Attractive list. Every two years the City Administrator or their designee will help with the physical inventory verification with each department during the summer or fall months.

Exhibit A

7. The Small & Attractive list will contain the serial number, model number and other key-identifying characteristics. All inventoried property will be assigned a unique city identification number by the City Administrator's Office if it does not already have one of the identifiers listed above. If an item is assigned a city identification number, that assigned number will follow the asset throughout its life in the city's Small and Attractive system.
8. Whenever feasible, each piece of property will be engraved or marked with the city's name and/or identification number on the upper right-hand corner. Such markings will be removed or obliterated only when the item is sold, scrapped, cannibalized, or otherwise disposed of.
9. The city's property identification numbers are assigned by the City Administrator's Office for uniformity and must be unique to a single property item if there is not a serial number, model number or other key-identifying characteristic. Each department/fund should maintain a register of ID numbers that identify assets under their control if there is no serial or model number. The city will use a 10-character field that has the capability of using alpha or numeric characters for their ID number.
10. The city may acquire property via purchase, construction, donation, or lease. Regardless of how it is acquired, when the property is received, the department/fund purchasing the item will add it to their Small and Attractive data base listing and mark the item with the city's name. Quarterly the City Administrator's office will provide a list with documentation on all small and attractive items purchased. This list will include department, date, serial numbers, model numbers, order numbers, or any other means available for tracking purposes.
11. Items previously acquired will eventually be disposed of and need to be deleted from the departments list. Deletion may be required due to a sale of the asset, scrapping, mysterious disappearance (lost or stolen), or involuntary conversion (fire, flood, etc.).
12. The department head controlling the item is the only one in position to trigger removal from their list. An Asset Disposal Sheet must be submitted in the event of deletion for any reason. Items disappearing mysteriously may require additional reports to the police department, Mayor, and insurance company. Deletions brought about as a result of natural disasters would require reporting to the insurance provider for an eventual reimbursement claim.
13. Occasional transfers of property between departments, individuals within a department or funds will occur. The original controlling department/fund is accountable for all items and for initiating a notice of transfer.
14. Interdepartmental transfers involving a proprietary fund (i.e. Water/Sewer) need to have a transfer of money. The sale price will be fair market value, which may result in a gain or a loss on sale of fixed assets. Interdepartmental transfers or intergovernmental (i.e. city to County or State) do not require the city to declare the item surplus or to do a public notice.

Exhibit A

15. Whenever an item has mysteriously disappeared and all efforts have failed to recover it, the controlling department/fund shall notify the City Administrator, who will give a copy to the Mayor and the Sheriff's Office. Ninety days after notification, if the item has not been found, the department head will send an Asset Missing Form to the City Administrator's office so they may remove the asset from the asset inventory. Copies of the report will be sent to the Mayor, City Council, and Department Head.

VII. Accounting Policies

Comply with prevailing federal, state, and local statutes and regulations. Conform to a comprehensive basis of accounting in compliance with Washington State statutes and with generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA) where applicable.

1. The City uses the cash basis of accounting which is a departure from generally accepted accounting principles (GAAP).
2. The City will maintain expenditure categories according to state statute and administrative regulation. The City will use the "Budgeting, Accounting & Reporting System" (BARS) prescribed by the State Auditor for its revenue and expenditure classification.
3. Quarterly budget reports showing the current status of revenues and expenditures will be prepared and distributed to appropriate legislative, staff and management personnel in a timely manner and made available for public inspection.
4. Electronic financial systems will be maintained to monitor revenues, expenditures, and program performance on an ongoing basis.
5. The Annual Financial Report will be prepared and submitted to the State Auditor's Office no later than 150 days from the end of the preceding fiscal year.
6. The Annual Financial Report will be prepared on the basis of accounting that demonstrates compliance with Washington State statutes and the BARS manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than generally accepted accounting principles. The report will provide full disclosure of all financial activities and related matters.
7. An annual audit shall be performed by the Washington State Auditor's Office, which will issue an official opinion on the annual financial statements, along with a report on accountability for public resources and compliance with state laws and regulations and its own policies and procedures.
8. The City's budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all organizational units, and as a communications device for all significant budgetary issues, trends and resources. It is the goal of the City Administrator to submit the budget document to the Washington Finance Officers Association (WFOA) or Government Finance Officers Association (GFOA) Distinguished Budget Presentation program.

VIII. Debt Policies

Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.

1. The City will not use debt to pay for current operations. The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.
2. The term of the debt shall never extend beyond the useful life of the improvements to be financed unless it is for a project funded by USDA Rural Development in which case the term of the loan may not exceed 40 years.
3. General obligation debt will not be used for self-supporting enterprise activity.
4. Every project proposed for financing through general obligation debt shall be accompanied by a full analysis of the future operating and maintenance costs associated with the project.
5. The general policy of the City is to establish debt repayment schedules that use level annual principal and interest payments.
6. Interest earnings on bond proceeds will be limited to 1) funding the improvements specified in the authorizing bond ordinance, or 2) payment of debt service on the bonds.
7. Proceeds from debt will be used in accordance with the purpose of the debt issue. Funds remaining after the project is completed will be used in accordance with the provisions stated in the bond ordinance that authorized the issuance of the debt.
8. The City will use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements. In no case will the City lease- purchase equipment whose useful life is less than the term of the lease.
9. The City may issue interfund loans as short-term debt, for a period of three years or less, rather than outside debt instruments to meet short-term cash flow needs, such as a delay in receipting tax revenues or issuing long-term debt. Interfund loans will be permitted only if an analysis of the affected funds indicates excess funds are available and the use of these funds will not impact the fund's current operations. All interfund short-term borrowing will be subject to Council approval by resolution as approved for interfund loans.
10. Lease purchase financing may be used when the cost of borrowing or other factors make it in the City's best interest.

IX. Cash Management and Investment Policies

Manage and invest the City's operating cash to ensure its legality, safety, provide for necessary liquidity, avoid imprudent risk, and optimize yield.

1. Cash and Investment programs will be maintained in accordance with Federal and

Exhibit A

State law and will ensure that proper controls and safeguards are maintained. City funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal, in that order.

- a. *Safety.* Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. Specifically, the City will: (a) seek to avoid realizing any loss through the sale or disposal of an investment; and (b) seek to mitigate the risk of unrealized losses due to a decline in value of investments held in the portfolio.
 - b. *Liquidity.* The investment portfolio will remain sufficiently liquid to meet all cash requirements that may be reasonably anticipated. This will be accomplished by structuring the portfolio in the following manner: (a) the City will purchase investments scheduled to mature in accordance with its anticipated cash needs, in order to minimize the need to sell investments prior to maturity; (b) a portion of City funds will be maintained in cash equivalents, including money market fund, investment pools and overnight securities, which may be easily liquidated without a loss of principal should an unexpected need for cash arise; and (c) the portfolio will consist largely of investments with active secondary markets.
 - c. *Yield.* The City's investments will be designed with the objective of maximizing a fair rate of return consistent with the safety and liquidity noted above.
2. The City will maintain written guidelines on cash handling, accounting, segregation of duties, and other financial matters.
 3. Monthly reports will be prepared and distributed to all departments and the City Council showing cash position, and year-to-date budgeted and actual expenditures.
 4. The City will conduct annual reviews of its internal controls and cash handling procedures.

X. Reserve Policies

Maintain the reserves, contingencies, and ending fund balances of the various operating funds at levels sufficient to protect the City's credit as well as its financial position from emergencies.

1. At each fiscal year end the remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the City.
2. The City will include all fund balances in the annual budget.

Strategic Reserve

3. The City's goal shall be to establish and maintain a General Operating Strategic Reserve of at least 10 percent of the General Fund and General-Fund supported operating budgets.
4. The reserve is defined as an emergency or cash flow reserve to fund one-time, emergency, or unanticipated expenditure requirements or offset unanticipated revenues fluctuations

Exhibit A

occurring in the fiscal year or one-time revenue losses.

5. Annual contributions will be budgeted from the General Fund resources as available to establish and maintain the target reserve level.
6. All expenditures drawn from the reserve account shall require prior Council approval unless previously authorized by the City Council for expenditure in the annual budget.

General Fund

7. The City's goal shall be to maintain a General Fund ending fund balance of at least 10 percent of the budgeted General Fund operating revenues.

Unemployment Reserve

8. The City's goal shall be to maintain an unemployment reserve of at least the maximum weekly benefit allowed by state law times the maximum number of weeks allowed, excluding any extension of benefits during times of high unemployment.

Enterprise Funds

9. The City's Enterprise Funds will maintain reserves equal to at least 10 percent of their adopted operating expenditures.

Equipment Rental & Replacement Fund

10. Sufficient reserves will be maintained to provide for the scheduled replacement of City vehicles and capital equipment at the end of their useful lives.
11. Contributions will be made through assessments to the operating departments and maintained on a per asset basis.

Additional Reserves

12. Additional reserve accounts may be created by the City Council to be set aside for specific purposes or special projects, for known significant future expenditures, or as general operational reserves.

XI. Cost Allocation Policies

Comply with all laws and recommendations in calculating and receiving full cost recovery for services rendered to other funds.

1. Under Washington State law and the State Auditor's Office *Budgeting, Accounting, and Reporting System* (BARS) manual, government officials may charge a portion of the costs for central overhead services to restricted funds, such as utility funds or special revenue funds, only to the extent that each fund benefits from those services. Governments may not allocate general government service costs such as public safety, parks, law enforcement, and community and economic development.

Exhibit A

2. BARS manual section 3.9.5 discusses Overhead Cost Allocations. Exhibit 1 of that section lists “Sound practices and requirements for allocating overhead costs”, including developing and maintaining a written plan, describing the allocation factors used, and explaining the rationale behind those decisions. Exhibit 2 of that section lists appropriate allocation factors for common types of overhead costs. The City must maintain appropriate documentation to support the overhead costs that were charged to each fund. (See the BARS manual for a complete discussion).

City Administrator Salary and Benefits

From review of the normal job duties of the City Administrator – Day to day tasks include many functions that benefit the public at large including working with the Planning Director, the Building Inspector, Court, and the Fire and Police departments. These functions must be charged to the General Fund only.

Day to day tasks that benefit all funds include budget, audit, financial oversight, Human Resources, liability insurance, City Council assistance, grant management & compliance, economic development, and the supervision of Accounts Payable, Purchasing, Payroll, and Bookkeeping.

To allocate City Administrator costs to the benefiting funds, while ensuring that all functions benefiting the public at large are charged solely to the General Fund, the City Administrator shall track their time in relation to the departments and benefiting funds. Salary and benefits will be distributed monthly based on approved timesheet reports for actual time distribution.

Deputy Clerk Treasurer Salary and Benefits

The normal job duties of the Deputy Clerk Treasurer I and II are routine in nature and may experience changes with implementation of new tools or changes to services provided, such as outsourcing court or building inspection services. The allocation of salary and benefit costs will be based on observations of day-to-day staff activities, interviews with staff, and their periodic tracking of time. When staff is working on project related tasks where an account code is created and their time may be reimbursable, they will track their time for that task and their salary and benefits will be distributed to that effort based on approved timesheet reports for actual time distribution.

Equipment Services Fund

The City’s Equipment Services Fund was created in 1976 to account for and finance transportation and equipment expenses. Revenues are derived from charges made against the department using the equipment. Charges are allocated based on the number of hours worked and miles driven by field staff in each fund. The established rate is intended to cover general equipment maintenance, salaries, insurance, and replacement costs.

Exhibit A

Allocated Costs

The City's General Fund provides a variety of central services including, but not limited to; legal support, human resources, administrative functions, personnel services, processing accounts payable, budget and cash management, payroll and information technology services. The city allocates these indirect costs as follows:

1. Legislative, executive, and legal costs will be distributed based on agenda items.
2. Finance and central services costs will be distributed based on number of financial transactions.
- ~~3. Transactions related to the Equipment Services fund will be excluded as all expenses are charged back to other funds.~~
4. ~~3.~~ At year end, the budget allocation will be reconciled to actual costs and percent allocation.

Other allocated costs include:

1. Audit costs allocated based on areas of audit focus.
2. Insurance costs allocated based on property values insured.
3. Phone costs allocated based on phone lines and departments served.
4. Any other costs will be allocated based on the type of service/goods provided and a fair and equitable allocation to the benefiting departments.

**CITY OF STEVENSON
RESOLUTION NO. 2021-386**

**A RESOLUTION OF THE CITY OF STEVENSON
REVISING THE SALARY SCALE**

WHEREAS, on November 19, 2020 the City Council of the City of Stevenson adopted a revised 2021 salary schedule in resolution 2020-370; and

WHEREAS, the City wishes to revise the salary scale to reflect a cost of living increase of 5.1% for 2022 as discussed at the September 16, October 21, November 8, and November 18, 2021 council meetings; and

WHEREAS, the council discussed changes to the standby pay at the November 18, 2021 council meeting.

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, 2022.
2. The Standby Pay of \$3.00 per hour will be retroactive to November 29, 2021.

ADOPTED this 16th day of December, 2021.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

Resolution 2021-386 Exhibit A

City of Stevenson Salary Schedule

2022 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	84,659	88,045	91,567	95,230	99,039	103,001	107,121	111,406
Deputy Clerk/Treasurer II	54,352	56,526	58,787	61,138	63,584	66,127	68,772	71,523
Deputy Clerk/Treasurer I	48,041	49,963	51,962	54,040	56,202	58,450	60,788	63,220
Public Works Director/Com Dev Director	71,312	74,164	77,131	80,216	83,425	86,762	90,232	93,841
Field Sprvr /Bldg Insptr/WWTPO III	61,494	63,954	66,512	69,172	71,939	74,817	77,810	80,922
WWTPO II	55,485	57,704	60,012	62,412	64,908	67,504	70,204	73,012
Utilities / Maintenance Worker/WWTPO I	53,026	55,147	57,353	59,647	62,033	64,514	67,095	69,779
Facilities Maintenance Worker	35,006	36,407	37,863	39,378	40,953	42,591	44,295	46,067
Minute Taker (Hourly)	20.24	21.05	21.89	22.77	23.68	24.63	25.62	26.64
Temporary Assistant II (office or field)(Hourly)	16.83	17.50	18.20	18.93	19.69	20.48	21.30	22.15
Temporary Assistant I (office or field)(Hourly)	14.49	15.07	15.67	16.30	16.95	17.63	18.34	19.07
Standby Pay (Hourly)	3.00							

CITY OF STEVENSON, WASHINGTON

RESOLUTION NO. 2020-0357

A Resolution of the City Council of the City of Stevenson Adopting a Planning Department Application Fees, and Miscellaneous Charges; and Repealing Resolution No. 2017-296.

Recitals

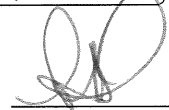
1. The City of Stevenson has established various boards and services to perform certain functions, including the Board of Adjustment, Hearing Examiner, Planning Administrative Staff and Outside Consultant Assistance, and the Planning Commission
2. The City has adopted ordinances and resolutions relating to the processing and review of development applications for boundary line adjustments, short plats and subdivisions, shoreline permits, environmental reviews, critical areas and zoning regulations.
3. The City ordinances and resolutions adopting the preceding development regulations authorize the City Council to adopt fees to facilitate development review.
4. The City is required by law to process and review annexation petitions, to make submittals to the Boundary Review Board, to consider amendments to the City's Comprehensive Plan and to conduct hearings with respect to these matters.
5. The City makes available to the public copies of maps, ordinances, and other documents related to planning and zoning.
6. It is necessary and desirable that persons utilizing the services of such boards, requiring permits, reviews and planning services or requesting copies of maps or other documents pay a fee in an amount sufficient to cover the costs to the City for providing such boards and services.

NOW THEREFORE, the City Council of the City of Stevenson RESOLVES to adopt the policies and establish the fees in the amounts shown in Exhibit "A" which shall apply to persons utilizing the programs and services of the Planning Department, and

BE IT FURTHER RESOLVED that Resolution 2017-0296 and all parts of resolutions in conflict herewith are hereby repealed, and

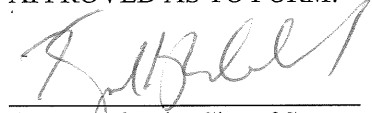
BE IT FURTHER RESOLVED that this resolution shall be effective on June 1st, 2020.

PASSED in regular session this 19th day of March, 2020.




Mayor of the City of Stevenson

APPROVED AS TO FORM:



Attorney for the City of Stevenson

ATTEST:



Clerk of the City of Stevenson



Planning Fees

Effective June 1st, 2020
Resolution 2020-0357

The City of Stevenson
PO Box 371
Stevenson, WA 98648

509-427-5970
509-427-8202 (fax)
www.ci.stevenson.wa.us

Annexation		Planned Unit Development	\$1,500 + \$1 per 60 sf
Election Method	\$900	Plat Amendment	\$900 + \$1 per 60 sf
Notice of Intent	\$600	Plat Vacation	\$900 + \$1 per 60 sf
Petition	\$300	Reduction in City Boundaries	\$1,000
Zoning New Areas	\$300	Shorelines Management Program	
Appeals		Statement of Exemption	\$35
To Board of Adjustment, Planning Commission, City Council	\$0	Minor Project Approval	\$300
Boundary Line Adjustment		Shoreline Substantial Development	\$1,250
Typical	\$200	Shoreline Conditional Use, Shoreline Variance	1,500
Combination of Lots	\$100	Short Plat	\$1,500 + \$1 per 60 sf
Comprehensive Plan Revision	\$1,500	Variance	\$600
Conditional Use	\$600	SEPA	
Critical Areas Permit		Checklist	\$300
Expedited Review Permit	\$35	EIS	\$1,500
Geologic Hazard Area Permit	\$300	Subdivision	
Habitat/Wetland Permit	\$600	Preliminary Plat	\$1,500 + \$1 per 60 sf
Reasonable Use Allowance	\$750	Variance	\$600
Land Use/Building Permit	\$35	Final Plat	\$1,500 + \$1 per 60 sf
Nonconforming Use Review (BOA)	\$600	Variance	\$600
Ordinance Revisions	\$1,500	City Utility Extension Beyond Plan Area	\$600
Parking		Zoning	
Joint Use of Parking	\$600	Resolution of Intent	\$600
Parking Interpretation	\$0	Rezoning Request	\$1,500
Miscellaneous Charges		Zoning Interpretation	\$0
8½ x 11 & 8½ x 14	\$0.15	Zoning Verification Letter	\$200
11 x 17 copies	\$0.25		
Color City Map (11 x 17)	\$1.50		
Zoning Map	\$1.50		

Note: **Additional fees may apply.** See reverse.

A-1: Fees—General.

- A. Purpose. Fees are based on costs to reimburse the public for staff time and resources expended in reviewing and processing permit applications. These fees do not include costs associated with outside consultant review of an application. These costs are charged in accordance with Section A-2.
- B. Fees, Authorized. Application fees for the various reviews, applications and permits set forth in Stevenson Municipal Code titles 16, 17, and 18 shall be as provided in this chapter. No application shall be considered unless and until the fee has been paid to the City. Fees shall not be refundable except as provided in Section A-4. Any exemption or refund must be approved by the City Community Development Director and the City Treasurer and any costs incurred by the city shall be deducted from fees paid prior to any exemption or refund.
- C. Payment of Fees. All fees provided in this chapter shall be paid when due. Nonpayment of any fees when due shall result in a determination by the City that an application has been withdrawn or is incomplete, suspending or terminating review of the application.
- D. Multiple Permits and Applications. In the case of multiple permit applications, the applicant shall pay all applicable fees.

A-2: Other Charges and Fees.

- A. Outside Consultant Review Fees. When it is necessary to utilize the services of professional consultants (e.g., engineers, surveyors, hydrologists, biologists or other specialists) to assist the City with its review of the applications identified herein, the costs for the outside consultant’s reviews shall be the responsibility of the applicant. The fees for these services may be billed monthly to the applicant based on all actual costs for labor, overhead, material testing and expenses. A deposit for such costs may be required by the City.
- B. Hearing Examiner. For any appeal or proposal reviewed by the City of Stevenson Hearing Examiner, 50% of the costs for the Hearing Examiner will be the responsibility of the applicant. The costs for these services may be billed monthly to the applicant based at 50% of the actual invoice received by the City. A deposit for such costs may be required by the City.
- C. Recording Fees. The amount of the recording fees charged by Skamania County shall be the responsibility of the applicant.
- D. Election Fees. When it is necessary to hold an election associated with a request, the actual cost of such election shall be the responsibility of the applicant.
- E. All fees charged by the City under this section shall be paid prior to the approval of an application.

A-3: Application Fee Exemptions.

When approved by the City Community Development Director and the City Treasurer, the following may be exempt from the fees established herein:

- A. Applications submitted by nonprofit agencies for proposals which further goals and objectives of the City.
- B. Subdivision Preliminary Plat and Short Plat applications which have obtained approval as a Planned Unit Development.

A-4: Application Fee Refunds.

When approved by the City Community Development Director and the City Treasurer, refunds for fees paid as set forth herein shall be limited to the following:

- A. When no permit processing has been completed or costs have been incurred: 80%.
- B. When an application has been processed prior to issuance of a determination of completeness: 50%.
- C. After issuance of a determination of completeness: 0%.
- D. No refunds shall be made for publication of notice costs, outside consultant review fees, or other fees or charges set forth A-2.

A-5: Conflicts with the Municipal Code.

In the event of a conflict in any fees, charges, or provisions set forth herein and fees and charges or provisions found in the Stevenson Municipal Code, the fees, charges, requirements, procedures, and all provisions contained herein now, or as hereafter amended, shall prevail.

CITY OF STEVENSON, WASHINGTON

RESOLUTION NO. 2020-0372

A Resolution of the City Council of the City of Stevenson, Washington Revising the Schedule of Fees for Construction Code Permits, Inspections and Reviews.

Recitals

1. The City is required by law (RCW 19.27) to enforce building codes and construction within the City;
2. The City has adopted revised ordinances establishing construction standards and process' for the review of construction under a permit and fee system; and
3. The City of Stevenson has established a Building Department with a Building Official /Fire Marshal responsible for the issuance of construction permits and inspections; and
3. The City of Stevenson has contracted with Skamania County for Building Official /Fire Marshal services and wants to align fees to ensure adequate cost reimbursement.

NOW THEREFORE, the City Council of the City of Stevenson RESOLVES as follows:

SECTION I
TITLE AND REVISION

This Resolution shall constitute the revision of the Building Department fee schedule of the City of Stevenson and the key is as follows: ~~Strikethrough~~ means repealed. Underlined means new.

SECTION II
FEE SCHEDULE

Fees in the following tables shall be paid to the City by persons utilizing the City's construction services:

A. Building Permits:	
The determination of value or valuation under any of the provisions of this code shall be made by the Building Official. The Building Official shall use the square footage building valuation data standards set forth in the International Code Council's Building Safety Journal as updated to guide the establishment of valuation for a permit. A copy of said valuation standards shall be on file and available for public use and inspection at Stevenson City Hall.	
<u>Total Valuation</u>	<u>Fee</u>
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$1,000.00, or fraction thereof, to and including \$2,000.00.
\$2,001 to \$25,000	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including 50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including 100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof.
Plan Review Fees	65% of the building permit fee.
A1. Roofing Permits: Fees will be \$50.00 for the first \$3,200 value plus \$50.00 for each additional \$3,200 or fraction thereof.	
A2. Public Fireworks Display Permit (RCW 70.77.131)	\$90.00
A3. Manufactured Homes: Fees for placement permits follow the schedule above with the exception of the 65% fee for the plan review.	
A4. "SAME AS" plans: The Building Official may waive a portion of the plan review fee if the same plan is submitted for more than one permit.	
A5. Demolition Permits (Fees will be a flat assessment. Applies only to structures over 200 square feet)	\$10.00
A6. Fire Suppression Systems. Fees for Fire Suppression or Prevention Systems will follow the schedule above (A).	

B. Mechanical Permit Fees:		Fee
Permit Issuance		
1.	For the issuance of each mechanical permit	\$23.50
2.	For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized.	\$10.70
Unit Fee Schedule		
(Note: The following do not include permit-issuing fee)		
1. Furnaces		
	For the installation or relocation of forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance up to and including 100,000 btu/h (29.3 kW)	\$14.80
	For the installation or relocation of forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 btu/h (29.3 kW)	\$18.20
	For the installation or relocation of each floor furnace, including vent	\$14.80
	For the installation or relocation of each suspended heater, recessed wall heater or floor mounted unit heater.	\$14.80
2. Appliance Vents		
	For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit.	\$7.25
3. Repairs or Additions		
	For the repair of, the alternation of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code.	\$13.70
4. Boilers, Compressors and Absorption Systems		
	For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW) or each absorption system to and including 100,000 Btu/h (29.3kW)	\$14.70
	For the installation or relocation of each boiler or compressor over 3 horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3kW) to and including 500,000 Btu/h (146.6kW)	\$27.15
	For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (291.3 kW)	\$37.25
	For the installation or relocation of each boiler or compressor over 30 horsepower (105.7 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)	\$55.47
	For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW) or each absorption system over 1,750,000 Btu/h (512.9 kW).	\$92.65
5. Air Handlers		
	For each air handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto Note: <i>This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling system, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.</i>	\$10.65
	For each air-handling unit over 10,000 cfm (4710 L/s)	\$18.10
6. Evaporative Coolers		
	For each evaporative cooler other than a portable type	\$10.65
7. Ventilation and Exhaust		
	For each ventilation fan connected to a single duct.	\$7.25
	For each ventilation system which is not a portion of any heating or air-condition system.	\$10.65
	For the install action of each hood which is served by a mechanical exhaust, including the ducts	\$10.65
8. Incinerators		
	For the installation or relocation of each domestic type incinerator	\$18.20
9. Solid Fuel Burning Appliance		
	For the installation or relocation of each domestic type Solid Fuel Burning Appliance	\$30.00
10. Miscellaneous		
	When applicable, permit fees for fuel gas piping shall be as follows:	
	For each gas piping system of one to four outlets	\$5.00
	For each gas piping system of five or more outlets, for each outlet	\$1.00
	When applicable, permit fees for process piping shall be as follows:	
	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories or for which no other fee is listed in the table.	\$10.65

C. Plumbing Permit Fees:	
Permit Issuance	
1. For issuing each permit.	\$22.00
2. For issuing each supplemental permit	\$10.00
Unit Fee Schedule	
(Note: The following do not include permit-issuing fee)	
1. For each additional plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection therefore	\$7.00
2. For each building sewer and each trailer park sewer	\$15.00
3. Rainwater systems - per drain (inside building)	\$7.00
4. For each private sewage disposal system (where permitted)	\$40.00
5. For each water heater and or vent	\$7.00
6. For each gas piping system of one to five outlets	\$5.00
7. For each additional gas piping system outlet, per outlet	\$1.00
8. For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	\$7.00
9. For each installation, alteration or repair or water piping and/or water, each	\$7.00
10. For each repair or alteration of a drainage or vent piping, each fixture	\$7.00
11. For each lawn sprinkler system on any one meter including backflow protection devices therefore.	\$7.00
12. For atmospheric-type vacuum breakers no included in item 12: 1 to 5	\$5.00
Over 5, each	\$1.00
13. For each back flow protective device other than atmospheric type vacuum breakers: 2 inch (51 mm) diameter and smaller	\$7.00
Over 2 inch (51 mm) diameter	\$15.00
14. For each gray water system	\$40.00
15. For initial installation and testing of a reclaimed water system.	\$30.00
16. For each annual cross-connection testing of a reclaimed water system (excluding initial test)	\$32.05
17. For each medical gas piping system serving one to five inlet(s)/outlet(s) for a specific gas	\$53.40
18. For each additional medical gas inlet(s)/outlets(s)	\$5.35

D. Grading Permits:	
Permit Issuance	
The grading permit applies to grading, excavation and earthwork construction, including fills and embankments. The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.	

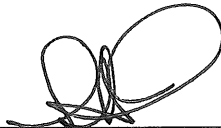
Table A-33-A - Grading Plan Review Fees	
50 cubic yards (38.2 m ³) or less	No Fee
51 - 100 cubic yards (40 m ³ to 76.5m ³)	\$23.50
101 to 1,000 cubic yards (77.2m ³ to 764.6m ³)	\$37.00
1,001 to 10,000 cubic yards (765.3m ³ to 7645.5m ³)	\$49.25
10,001 to 100,000 cubic yards (7646.3m ³ to 76,455m ³)	49.25 for the first 10,000 cubic yards plus \$24.50 for each additional 10,000 yards (7645.5m ³) or fraction thereof.
100,001 to 200,000 cubic yards (76456.3m ³ to 152911m ³)	\$269.75 for the first 100,000 cubic yards plus \$13.25 for each additional 10,000 yards (7645.5m ³) or fraction thereof.
200,001 cubic yards (152911m ³) or more	\$402.25 for the first 200,000 cubic yards plus \$7.25 for each additional 10,000 cubic yards (7645.5m ³) or fraction thereof.

Table A-33-A - Grading Permit Fees	
50 cubic yards (38.2 m ³) or less	\$23.50
51 - 100 cubic yards (40 m ³ to 76.5m ³)	\$37.00
101 to 1,000 cubic yards (77.2m ³ to 76,4.6m ³)	\$37.00 for the first 100 cubic yards (76.5m ³) plus \$17.50 for each additional 100 yards (76.5m ³) or fraction thereof.
1,001 to 10,000 cubic yards (765.3m ³ to 7645.5m ³)	\$194.50 for the first 1,000 cubic yards plus \$14.50 for each additional 1,000 yards (764.6m ³) or fraction thereof.
10,001 to 100,000 cubic yards (7646.3m ³ to 76455m ³)	\$325.00 for the first 10,000 cubic yards plus \$66.00 for each additional 10,000 yards (7645.5m ³) or fraction thereof.
100,001 cubic yards (765.3m ³ to 7645.5m ³) or more	\$919.00for the first 100,000 cubic yards (76455m ³) plus \$36.30 for each additional 10,000 yards (7645.5m ³) or fraction thereof.

E. Other Inspections and Fees:		
1. Inspections outside of normal business hours (minimum charge - two hours)		\$52.00 75.00 /hr
2. Re-Inspections		\$45.00 75.00 /hr
3. Inspections for which no fee is specifically indicated (minimum charge - one-half (1/2) <u>one (1)</u> hour)		\$45.00 75.00 /hr
4. Additional plan review required by changes, additions or revisions to plans (minimum charge - one-half (1/2) <u>one (1)</u> hour)		\$45.00 75.00 /hr
5. <u>Any construction started without the benefit of a building permit.</u>	<u>Double the normal permit fee together with all cost incurred for enforcement</u>	
6. For use of outside consultants for plan checking and inspections, or both		Actual costs
F Planning Department Review of Building Permit Application		\$35.00
1. For new construction, remodels with a foot print alteration, all sign and grading permits.		


This resolution shall take effect January 1, 2021.

Passed by the City Council this 19th day of Nov, 2020.



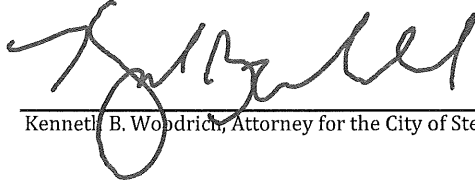
 Scott Anderson, Mayor

ATTEST:



 Leana Kinley, City Administrator

APPROVED AS TO FORM:



 Kenneth B. Woodrigh, Attorney for the City of Stevenson

**CITY OF STEVENSON, WASHINGTON
RESOLUTION 2019 – 335**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEVENSON,
WASHINGTON ADOPTING WATER AND WASTEWATER CONNECTION FEES**

WHEREAS the Council has discussed at a public hearing on June 20, 2019 and an analysis has been done as to the increase in connection and development fees needed to meet current system demands;

WHEREAS by virtue of increased maintenance and operational costs and increased capital outlay, it is necessary to increase the City’s water and sewer connection charges, thereby amending former ordinances relating to connection fees; and

WHEREAS, connection fees are authorized under RCW 35.92.025 so that property owners connecting to the system will bear an equitable share of the cost of the entire system; and

WHEREAS, the adoption of ordinance 2019-1144 allows connection fees to be adopted by resolution.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Stevenson hereby adopts the following fee schedule:


1. Water Connection Fees:

Meter Size	Connection Fee/System Development Charge
3/4" or 5/8"	\$ 8,599
1"	17,197
1.5"	25,796
2"	34,394
3"	77,387
4"	120,380
6"	257,957

2. Wastewater Connection fees:

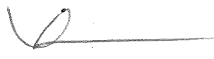
- | | |
|---|---------|
| a. Residential single-family service inspection | \$ 75 |
| b. All other service inspections | \$ 225 |
| c. Equivalent Dwelling Unit | \$6,168 |

PASSED by the Council of the City of Stevenson this 20th day of June, 2019.



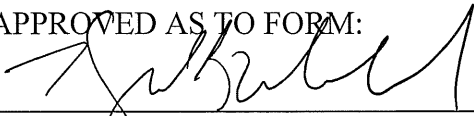
Scott Anderson, Mayor of the City of Stevenson

ATTEST:



Leana Kinley, City Clerk

APPROVED AS TO FORM:



Kenneth B Woodrich, PC City Attorney

CITY OF STEVENSON, WASHINGTON

ORDINANCE NO. 2019 - 1153

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

AND REPEALING ORDINANCE NO. 2017-1111

WHEREAS, it is necessary to revise the user fee system for the City of Stevenson Water System to provide funds sufficient to meet all expenses associated with the city’s water system and to meet bonding requirements; and

WHEREAS, the Council discussed at a public hearing on October 17th and November 21st, 2019 the projected revenue and expenses for the department and the impact on rates; and,

WHEREAS, the Council discussed at a public hearing December 19th, 2019 these rate increases; and

WHEREAS, the City annually reviews and updates an analysis of the capital demands of the water system and recognizes the needs for capital outlays for replacement/repair of existing facility.

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

After the effective date of this Ordinance charges for water furnished by the City of Stevenson shall be as follows:

(a) Single-family, mobile/manufactured homes, commercial, industrial and government customers:

(1) Minimum Monthly Base Water Service Charge

Service Connection Pipe Diameter (IPS)	Inside City					
	2020	2021	2022	2023	2024	2025
Up to ¾”	32.00	33.60	35.28	37.04	38.89	40.83
1”	52.50	55.13	57.89	60.78	63.82	67.01
1 ½”	126.74	133.08	139.73	146.72	154.06	161.76
2”	244.45	256.67	269.50	282.98	297.13	311.99
3”	439.28	461.24	484.30	508.52	533.95	560.65
4”	527.05	553.40	581.07	610.12	640.63	672.66
6”	1,403.97	1,474.17	1,547.88	1,625.27	1,706.53	1,791.86

Service Connection Pipe Diameter (IPS)	Outside City					
	2020	2021	2022	2023	2024	2025
Up to ¾”	47.18	49.54	52.02	54.62	57.35	60.22
1”	89.42	93.89	98.58	103.51	108.69	114.12
1 ½”	182.52	191.65	201.23	211.29	221.85	232.94
2”	353.15	370.81	389.35	408.82	429.26	450.72
3”	637.39	669.26	702.72	737.86	774.75	813.49
4”	766.58	804.91	845.16	887.42	931.79	978.38
6”	2,032.74	2,134.38	2,241.10	2,353.16	2,470.82	2,594.36

The base fees will increase 5% annually beginning in 2026.

First 400 cubic feet of water consumed included in minimum monthly base water service charge thereafter:

(2) Metered Monthly Charge for Additional Water Consumed

	Usage Rates:					
	2020	2021	2022	2023	2024	2025
Inside City	0.041	0.043	0.045	0.047	0.049	0.051
Outside City	0.048	0.050	0.053	0.056	0.059	0.062

The usage fees will increase 5% annually beginning in 2026.

(b) Multiple Dwelling Units (shall apply to all customers with two or more living units per meter.)

(1) Minimum Monthly Water Service Charge

A base rate equal to the rate for up to a ¾” service connection pipe diameter (IPS), multiplied by the number of dwelling units served, and

a. Metered Monthly Charge for Water Consumed

The water consumed per unit shall be calculated by dividing the total cubic feet of water used by the number of dwelling units served. The first 400 cubic feet per unit multiplied by the number of units served is included in the monthly water service charge. Water consumed thereafter will be charged according to the following schedule:

	Usage Rates:					
	2020	2021	2022	2023	2024	2025
Inside City	0.041	0.043	0.045	0.047	0.049	0.051
Outside City	0.048	0.050	0.053	0.056	0.059	0.062

The usage fees will increase 5% annually beginning in 2026.

(c) Transient Lodging – Metered Monthly Charge for Water Consumed

A transient lodging service can elect to select option (a) or option (c). If Option C is selected the water consumed per unit shall be calculated by dividing the total cubic feet of water used by the number of dwelling units served. The first 200 cubic feet per unit multiplied by the number of units served is included in the monthly water service charge. Recognizing that transient units are not occupied continuously the monthly unit charge shall be at 50% of the monthly residential unit charge. Water consumed thereafter will be charged according to the following schedule:

	Usage Rates:					
	2020	2021	2022	2023	2024	2025
Inside City	0.041	0.043	0.045	0.047	0.049	0.051
Outside City	0.048	0.050	0.053	0.056	0.059	0.062

The usage fees will increase 5% annually beginning in 2026.

(d) Hydrant Use Charge

From time to time the Public Works Director may authorize the use of water from the City’s fire hydrants for non-fire protection related purposes. The hydrant customer will file an application with the City and, if approved, the hydrant customer will be responsible for the following charges:

(1) Application Fee

The application for hydrant use will be \$100 per calendar year.

(2) Water consumption

The application fee shall include the first 400 cubic feet of water used; thereafter the charge shall be:

Usage Rates:					
2020	2021	2022	2023	2024	2025
0.048	0.050	0.053	0.056	0.059	0.062

The usage fees will increase 5% annually beginning in 2026.

(e) Late Fees

(1) Delivery Fee of Lock Off Notice

If, pursuant to SMC 13.11.030, the City gives 24 hour written notice to the customer personally or by leaving a copy of the notice at the structure receiving service of

termination of water service by means of a lock off, the customer shall pay a \$10 delivery fee.

(f) Service Termination Fees:

(1) Termination Fees

If service has been terminated and a resumption of service has been requested, then, prior to and in consideration of resumption of service, the customer shall be required to pay a fee of \$50.00 for a lockoff/resumption during regular working hours and \$100.00 for a lockoff/resumption during nonworking hours and an amount equal to five months base fee for a disconnect.

(g) Vacancy Periods

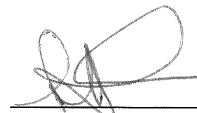
A minimum monthly water service charge shall be applicable to all water users, both inside the City limits and outside the City limits, during the entire twelve month period whether or not a user self disconnects his service for a temporary period, has no metered use, or other water sources during that period.

And

BE IT FURTHER ORDAINED that Ordinance 2017-1111 and all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

The effective date of this Ordinance shall be the January 2020 billing cycle.

Passed by the City Council of the City of Stevenson at its regular meeting held on this 19th day of December, 2019.



Scott Anderson
Mayor of the City of Stevenson

ATTEST:



Leana Kinley
Clerk of the City of Stevenson

APPROVED AS TO FORM:



Kenneth Woodrich
Attorney for the City of Stevenson

CITY OF STEVENSON, WASHINGTON

ORDINANCE NO. 2021-1178

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

AND REPEALING ORDINANCE NO. 2020-1168

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 will need to be completed in the next five years and the City will need to accrue sufficient funds to address these improvements; and

WHEREAS, the City conducted a rate study in the fall of 2020 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 November 18th, 2021 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.

"SS" (denoting suspended solids) shall mean the solids that either float on the surface of or are in suspension in water, sewage, or other liquids and which are removable by laboratory filtering.

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

1. 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 2020-1168 and all other Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

The effective date of this Ordinance shall be the January 2022 billing cycle.

Passed by the City Council of the City of Stevenson at its regular meeting held on the _____ day of _____, 2021.

Mayor of the City of Stevenson

ATTEST:

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth Woodrich, City Attorney

Exhibit A

Rates Effective for 2022

Class of Service	Base Fee
Residential	
Single ¾" Residential	\$101.27
Multifamily-per dwelling unit	\$101.27
Non-Residential	
Transient quarters	\$50.64
Other Commercial	
¾" water service	\$101.27
1" water service	\$210.48
1.5" water service	\$313.61
2" water service	\$474.38
3" water service	\$680.63
4" water service	\$886.87
6" water service	\$1,464.37
Mobile Home Sites	
With or without individual connections-per dwelling unit/space	\$101.27
Special Services-Public and Private	
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
Industrial	
Dry industrial	Same as applicable commercial rate
Wet industrial	Same as applicable commercial rate
Downspout/Sump Pump Connection¹	\$10.00

Usage ² Rates for Non-Residential/Commercial	
Flow Surcharge	\$0.051
BOD Surcharge³	
Low	\$0.000
Medium	\$0.020
High	\$0.041
Very High	\$0.080

- 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:

Strength Category	BOD Strength	Types of Typical Users
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 BOD₅ 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 2023 and beyond shall increase 5% per year.



City of Stevenson

Leana Kinley, City Administrator

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

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

To: Stevenson City Council
From: Leana Kinley, City Administrator
RE: Sewer Plant Update
Meeting Date: December 16, 2021

Executive Summary:

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

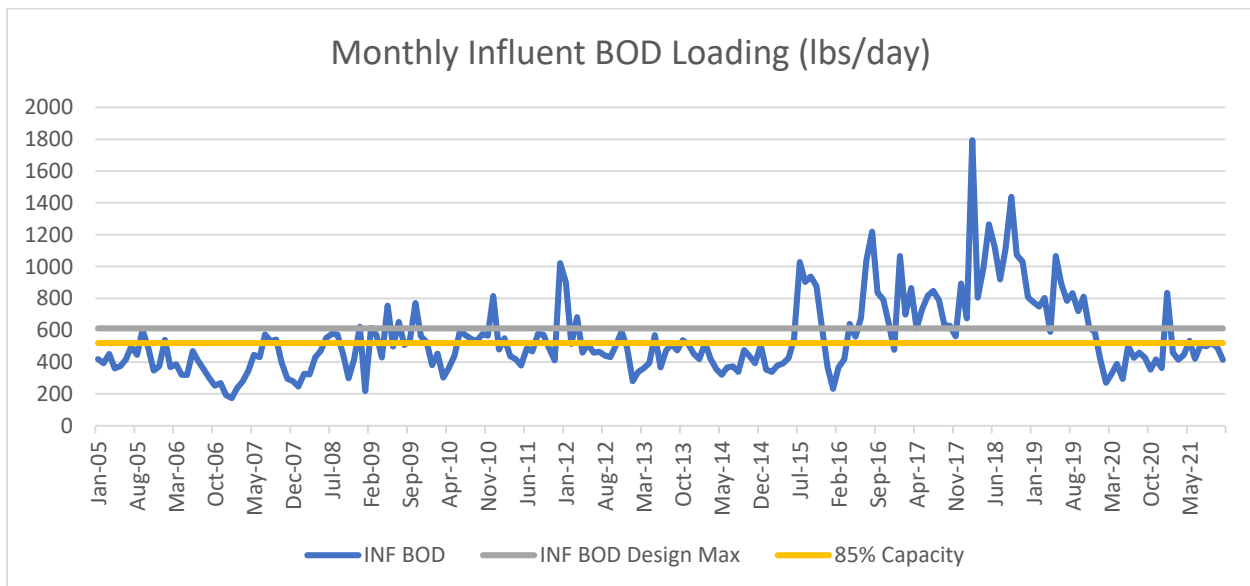
Overview of Items:

Ron Moeller and Associates will be visiting the WWTP to conduct a two-day WWTP class on December 16th. This class will offer continuing education units and more importantly will offer an opportunity for the crew to go over day to day operations with Ron and see if any improvements can be made.

Due to scheduling challenges, continuing inflow and Infiltration (I&I) mitigation on the School Street sewer line is scheduled for completion the first part of next year. This will be included in a budget amendment for 2022 to use the budgeted funds from this year and roll them over into next year.

Plant Operations:

The average monthly Influent BOD load since 2005 is in the chart below.



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

WWTP Design:

Final design of the WWTP has been completed and contracts for the awarded bids are in process. A special meeting will need to take place in January to keep the project on schedule. The construction bid is scheduled for this winter. Crestline Construction is still anticipating starting the Rock Creek Lift Station and Storm Outfall in April of 2022. Project materials are starting to show up and are staged near the project site.

Funding:

The information regarding the \$2.5M in direct federal appropriations was incorrect. The funding is tied to the appropriations bill, which has been pushed out to mid-February. Staff is waiting to hear the whether the funds can be used for other improvements needed at the WWTP, or if it needs to be used specifically for phase 1. This will determine the timing of bids for the construction phase of the project. The breakdown on all funding received for the project to date is below.

	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	9,600,000	8,700,000	900,000	2,500,000*
Main D Extension	300,000	270,000	30,000	
Totals:	17,000,000	10,803,000	1,330,000	6,625,000
Amount of Funding:	42% Grant and Forgivable Principal			
*\$2.5M direct federal grant applied for to reduce the \$8.7M loan, or be applied to other WWTP phases				
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			

Action Needed:

Schedule special council meeting the first week in January.

A decorative graphic on the left side of the slide, consisting of a network of white lines and circles on a dark blue background, resembling a circuit board or data network.

DOWNTOWN STEVENSON PARKING REPORT

2021 DATA

DECEMBER PRESENTATION

PROJECT ACTIONS

- Engage Shareholders
- Inventory Parking Supply
- Assess Parking Demand
- Recommend Actions to Balance Supply & Demand

INVENTORY SUMMARY

CURBSIDE

- 541 Spaces
- Census of all 1199 features along 25 Blocks
- 11 Attributes assessed for each feature

OFF-STREET

- 1055 Spaces
- Sample of 74 parking areas (excludes residential-only lots)
- 9 Attributes assessed for each lot

FIGURE 2-2: OVERALL PARKING INVENTORY, HIGHLIGHTING ADA SCARCITY

Parking Configuration	Core Area Parking Inventory	Business Area Parking Inventory	Total Downtown Parking Inventory
Curbside Parking Subtotal	218	323	541
Unstriped Used Spaces	11	16	18
Striped Parallel Spaces	198	186	384
Striped Head-in Spaces	9	121	130
Curbside ADA Subtotal	0	2	2
Off-Street Parking	615	440	1055
Unstriped Space Estimate	310	203	513
Striped Spaces	305	237	542
Off-Street ADA Subtotal	18	11	29
Combined Total	833	763	1596
ADA Total	18	13	31

POINT-IN-TIME USAGE STUDY

THURSDAY, 9/16

- Sunny
- Strong East Wind
- 279 Max Hour (2:00-3:00 & 4:00-5:00)



SATURDAY, 9/18

- Downpour
- 246 Max Hour (12:00-1:00)



DISPLAYING USAGE STUDY RESULTS

GUIDANCE DOCUMENT

- Green-to-Red
- Breaks at:
 - >85%
 - 84 - 70%
 - 69 – 55%
 - <55%



STEVENSON DOCUMENT

- Green-to-Red
- Breaks at:
 - >85%
 - 84 - 55%
 - 54 – 25%
 - <25%



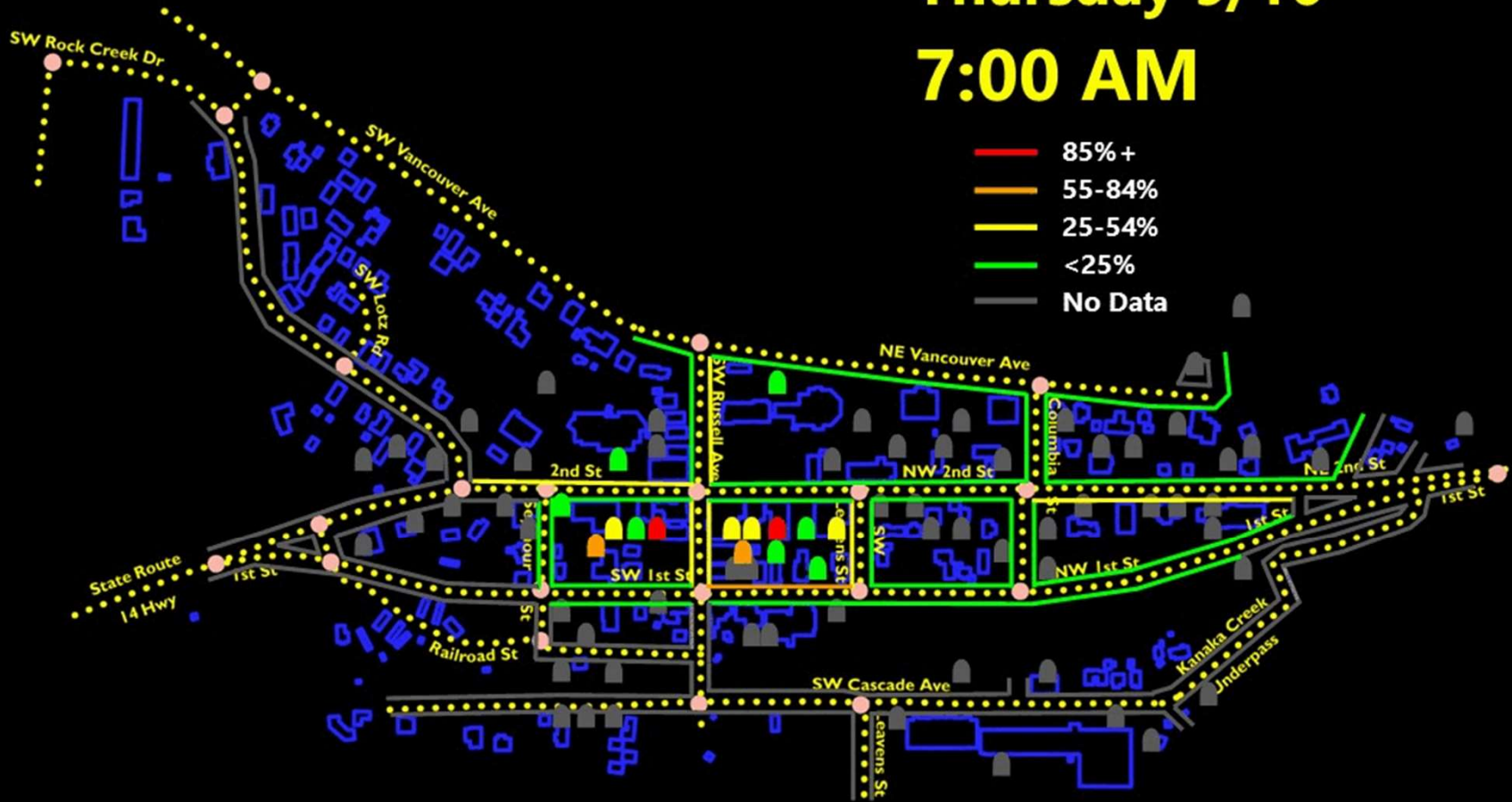
INTERPRETING USAGE STUDY RESULTS – THE 85% RULE

- The 85% Rule views parking through an economic lens and establishes a threshold where:
 - Enough parking is available to new vehicles, and
 - Enough parking is in use to justify its expense
- **Red:** Not enough parking is available; past investments in parking are realized; new investments should be made
- **Orange:** Enough parking is available; past investments in parking are realized; new investments may be advisable
- **Yellow:** Enough parking is available; past investments are not realized; new investments may soon be advisable
- **Green:** Enough parking is available; past investments are not realized; no new investments should be made

GREEN IS NOT GOOD!

Thursday 9/16 7:00 AM

- 85% +
- 55-84%
- 25-54%
- <25%
- No Data





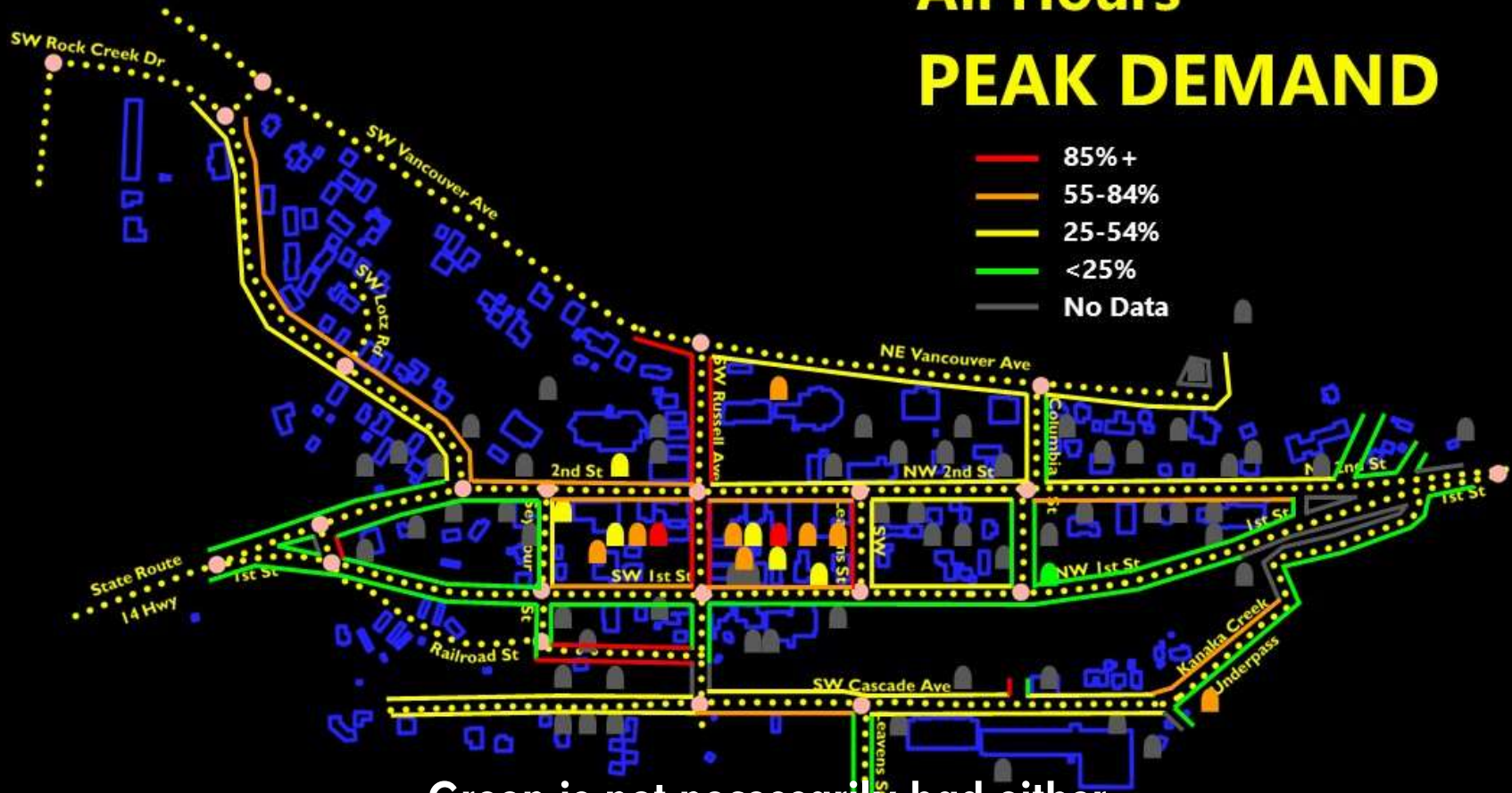
THAT'S A LOT OF GREEN!

GREEN IS NOT GOOD!

Green is not necessarily bad either

All Hours PEAK DEMAND

- 85% +
- 55-84%
- 25-54%
- <25%
- No Data



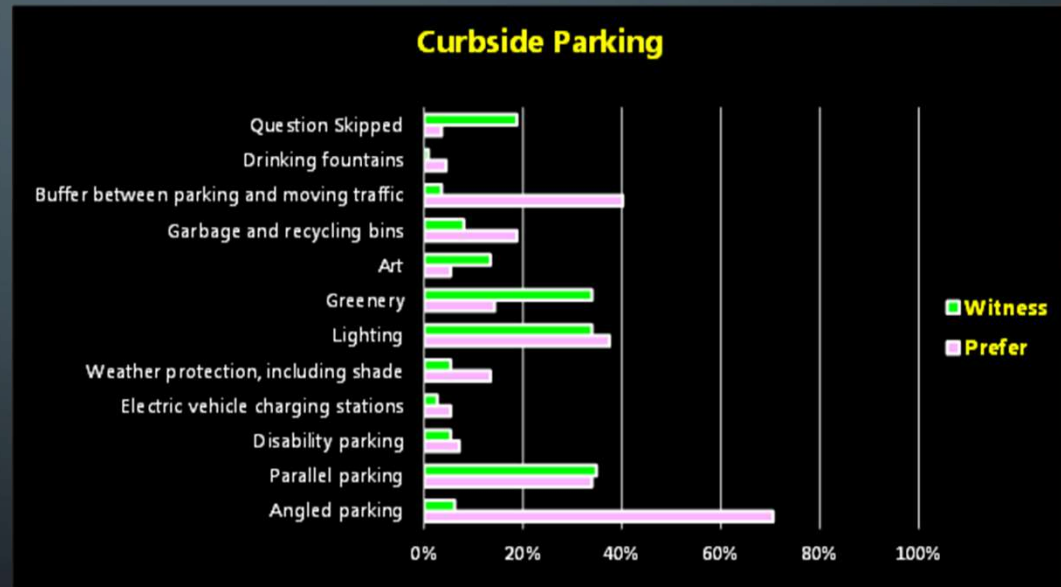
Green is not necessarily bad either

SCOPE OF RECOMMENDATIONS

- Continue monitoring usage
- Better signage to unused spaces
- Timed parking restrictions
- Metered parking
- Resident parking passes
- Parking lot construction (public or private)

SOURCE OF RECOMMENDATIONS

- Parking Advisory Committee (8 downtown shareholders)
- Draft Downtown Plan
- Public preference questionnaires



**CITY OF STEVENSON
RESOLUTION NO. 2021-386**

**A RESOLUTION OF THE CITY OF STEVENSON
REVISING THE SALARY SCALE**

WHEREAS, on November 19, 2020 the City Council of the City of Stevenson adopted a revised 2021 salary schedule in resolution 2020-370; and

WHEREAS, the City wishes to revise the salary scale to reflect a cost of living increase of 5.1% for 2022 as discussed at the September 16, October 21, November 8, and November 18, 2021 council meetings; and

WHEREAS, the council discussed changes to the standby pay at the November 18, 2021 council meeting.

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, 2022.
2. The Standby Pay of \$3.00 per hour will be retroactive to November 29, 2021.

ADOPTED this 16th day of December, 2021.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

Resolution 2021-386 Exhibit A

City of Stevenson Salary Schedule

2022 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	84,659	88,045	91,567	95,230	99,039	103,001	107,121	111,406
Deputy Clerk/Treasurer II	54,352	56,526	58,787	61,138	63,584	66,127	68,772	71,523
Deputy Clerk/Treasurer I	48,041	49,963	51,962	54,040	56,202	58,450	60,788	63,220
Public Works Director/Com Dev Director	71,312	74,164	77,131	80,216	83,425	86,762	90,232	93,841
Field Spvr /Bldg Insptr/WWTPO III	61,494	63,954	66,512	69,172	71,939	74,817	77,810	80,922
WWTPO II	55,485	57,704	60,012	62,412	64,908	67,504	70,204	73,012
Utilities / Maintenance Worker/WWTPO I	53,026	55,147	57,353	59,647	62,033	64,514	67,095	69,779
Facilities Maintenance Worker	35,006	36,407	37,863	39,378	40,953	42,591	44,295	46,067
Minute Taker (Hourly)	20.24	21.05	21.89	22.77	23.68	24.63	25.62	26.64
Temporary Assistant II (office or field)(Hourly)	16.83	17.50	18.20	18.93	19.69	20.48	21.30	22.15
Temporary Assistant I (office or field)(Hourly)	14.49	15.07	15.67	16.30	16.95	17.63	18.34	19.07
Standby Pay (Hourly)	3.00							

**CITY OF STEVENSON
RESOLUTION NO. 2021-387
A RESOLUTION OF THE CITY OF STEVENSON
REVISING THE PERSONNEL POLICY**

WHEREAS, the City has in place a personnel policy that is in need of updates based on an overall update of certain provisions; and

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

NOW, THEREFORE, be it resolved that the City Council of the City of Stevenson, Washington, hereby adopts the following policies as described 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 16th day of December, 2021.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson



City of Stevenson Personnel Policy

Revised ~~2020~~2021



City of Stevenson Personnel Policy

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City of Stevenson Personnel Policy

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City of Stevenson Personnel Policy

RECEIPT OF PERSONNEL POLICIES

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

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

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

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

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

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

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

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

I have read and understand the statements above.

Employee Signature

Date

Return one signed copy of this form to payroll.



City of Stevenson Personnel Policy

CHAPTER 1: PURPOSE AND SCOPE

1.1 INTRODUCTION

These personnel policies serve as a general guide to the City's current employment practices and procedures. As such, we hope they will help you better understand how the City operates and what is expected of you as an employee. These policies also describe what the City provides you in terms of compensation, benefits and other support.

The City places the highest value on our employees and their well-being. We want to see that you are a satisfied worker, with the support necessary to achieve the objectives of your position. Only in this manner can your contribution to the City organization be the most productive.

It is our belief that when consistent and equitable personnel policies are known and communicated to all the choices for greater job satisfaction increase. We encourage you to read these policies. If you have any questions, please ask your supervisor. As you have ideas or suggestions for improvement, please do the same.

1.2 INTENT OF POLICIES

These policies are not intended to be a contract, expressed or implied, or any type of promise or guarantee of specific treatment upon which you may rely, or as a guarantee of employment for any specific duration. Although we hope that your employment relationship with us will be long term, we recognize that things may not always work out as hoped, and either of us may decide to terminate the employment relationship. Unless specific rights are granted to you in employment contracts, civil service rules, or elsewhere, all employees for the City are considered at-will employees and may be terminated from City employment at any time, with or without cause and with or without notice. Please understand that no supervisor, manager or representative of the City other than the Mayor or City Administrator has the authority to enter into any agreement with you for employment for any specified period or to make any written or verbal commitments contrary to the foregoing.

1.3 SCOPE OF POLICIES

These personnel policies apply to all City employees. In cases where these policies conflict with any City ordinance, Civil Service rules and regulations, the provisions of a collective bargaining agreement, state or federal law, the terms of that law or agreement prevail. In all other cases, these policies apply.



City of Stevenson Personnel Policy

1.4 CHANGING OF POLICIES

As the need arises, the City Council may modify these policies and any changes in compensation or benefit levels by Resolution. The Mayor or City Administrator may deviate from these policies in individual situations, particularly in an emergency, in order to achieve the primary mission of serving the City's citizens. Employees may request specific changes to these policies by submitting suggestions to their supervisor. Employees must be notified in writing of modifications or revisions to this policy within 30 days of adoption and provided a copy of the change.

1.5 DEFINITIONS

Accident: An incident involving City owned vehicles which resulted in damages amounting to at least \$1,000.00.

Alcohol: The intoxicating element of whiskey, beer, wine and other fermented or distilled liquors.

Alcohol Use: The consumption of any beverage, mixture or preparation, including any medication, containing alcohol.

Child: Biological, adopted, foster or stepchild or legal ward under 18 or a child older than 18 incapable of self-care. (See 7.3 for unique definition of dependent child as it relates to health insurance coverage).

Class: A group of positions sufficiently similar in duties, responsibilities, authority, and minimum qualifications to permit combining them under a single title, and to permit the application of common standards for selection and compensation.

Commercial Driver: Any employee who has a commercial driver's license (CDL) and who may operate a commercial motor vehicle on a regular or intermittent basis at the direction of, or with the consent of the City, including, but not limited to full or part-time, regularly appointed employees, and temporary or intermittent employees.

Compensation Schedule. A schedule of salary ranges of all position classes in the service of the city, including single position classes, setting forth the salary range for each such position in accordance with the criteria and procedures set forth in these rules and regulations and also setting forth the salary rates by step in each range.

Compensatory Time Off. Time off from work to compensate the employee for overtime worked.

Controlled Substance/Drugs: Prohibited drugs are any illegal controlled substance including, but not limited to, marijuana (THC), cocaine, opiates, phencyclidine (PCP), and amphetamines, as well as any drug not approved for medical use by the USDA or the



City of Stevenson Personnel Policy

USFDA. Illegal use includes use of or impairment by any illegal drug, misuse of legally prescribed or over the counter drugs or illegally obtained prescription drugs.

Department Head: An employee designated by the Mayor with confirmation of the City Council to be responsible for management and supervision of a Department

Impaired. Under the influence of drugs or alcohol meeting or exceeding the standard of RCW 46.61.502(1), Driving Under the Influence, regardless of whether the employee is charged or convicted of the criminal conduct described therein.

Medical Review Officer: A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the City’s drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with his or her medical history of any other relevant biomedical information.

Overnight Travel: You must be more than 50 road miles from your home or work (one-hour travel time). Exceptions can be made by the supervisor in special circumstances such as:

- a) To avoid driving back and forth for back-to-back late night/early morning meetings.
- b) To avoid driving in inclement weather.

Overtime. Time worked in excess of the regularly scheduled 40-hour workweek.

Parent: Biological parent or someone who was “in loco parentis” a legal term meaning a person or entity that stands in place of a parent.

Regular Full-Time Employee: An employee who has successfully completed a trial period as defined in these policies and who regularly works a minimum of forty (40) hours a week.

Regular Part-Time Employee: An employee who has successfully completed a trial period as defined in these policies and who regularly works less than forty (40) but at least twenty (20) hours a week.

Retirement: The separation from service with the City of an employee who is retiring under regulations for the Washington State Department of Retirement systems or upon eligibility for full age retirement or early retirement benefits under Title II of the Social Security Act. The employee shall select which of these criteria to use for determination of retirement.

Memo: PERS 2

- 65 with five service credit years
- 55 with twenty service credit years

PERS 3

- 65 with 10 service credit years
- 55 with 10 service credit years



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. No employee will suffer retaliation for reporting such concern. To the extent possible, complaints will be handled confidentially.

If an investigation shows the accused employee or member of the public did engage in improper harassment or discrimination, appropriate action will be taken, as in the case of any other serious employee misconduct. Such actions may include warnings, verbal and/or written reprimands, a letter to the employee's file or an employee transfer, demotion, suspension or termination.



City of Stevenson Personnel Policy

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.

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.



City of Stevenson Personnel Policy

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. Annual maximum accruals of compensatory time shall be limited to forty (40) hours in a calendar year. A maximum of 40 hours can be taken in a calendar year. After maximum accrual, overtime compensation shall be paid.

Employees may use compensatory time after getting approval from his/her department head. The use of comp time may be denied if such time used would disrupt City operations.

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

4.4 ATTENDANCE

Punctual and consistent attendance is a condition of employment. Each department head is responsible for maintaining an accurate attendance record of his/her employees.

Employees unable to work or unable to report to work on time should notify their supervisor as soon as possible, ordinarily before the work day begins or within thirty (30) minutes of the employee's usual starting time. If an absence continues beyond one day, the employee is responsible for reporting in each day. If the supervisor is unavailable, the employee may leave a message on the answering machine stating the reason for being late or unable to report for work.

An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination.

4.5 UNUSUAL CONDITIONS

WEATHER During times of inclement weather or natural disaster, it is essential that the City continue to provide vital public services. Therefore, it is expected that employees make every reasonable effort to report to work without endangering their personal safety.



City of Stevenson Personnel Policy

PANDEMIC During pandemic flu or other community health emergencies the City Administrator shall identify a set of procedures to be approved by Council to maintain essential city functions while protecting the health of the staff. Those procedures shall be tailored to the specific health emergency and could include but are not limited to staggered work schedules, working from home (remote computer connections), allowing employees to use accrued leave or comp time, furloughing certain employees, and other appropriate actions.

4.6 BREAKS AND MEAL PERIODS

Employees may take one (1) fifteen-minute break for every four hours worked. All breaks shall be arranged so that they do not interfere with City business or service to the public. Meal periods shall be scheduled by the employee's supervisor. The scheduling of meal periods may vary depending on department workload. Meal periods are unpaid.

4.7 CALL BACK

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. A refusal to respond to a call back is grounds for immediate disciplinary action, including possible termination. An employee who is not fit to respond shall not accept a call back. Employees called back to duty will be paid their appropriate rate of pay for hours worked (the overtime rate for hours worked over the applicable overtime threshold).

4.8 PAYROLL RECORDS

The official payroll records are kept by the City Administrator. Each department head shall turn in, on a monthly basis, a signed work record for each employee within their department, noting hours worked, and leave taken and overtime worked. The Mayor shall sign work records for the City Administrator.



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 9.

The City's salary and wage schedule (the compensation plan) consists of a series of salary ranges. Within each range there are a series of steps graduated by standard percentage increments.

5.2 EMPLOYEE PAY RATES

Employees shall be paid within the limits of the wage range to which their positions are assigned. Usually, new employees will start their employment at the minimum wage rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum.

Pay increases are contingent on satisfactory performance. If an employee's performance is consistently unsatisfactory, the supervisor may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.

The Mayor may propose and the City Council may grant an across-the-board pay adjustment (COLA) from time to time, raising the salaries of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change an employee's pay anniversary date.

Any employee promoted to a position in a higher classification and salary range shall receive the next highest available pay step in the new range.

5.3 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.

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 certifications will be required to be “on call” on a rotating basis with other employees with these certifications. “On Call” requires that the employee will be available for all emergencies by an effective means, to be determined by each employee (telephone, cell



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phone, pager, radio, etc.). The employee must be able to respond to a call within 30 minutes and shall not be impaired at any time while on call. If the scheduled employee cannot fulfill their standby obligation, it is their responsibility to find an employee to take their place.

As compensation for “on call” coverage, “on call” pay will be paid to these employees on an hourly basis according to the Salary Key approved by City Council annually. It will be the responsibility of the Department Head to ensure that the stand-by days are equally shared among the responsible personnel.

5.4 PAYDAYS AND PAY PERIODS

City employees are paid monthly on the last business day of each month. If a regularly scheduled payday falls on Saturday or Sunday, pay will be distributed on Friday.

New monthly employees working less than a calendar month will be paid at a rate per hour determined by dividing the annual salary by 2080 hours for the actual day or hours worked. Permanent monthly employees after the probationary period is completed, who have used all accumulated sick leave and vacation leave will lose pay at a rate determined by dividing the annual salary by 2080 hours on the basis of eight hours for each day lost.

Part time employees shall be paid on an hourly basis. The hourly wage will be determined by dividing the annual salary by 2080 or will be set by contract in the case of contracted employees.

5.5 DEDUCTIONS

Some regular deductions from the employee’s earnings are required by law; other deductions are specifically authorized by the employee. The city will withhold from the employee’s paycheck those deductions required by law and any voluntary deductions authorized by the employee or by statute.

5.6 TRAVEL AND TRANSPORTATION REGULATIONS

Responsibilities: The Mayor, City Administrator or Director of Public Works are primarily responsible for ensuring that any cost incurred pursuant to this chapter are directly work related, ***obtained within the state rate***, and are both critical and necessary for city business. Prudent judgment is to be exercised in approving these costs. Receipts showing proof of payment will be required for all expense except for per diem meal reimbursements.

Travelers: A traveler on official city business is expected to exercise the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of official city



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business travel are not considered acceptable as exercising prudence. Travelers are responsible for excess cost and additional expenses incurred for personal preference or convenience.

General:

Travelers are to receive prior approval by the Mayor, City Administrator or Director of Public Works before embarking on any out of city travel for city business. Local travel within the Gorge and to the metropolitan area of Portland/Vancouver requires verbal permission of the appropriate Department Head. The City has established a set of guidelines for the handling of expenses while on city business:

Mileage: City owned vehicles should be used when traveling by automobile whenever possible for City business. If, however, there is reason to use a privately-owned automobile and the employee expects to be compensated for expenses (i.e., mileage allotment), prior approval must be obtained. In this case the rate of mileage reimbursement will be based on the standard mileage rate approved by the US Internal Revenue Service. The City Administrator will update the City's Travel Guide Sheet with the most current reimbursement rate on file with this policy. Each employee who drives a private vehicle on City business must have liability insurance on said vehicle. Carpooling is encouraged. Either state mileage charts or odometer readings can be used for calculating mileage reimbursement.

If public transportation is used, reimbursement shall not exceed the dollar amount of a round trip air fare at the coach rate on a licensed common carrier, plus auto rental or taxi fare at point of destination, and any associated parking fees.

Lodging: The reimbursement for lodging and associated travel expenses (such as parking fees) incurred on official city business in all areas of the Continental USA is to be on an actual 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.

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



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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.



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CHAPTER 6: TRAINING & PERFORMANCE EVALUATIONS

6.1 TRAINING

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

6.2 PERFORMANCE EVALUATIONS

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



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CHAPTER 7: BENEFITS POLICY

7.1 RETIREMENT BENEFITS

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

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

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

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

7.2 DISABILITY BENEFITS (WORKERS COMPENSATION)

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

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

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

7.3 HEALTH INSURANCE BENEFITS

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



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

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

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

Temporary employees will normally not be eligible for insurance coverage.

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

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

7.4 CONTINUATION OF INSURANCE COVERAGE

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

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

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



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7.5 UNEMPLOYMENT COMPENSATION

City employees may qualify for State Unemployment Compensation after termination from City employment depending on the reason for termination and if certain qualifications are met.

7.6 FIRE/EMERGENCY CALLS

Regular full-time city employees that also serve as Volunteer Firefighters may need to respond to emergency calls during working hours. It is the policy of the city to pay the employee for the entire day worked as if the emergency call had not occurred. If an employee needs to work additional hours to complete their job outside of their regular schedule due to an emergency call, the city will not pay overtime unless the total hours worked exclusive of the emergency would trigger overtime pay. For example, if an employee responded to a call that lasted one hour and worked three hours over their scheduled shift, they would be compensated for two hours of overtime.

Temporary city employees may respond to the emergency call but will not be compensated for the time away from their position.

7.7 BOOT ALLOWANCE

Regular full-time, non-probationary city employees working in the Public Works department will receive an annual \$200 boot reimbursement allowance. The city will comply with all IRS regulations regarding taxable fringe benefits and reimbursements.



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CHAPTER 8: LEAVES

8.1 VACATION LEAVE

Each regular full-time employee is entitled to vacation leave as follows:

<u>Years of Employment</u>	<u>Vacation Hours Earned</u>
0- 5 years	8 hours/month
6 years +	add 8 hours per year but not to exceed 240 hours per year.

All new employees must satisfactorily complete their 6-month trial period to be entitled to the accrual and use of vacation leave. (After satisfactorily completing the probation period, the 48 hours will be accrued.) Regular part-time employees will receive vacation on a pro-rata basis. Temporary employees are not eligible for any vacation benefits. Employees do not accrue vacation benefits during a leave without pay.

Each department is responsible for scheduling its employees' vacations without undue disruption of department operations. All requests for vacation must be approved by the department head and leave requests should be submitted at least two weeks prior to taking vacation leave. In the event of a conflict, the department head's decision will be guided by "first in" and seniority.

240 is the maximum number of vacation hours which may be accumulated. In cases where City operations have made it impractical for an employee to use vacation time, the department head with the approval of the Mayor may authorize additional carryover and/or a buyout. Minimally the employee must use or have a plan to use 80 hours of vacation within a full year of employment and the employee must have a minimum of eighty (80) hours remaining in the leave bank. Cash out will be at the rate of pay in effect on the date of the cash out payment. Vacation leave compensation may be part of the negotiations for employment for exempt employees. Employees will be paid for unused vacation time upon termination of employment.

8.2 SICK LEAVE

All full-time regular employees accrue sick leave benefits at the rate of 8 hours for each calendar month of continuous employment. Regular part-time employees may accrue sick leave benefits on a pro-rata basis according to hours worked, with a minimum rate of 1 hour for every 40 hours worked. Sick leave compensation may be part of the negotiations for employment for exempt employees. Temporary employees will accrue sick leave benefits at the rate of 1 hour for every 40 hours worked. Employees do not accrue sick leave benefits during a leave without pay. Such leave shall be accumulated up to a maximum of 1,440 hours.



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Allowable uses of Sick Leave: Sick leave covers those situations in which an employee is absent from work due to:

1. Employee's own health condition (illness, injury, physical or mental disability, including disability due to pregnancy or childbirth);
2. The need to care for the employee's dependent children under the age of 18 who are ill.
3. To care for a spouse, child, parent, parent-in-law, or grandparent with a health condition requiring treatment or supervision, or for emergency purposes.
4. Medical or dental appointments for the employee or dependent child, provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day.
5. Exposure to a contagious disease where on the job presence of the employee would jeopardize the health of others;
6. Use of a prescription drug which impairs job performance or safety;
7. Additional leave beyond bereavement leave for a death in the immediate family, to be authorized by the Mayor.
8. When the employees' workplace or their child's school or place of care has been closed by a public official for any health-related reason.
9. For absences that qualify for leave under the state's Domestic Violence Leave Act.

A doctor's certificate may be required when an employee is absent for a period in excess of 3 days. The City may also request the opinion of a second doctor at the City's expense to determine whether the employee suffers from a chronic physical or mental condition which impairs his/her ability to perform the job. Employees who are habitually absent due to illness or disability may be terminated if their disability cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of services to the citizens of the City.

Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with their department head's approval, request a leave without pay. (See Leave Without Pay Policy.)

Employees will be paid for unused sick leave as stipulated in section 5.7 Compensation upon termination.

8.3 LEAVE WITHOUT PAY

The Mayor or City Administrator may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reason, such as a prolonged illness, parenting, caring for an ill relative, or pursuing an education.



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8.4 JURY AND WITNESS LEAVE

It is the civic obligation of each employee to serve on a jury if he is called. While on jury duty or while appearing as a legally required witness, an employee will receive full pay from the city but the city shall deduct or the employee shall sign over the amount equal to jury fees actually received by the employee.

8.5 ADMINISTRATIVE LEAVE

On a case-by-case basis, the City may place an employee on administrative leave with or without pay for an indefinite period of time. Administrative leave may be used in the best interests of the City (as determined by the Mayor) during the pendency of an investigation or other administrative proceeding.

8.6 MILITARY LEAVE

We provide all employees leave while performing military service in accordance with federal and state law. Regular full-time and part-time employees receive paid military leave of up to 15 working days per year for military service. In general, if military service extends beyond 15 working days, the additional leave will be unpaid. Exempt salaried employees who serve longer than two weeks should contact the City Administrator to discuss whether further paid leave will be provided. All employees who are not eligible for paid military leave are provided unpaid leave for a period of their military service. Military service includes active military duty and Reserve or National Guard training. You are required to provide your supervisor with copies of your military orders as soon as possible after they are received. Reinstatement upon return from military service will be determined in accordance the applicable federal and state law. Health insurance will be paid for the first 30 days of active duty and Cobra-like benefit will be available to continue insurance coverage beyond the 30-day period.

During a period of military conflict as defined by SB 6447 an employee who is the spouse of a member of the armed forces of the United States, national guard, or reserves who has been notified of an impending call or order to active duty is entitled to a total of fifteen days of unpaid leave per deployment as described in SB 6447.

8.7 FAMILY LEAVE

The City complies with the federal Family and medical Leave Act of 1993 (the FMLA) and all applicable state laws related to family and medical leave. This means that, in cases where the law grants you more leave than our leave policies provide, we will give you the leave required by law.

Family Leave Eligibility: The FMLA provides up to 12 weeks of unpaid, job-protected leave every 12 months to eligible male and female employees for certain family and



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medical reasons. To be eligible you must have worked for us for at least one year, and for 1,250 hours over the previous 12 months.

Reasons for Taking Leave: Unpaid FMLA leave is granted for any of the following reasons:

- To care for your child after birth or placement for adoption or foster case.
- To care for your spouse, son, daughter or parent who has a serious health condition.
- For a serious health condition that makes you unable to perform the essential functions of your job.
- To care for a spouse, child, parent, or next of kin injured in the line of duty as a member of the Armed Forces and who is undergoing medical treatment, recuperation, or therapy for serious injury or illness incurred in the line of active duty for up to a total of 26 weeks (12 weeks as outlined above plus an additional 14 weeks) of protected leave within a 12-month period.
- To address a “qualifying exigency” arising out of the employee’s spouse, child, or parent in the Armed Forces serving on active duty.

Leave to care for a child after birth or placement for adoption or foster care must be concluded within 12 months of the birth or placement.

Under some circumstances, FMLA leave may be taken intermittently – which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule. FMLA leave may be taken intermittently if medically necessary because of a serious health condition. FMLA leave may be taken by victims of domestic violence, sexual assault or stalking to take “reasonable” or intermittent leave from work to obtain legal or law enforcement assistance, medical treatment or counseling. If FMLA leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to our approval.

Substitution of Paid Leave: At your request or ours, certain kinds of paid leave may be substituted for unpaid FMLA leave. Accrued vacation may be substituted for any type of FMLA leave. Accrued sick leave may be substituted only in the circumstances where our policies or state law allow you to use that paid leave. This means, in general, that sick leave may be used only for leave taken because of your own health condition or a spouse, child, parent, parent-in-law, or grandparent with a health condition requiring treatment or supervision, or for emergency purposes.

If you have any sick leave available that may be used for the kind of FMLA leave you are taking, it is our policy that you must use that paid sick leave as part of your FMLA leave. Use of vacation time for FMLA leave, however, is at your option.

If you use paid leave for a purpose for which FMLA leave would be available, it is our policy to designate your paid leave as counting against your FMLA leave allowance.



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You are required to notify us if you use paid leave for a reason covered by the FMLA so that we may properly account for the leave.

Advance Notice and Medical Certifications: We require that you provide us with advance leave notice, with medical certification, of the need for a leave related to a health condition, and with medical certification of your fitness to return to duty after medical leave. Taking leave, or reinstatement after leave, may be denied if these requirements are not met.

You must give us at least 30 days' advance notice of your request for leave if the reason for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment. If 30 days' notice is not practicable, you must give us notice as soon as practicable, usually within one or two business days of when the need for leave becomes known to you. If you do not give us 30 days' advance notice, and if the need for the leave and the approximate date of the leave were clearly foreseeable by you, we may deny your request for leave until at least 30 days after the date you give us notice.

We require that you provide a medical certification to support a request for leave because of a serious health condition (your own or your child's, spouse's or parent's) whenever the leave is expected to extend beyond five consecutive working days or will involve intermittent or part-time leave. We may require second or third opinions, at our option, at our expense.

We require that you provide a medical certification of your fitness for duty to return to work after a medical leave that extends beyond 10 consecutive working days, that involves a mental disability or substance abuse, or where the medical condition and your job are such that we believe you may present a serious risk of injury to yourself or others if you are not fit to return to work.

Periodic Reporting: If you take leave for more than two weeks, we require that you report to us at least every two weeks on your status and intent to return to work.

Health Insurance: If you are covered by our group health plan (medical, dental or vision), we will continue to provide paid health insurance during FMLA leave on the same basis as during regular employment. But if you don't return to work after the leave, you will be required to pay us back for our portion of the insurance premiums unless your failure to return was beyond your control.

Other Insurance: If you are covered by other insurance plans through us, such as life or disability insurance, those coverages will continue during paid leave on the same basis as during regular employment. If you take unpaid FMLA leave, you will be responsible during the leave for the premiums you normally pay plus the premiums we normally pay for you. If you don't pay these premiums, we may choose to pay them for you, to keep your coverage from lapsing, but you will be responsible for repaying us whether or not you return to work.



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Couples Employed by Us: If both you and your spouse work for us and you request leave for the birth, adoption or foster care placement of a child, to care for a new child, or to care for a sick parent, the total annual FMLA leave available to you as a couple for those purposes is 12 weeks.

Determining Leave Availability: FMLA leave is available for up to 12 weeks during a 12-month period. For purposes of calculating leave availability, the “12-month” period is a rolling 12-month period measured backwards from the date you use any FMLA leave.

Leave Related to Pregnancy: If you take leave for the disability phase of pregnancy or childbirth while you are physically unable to work, this time is counted against your annual 12-week FMLA leave allowance. For example, if you take six weeks of FMLA leave for childbirth to recover from childbirth, you are entitled to only six weeks of FMLA leave after that to care for your new child.

You are entitled to unpaid leave for the full period of your physical disability resulting from pregnancy and childbirth, even if you are disabled for more than 12 weeks, and even if you don’t qualify for leave under the federal law.

8.8 BEREAVEMENT LEAVE

We provide regular, full-time and part-time employees with paid leave for up to three (3) days in the event of the death of an immediate family member. An immediate family member is defined as parent, child, grandparent, grandchild, sibling, spouse or significant other.

8.9 SHARED LEAVE PROGRAM

The Mayor or Administrator may authorize employees to donate their accrued vacation 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.



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8.10 HOLIDAYS

The following are recognized as paid holidays for all regular full-time and part-time employees:

New Year’s Day	January 1
MLK Day	3 rd Monday in January
President’s Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran’s Day	November 11
Thanksgiving	4 th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25
Personal Day (16 hrs)	Optional

Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.

Non-exempt regular full-time or part-time employees will be paid for the holiday plus 2½ times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the department head. An employee substituting paid sick/vacation for unpaid FMLA leave is entitled to any holiday pay that would be normally paid.

Temporary employees will be paid at their regular straight-time rate for hours worked on a holiday.

8.11 RELIGIOUS HOLIDAYS

If an employee’s religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with his/her departments head’s approval, take the day off using vacation, compensatory time, floating holiday or leave without pay.

8.12 BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES

Unless noted otherwise in these policies, benefits for regular part-time and temporary employees are as follows:

Regular Part-Time Employees: All leaves, including holidays, and insurance premiums are pro-rated. Pro-rated means the ratio between the number of hours in the employee’s normal work schedule and 40 hours per week.

Temporary Employees: Temporary employees are not eligible to receive benefits, including leaves other than Sick Leave, holidays and insurance.



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CHAPTER 9: EMPLOYEE RESPONSIBILITIES & CONDUCT

9.1 GENERAL CODE OF CONDUCT

It shall be the responsibility of all employees to represent the City to the public in a manner which shall be courteous, efficient, and helpful.

The City is a relatively small organization. To function as efficiently as possible, we may ask you to perform seemingly “menial” duties outside your regular assignments. It is no reflection on your worth to the City but a necessary arrangement for most small organizations.

To make the most efficient use of personnel, the City also reserves the right to change your work conditions and the duties originally assigned. If these arrangements become necessary, we expect your best cooperation.

9.2 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

The City of Stevenson allows its employees to engage in outside work subject to certain restriction. Employees are required to disclose outside work, other jobs, contractual commitments or self-employment to their department head and obtain prior approval to perform outside work or hold another job.

Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the City’s opinion, with the best interests of the City or interfere with the employee’s ability to perform his/her assigned City job. Outside work will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

9.3 CODE OF CONDUCT

From time to time employees will be asked to participate in the selection, award or administration of a contract supported by federal and/or state grant funds. The employee shall NOT participate in the selection, award or administration of the contract if there is a conflict of interest, real or apparent, such as:

- The employee, elected official, or agent;
- Any member of his/her immediate family;
- His/her partner; or
- An organization that employs, or is about to employ any of the above, has a financial or other interest in the firm selected for award.

Furthermore, the employee shall not solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.



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9.4 REPORTING IMPROPER GOVERNMENTAL ACTION

In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41.050, this policy is created to encourage employees to disclose any improper governmental action taken by City Officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the City, with a process provided for speedy dispute resolution. (See Appendix #A-6, A-7)

9.5 POLITICAL ACTIVITIES

City employees may participate in political or partisan activities of their choosing provided that City resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on City time or in a City uniform or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities. No person may solicit on City property for contributions to be used for political subdivisions.

Any City employee who meets with or may be observed by the public or otherwise represents the City to the public, while performing his/her regular duties, may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on City property or City time, for a contribution for a partisan political cause. Except as noted in this policy, City employees are otherwise free to fully exercise their constitutional First Amendment rights.

For persons employed by the City in positions which are financed primarily by federal grant-in-aid funds, political activity will be regulated by the rules and regulations of the United States Civil Service Commission.

9.6 NO SMOKING POLICY

For health and safety considerations, the City prohibits smoking by employees in all City facilities, including City owned buildings, vehicles, and offices or other facilities rented or leased by the City, including individual employee offices.

9.7 PERSONAL POSSESSIONS AND ELECTRONIC COMMUNICATIONS

The City furnishes desks, closets, and/or lockers for security of employee coats, purses, and other personal possessions. We do not, however, assume responsibility for any theft or damage to the personal belongings of employees, and we reserve the right to search employee desks, lockers, and personal belongings brought onto City premises, if necessary.



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The City also furnishes computers for use in conducting City business. Because the computers are for City business, the City reserves the right to review the contents of any files or documents on the computer including contents of any electronic mail. City Department heads may and will intermittently monitor internet usage. Receipt of a public records request for public employees' internet usage places all internet usage subject of public disclosure without prior consent or notice. City computers are not for personal use. See appendix A-4 and A-5 for policy, procedures and agreements regarding Cell Phones and A-10 for policy, procedures and agreement regarding Internet.

9.8 USE OF CITY VEHICLES AND EQUIPMENT

Use of City phones for ~~local~~ personal phone calls should be kept to a minimum; ~~long distance personal use is prohibited~~. Other City equipment, including vehicles, should be used by employees for City business only. An employees' misuse of City services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.

It is important to clarify the use of City vehicles to better interpret City policy and maintain community confidence in the wise use of city resources. City vehicles may not be used for personal use including personal errands such as banking, shopping and etc. City-owned vehicles/equipment are restricted to City business and are for employee use only. Children or individuals not engaged in a direct City business activity are not permitted. Any driver of a City vehicle will not consume alcohol or illegal drugs while conducting City business.

City vehicles may be used to attend business functions, for out of town travel, and to travel between the job site and lunch or break sites when working in the field. There is a group of employees who are required to drive motorized vehicles in the performance of their jobs and who have been assigned first responder responsibilities. These activities require emergency duties. For those City staff that ~~live in the City limits or within Skamania County Fire District #2 and who serve as first responders for emergency calls and/or~~ are assigned stand-by duty, City vehicle use may be authorized for commuting between the place of residence and place of work both for regular work hours and after work hour periods.

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

Gas Credit Cards – An employee whose job responsibilities would be facilitated by the use of a credit card will be assigned a gas credit card to be used in the day to day operations of his/her department. Cash Advances, purchases of food or other non-automotive related items are not authorized.

Other Credit Cards – Other credit cards may be used by City employees for advanced payment of expenses associated with authorized travel such as registration and tuition fees, lodging expenses and transportation expenses. The credit cards may also be used for official government purchases and acquisitions, including supplies, small tools and



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equipment. Credit cards shall not be used for cash advances. The employee is expected to submit a fully itemized expense voucher for the charges. The employee will be responsible for repayment for disallowed charges.

9.10 CONTACT WITH THE NEWS MEDIA

The City Administrator shall designate the person to be responsible for official contacts with the news media during working hours, including answering of questions from the media. The City Administrator may designate specific employees to give out procedural, factual or historical information on particular subjects.

9.11 DRIVER'S LICENSE REQUIREMENTS

As part of the requirements for certain specific City positions, an employee may be required to hold a valid driver's license with the appropriate endorsements. If an employee's license is revoked, suspended or lost, or is in any other way not current, valid, and in the employee's possession, the employee shall promptly notify his/her supervisor and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her supervisor. Depending on the duration and the employee's duties, the license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination. From time to time the City may review the driving record of any employee whose job requires them to drive City vehicles. It is the responsibility of the employee to inform his/her supervisor if a physical condition or medical treatment might impair their driving ability.

9.12 SOLICITATIONS

Most forms of selling and solicitations are inappropriate in the workplace. They can be an intrusion on employees and citizens and may present a risk to employee safety or to the security of City or employee property. The following limitations apply:

1. Persons not employed by us may not solicit, survey, petition, or distribute literature on our premises at any time. This includes persons soliciting for charities, salespersons, questionnaire surveyors, labor union organizers, or any other solicitor or distributor.
2. Employees may not solicit for any purpose during work time. Reasonable forms of solicitation are permitted during non-work time, such as before or after work or during meal or break periods. Soliciting employees who are on non-work time may not solicit other employees who are on work time. Employees may not distribute literature for any purpose during work time or in work areas. The employee lunchroom is considered a non-work area under this policy.



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9.13 SAFETY

The City Administrator recognizes the need for the development of safe working conditions and practices for every employee and desires to promote on-the-job safety by encouraging the proper design and use of buildings, equipment, tools, and other design and use of buildings, equipment, tools, and other devices. Responsibility for development, promotion and coordination of the safety program throughout the various City departments shall be a primary function of the supervisors of each department.

Administration of the adopted safety program is the responsibility of supervisors. Supervisors and employees should be constantly on the alert to observe and report unsafe working practices or existing hazardous working conditions with the aim of immediate correction. Each supervisor shall insure that the employees under his supervision are well acquainted with existing safety rules and shall make certain that the rules are uniformly enforced. Each employee will be personally responsible for keeping informed and being constantly aware of all the latest State Industrial Safety guidelines and Safety Policies as they are presented and/or approved by the City. Safety education of all employees shall be promoted by supervisors adhering to all safety rules. Any employee who habitually or purposely ignores or fails to comply with established safety rules, as outlined by the State Industrial agency or the City, will be subject to suspension, without pay, or dismissal as deemed necessary by the supervisor.

9.14 DRUG-FREE WORKPLACE

The City will strive to educate and increase employee awareness of the dangers of drug abuse in the workplace, the City's commitment to maintaining a drug-free workplace, the penalties that may be imposed upon employees for drug violations in the workplace, and the City's commitment of support for employees undergoing treatment and rehabilitation for chemical dependencies.

The City recognizes maintenance of a drug-free workplace as essential to the safety and welfare of its employees and the public. This policy establishes programs and practices that promote and support a drug-free working environment and brings the City into compliance with the Drug-Free Workplace Act of 1988.

- The manufacture, distribution, dispensation, possession and use of unlawful drugs or alcohol on City premises or during work hours by City employees are strictly prohibited.
- The use of prescription and over-the-counter drugs which compromise safety in the workplace or the quality of the employee's work product is prohibited. It is the employee's responsibility to check with his/her physician as to whether or not a prescription or over-the-counter drug will impair performance and to notify his/her supervisor of the physician's opinion.



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- As a condition of employment, all employees must notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.

Violation of this policy can result in immediate disciplinary action, up to and including termination. The employee may be required to participate satisfactorily in an alcohol or drug abuse assistance or rehabilitation program.

The City will utilize available City resources, including drug education programs to educate employees about the dangers of drug abuse.

All complaints and reported violations for these policy provisions will be strictly confidential, except as required by public disclosure laws or court order.

9.15 DRUG & ALCOHOL TESTING POLICY & PROCEDURES

The City of Stevenson provides vital public services to our community. In an effort to ensure that services are delivered safely and efficiently, we are intent on providing and maintaining a drug and alcohol-free working environment. It is the City of Stevenson's policy to:

- Create a workplace free from the adverse effects of drugs and alcohol abuse or misuse;
- Assure that all employees have the ability to perform assigned duties in a safe, healthy and productive manner.
- Comply with all regulations applicable to City employees under the federal Omnibus Transportation Employee Testing Act of 1991, 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



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- (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



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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



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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 will be subject to testing following an on-duty incident or accident.
- City employees may be requested to undergo a drug screen test if the City has reasonable suspicion that an employee is under the influence of alcohol or a controlled substance. "Reasonable suspicion" shall mean that articulable facts or information exists which appears reliable and discloses facts or circumstances which, when taken together, would convince an ordinary, reasonable person that the suspected person is under the influence of a controlled substance. Test results gathered under this policy will not be used in a criminal investigation or prosecution.
- Following an accident in a City owned vehicle the employee(s) involved must immediately submit to an alcohol or drug screen test if such test is required by the supervisor. The test must be taken within 8 hours following the accident or incident, if the employee's performance either contributed to the accident, or cannot be discounted as a contributing factor. The term "accident" is defined as an incident involving City owned vehicles which resulted in damages amounting to at least \$1,000.00.
- No alcohol or drug test shall be conducted without the consent of the employee, but refusal by the employee to submit to a drug screen test will be deemed an admission of violation of this policy, thus subjecting the employee to the risk of discipline, including termination.
- 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 this policy will result in disciplinary action, up to and including termination of employment, at the company's discretion.**



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- 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.



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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



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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



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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.



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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



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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



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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.



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CHAPTER 10: DISCIPLINE & TERMINATIONS

10.1 ACTIONS SUBJECT TO DISCIPLINARY ACTION

Our success in providing excellent service to our citizens and maintaining good relationships with the community depends on our employees. We have therefore provided for your guidance certain conduct which, if engaged in, would be detrimental to our objective and could lead to disciplinary action including discharge. The following specified conduct is illustrative and not comprehensive.

1. Misrepresentation or withholding of pertinent facts in securing employment.
2. Unauthorized use or possession of the City facilities/property.
3. Unauthorized use of position with the City for personal gain or advantage.
4. Accepting unlawful gratuities or bribes.
5. Lying.
6. Smoking in any unauthorized posted area or creating fire hazards in any area.
7. Violation of the City's telephone use policy.
8. Failure to report an occurrence causing damage to City, customer, or public property.
9. Failure to properly secure the City facilities or property.
10. Loitering after completing day's work which results in the disruption of the City's business or the work effort of other employees.
11. Vending, soliciting, or collecting contributions for any purpose whatsoever during working time on the premises without the permission of the supervisor.
12. Unauthorized operation or using machines, tools, or equipment to which the employee has not been specifically assigned.
13. Unauthorized recording of another employee's time record. Both employees can be subject to disciplinary action.
14. Habitual lateness for work.
15. Absence without prior notification to immediate supervisor, excessive absenteeism, or insufficient reasons for absenteeism.
16. Loitering, goofing off, failing to assist others in a work situation.
17. Making malicious, false, or derogatory statements that are intended or could reasonably be expected to damage the integrity or reputation of the city or our employees, on or off premises.
18. Disorderly conduct, including fighting on the premises.
19. Rudeness, discrimination, intimidation, coercion, use of obscene language, gesture or lack of courtesy to the public or fellow employees.
20. Immoral conduct while on duty.
21. Intentional falsification of records/paperwork required in the transaction of the City business.
22. Inability, inefficiency, negligence, or insubordination, including a refusal or failure to perform assigned work.
23. Concealing defective work.
24. Failure to observe safety practices, rules, regulations, and instructions.



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25. Negligence that results in injury to others.
26. Failure to wear required safety clothing and equipment.
27. Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, equipment, property, or visitor.
28. Failure to obtain necessary certifications.
29. Dishonesty or theft, including deliberate destruction, damage, or removal of the city's or other's property from the premises, or any job site.
30. Possession, use, sale, or being under the influence of alcohol and controlled substances while on the city business (including standby duty). The only exception to this rule shall be for an employee using or possessing a controlled substance prescribed by a doctor if such employee has given his/her supervisor prior notice of such use and/or efficient work performance.
31. Possession of explosives or weapons on the premises or at any job site.
32. Conviction of a gross misdemeanor or felony.

10.2 POSSIBLE DISCIPLINARY ACTIONS

In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the particular situation:

1. Oral Warning.
2. Written Reprimand.
3. Suspension
4. Demotion.
5. Termination.

Progressive discipline is the preferred alternative when appropriate. This system gives the employee an opportunity to correct problems. The choice of what discipline to apply in any particular case is solely the City's. Employees who are exempt from overtime laws will not be suspended without pay for disciplinary purposes for periods less than a full workweek, unless the infraction involves violation of safety rules of major significance. Serious misconduct may result in immediate discharge of any employee.

Employees shall comply with all existing rules that are not in conflict with the express terms of this policy, provided that reasonable notice has been given of the existence of the rule. Any unresolved complaint as to the reasonableness of any new or existing rule, or any complaint involving discrimination in the application of new or existing rules shall be resolved through the complaint procedure. The City will make a good faith effort to enforce rules uniformly. (Supervisors reference [Appendix A-2](#) for guidelines.)

10.3 PRE-TERMINATION HEARING

In the case of termination or demotion of an employee (other than trial employees), the city will conduct a pre-termination or pre-demotion hearing. The pre-termination or pre-demotion hearing serves as a check against mistaken decisions and as an opportunity for an employee to furnish additional facts before a termination or demotion decision is



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

Oral Warnings

- Talk to the employee in private.
- Oral warnings are appropriate for relatively minor infractions where the employee will have an opportunity to correct the condition.
- Supervisor should file a written, dated notation that an oral warning was given with a reference to subject matter.

Written Reprimand

- Supervisor should issue a written reprimand when an employee has disregarded an oral warning or if the infraction severity warrants a written reprimand.
- The supervisor should describe in writing the nature of the infraction in detail and the supervisor should sign and date the reprimand.
- Prior to meeting with the employee, the supervisor should discuss the warning notice with his/her supervisor.
- The supervisor should then meet with the employee to be certain the employee understands the nature of the reprimand. The employee should receive a copy.
- The written reprimand should be filed with the employee's personnel file.

Suspension

- This form of discipline is administered as a result of a severe infraction or for excessive violations after a written reprimand. Suspension should not be considered without first discussing the issues with the Administrator and /or Mayor.
- The supervisor shall set forth in writing all facts for the reason for the Notice of Suspension and the duration of the suspension. A copy will be filed with the employee's personnel file and given to the employee.
- The supervisor should demonstrate that a thorough investigation is completed with both sides of the facts being objectively investigated.
- The supervisor shall meet with the employee and give the employee an opportunity to respond. If major issues are raised, the City may investigate further before confirming intent.

Demotion

- This form of discipline is rare – used in instances when an employee has been promoted to a position to which they are unable to perform the responsibility or in instances when a City is reducing its force and laying staff off.
- See terminations.

Terminations

- Prior to a supervisor taking any actions on discharge of an employee, the supervisor must discuss his/her recommendation for discharge with the Administrator and/or Mayor.
- A thorough investigation is critical. All facts should be reviewed objectively. Review the personnel file to determine if there is a pattern of behavior. Get witness statements.
- Review the issues for justification of the discharge. Follow rules of just cause. Were all procedural protections applied?
- If paid suspension is needed to complete an investigation, use it.
- Document.
- Provide the employee a hearing where the employee will have an opportunity to explain before final action.
- Follow Loudermill guidelines.



City of Stevenson Personnel Policy

Appendix # A-3

SEPARATION AGREEMENT (a)

This separation agreement (hereinafter referred to as "Agreement") is made effective _____, 20__, by and between the City of Stevenson and _____ (hereinafter referred to as the "Employee").

For and in consideration of the mutual covenants herein contained, the City of Stevenson and Employee agree as follows:

1. EMPLOYEE will separate active employment with the City of Stevenson effective _____, 20__.
2. The City of Stevenson will pay EMPLOYEE a total severance benefit of \$_____, less required deductions upon the signing of this Agreement, equal to _____ month('s) of salary continuation. This severance payment will be payable over the three-month period, on the City of Stevenson's regularly scheduled pay periods. This payment is in lieu of all accrued salary, and benefits and continuation of EMPLOYEE'S salary, benefits, and any other matters to which EMPLOYEE might otherwise be entitled. EMPLOYER further agrees to provide EMPLOYEE with continued medical, dental and vision benefits under its current policies so long as EMPLOYEE is eligible under federal COBRA laws. If EMPLOYEE makes timely application for these COBRA benefits, EMPLOYER will pay the premium for these benefits, less any deduction for dependent coverage, for the period of salary continuation. After this period, for the remaining portion of the CORA benefits, EMPLOYEE will pay the premiums.
3. EMPLOYEE agrees that this severance benefit is not a benefit that he/she would otherwise be entitled to under existing employee benefit plans provided by the City of Stevenson. The severance payment will be made irrespective of whether EMPLOYEE accepts other employment or dies, and is subject to the usual federal income tax, social security, and any other applicable withholdings.
4. EMPLOYEE accepts the benefits specified herein in full payment and satisfaction of all his/her rights and interest relating to his/her employment with the City of Stevenson its affiliates, owners, directors, stockholders, agents, employees, and successors and assigns, from any and all claims, demands, and causes of action, which he/she now has or any manner arise out of his/her employment with, or separation from, the City of Stevenson. This release specifically covers, but is not limited to, any and all claims EMPLOYEE may have under federal, state, and local laws that prohibit discrimination in employment, any contract or tort claims arising under federal, state, or local law, and any claims under any express or implied contract or legal restriction on the City of Stevenson's rights to deal with employees. EMPLOYEE hereby covenants not to assert any such claims or causes of action.
5. EMPLOYEE represents that he/she has not filed any complaints, charges or lawsuits against the City of Stevenson with any governmental agency or any court, and that he/she will not do so at any time hereafter.
6. EMPLOYEE represents that he/she has read, considered, and fully understands this Agreement, and all its terms, and executes it freely and voluntarily.
7. EMPLOYEE acknowledges that he/she has had the opportunity to consult with his/her attorney prior to accepting this Agreement, and has had an adequate opportunity to do so.
8. EMPLOYEE agrees to maintain the confidentiality of this Agreement. EMPLOYEE agrees not to divulge the terms of this Agreement to, or discuss the events leading up to his/her separation from the City of Stevenson with, any person other than his/her attorney and members of his/her immediate family.
9. EMPLOYEE represents that in entering into this Agreement, he/she does not rely and has not relied upon any representation or statement made by the City of Stevenson or any of its employees or agents concerning this Agreement or Employee's separation from employment with the City of Stevenson.
10. It is understood and agreed that by entering into this Agreement, the City of Stevenson expressly denies that it has any legal liability in this matter. This Agreement is solely intended as the resolution of a disputed claim and may not be used by anyone as an admission of any kind by the City of Stevenson.
11. This Agreement is intended to constitute a full and final resolution of this matter. Interpretation of this Agreement shall be under Washington law. If any such action is necessary to enforce the terms of this Agreement, the substantially prevailing party shall be entitled to receive reasonable attorney's fees and costs.

EMPLOYEE

Date

THE CITY OF STEVENSON

Mayor

Date



City of Stevenson Personnel Policy

SEPARATION AGREEMENT (b)

This separation agreement (“Separation Agreement”) by and between the City of Stevenson and _____ (“Employee”).

For good and valuable consideration, the parties agree as follows:

1. Separation of Employment. EMPLOYEE’S last date of employment with the City of Stevenson shall be _____, 20____.
2. Severance Pay. The City of Stevenson agrees to pay EMPLOYEE _____ weeks of severance pay at his/her current regular rate of pay. Such severance pay shall be paid by check in a lump sum payment; provided, however, that the severance payment shall not be made until after EMPLOYEE has returned the executed Separation Agreement to the City of Stevenson, and the Revocation Period specified in Paragraph 8 below has expired. The severance payment made under this Separation Agreement shall be subject to all withholdings required by state and federal law. The parties agree that the separation pay described in this Paragraph 2 is designed to aid EMPLOYEE’s transition to alternative employment, and that the specified benefits do not constitute benefits to which she would otherwise be entitled upon separation under existing employee benefit plans provided by the City of Stevenson or under any pre-existing benefit plans provided by the EMPLOYEE and the City of Stevenson.
3. Health Insurance. If EMPLOYEE makes timely application and remains eligible for such benefits, the City of Stevenson will provide EMPLOYEE and his/her dependents with continued medical, dental and vision benefits under its current health insurance policies for 18 months following the Separation Date (“COBRA” benefits). It is the intent of the parties that EMPLOYEE’s COBRA rights begin to run on the Separation Date.
4. Accrued Vacation and Floating Holidays. The City of Stevenson agrees to pay EMPLOYEE for vacation and floating holidays that he/she has accrued but not used, if any, as of the Separation Date.
5. Release. EMPLOYEE accepts the benefits contained in this Separation Agreement in full satisfaction of all his/her rights and interests relating to his/her employment with and separation from the City of Stevenson and, in consideration therefore, EMPLOYEE hereby releases the City of Stevenson, its affiliates, successors, predecessors, past and present officers, directors agents, and employees from all claims (other than claims for the payments provided for under this Separation Agreement), causes of action or liabilities, suspected or unsuspected and irrespective of any present lack of knowledge of any possible claim or of any fact or circumstance pertaining thereto, which EMPLOYEE may have or claim to have against the City of Stevenson arising from or during his/her employment or as a result of his/her separation from employment. This release specifically covers, but is not limited to, any workers’ compensation or disability claims under state law; any claims of discrimination based on race, color, national origin, sex, marital status, age (including claims under the Age Discrimination in Employment Act) or physical or mental disability under any federal, state, or local law, rule, or regulation; any contract or tort claims arising under federal, state, or local law; any claims arising under federal, state or local law based on promises made or allegedly made by the City of Stevenson to EMPLOYEE; and any claims under any express or implied contract or legal restrictions on the City of Stevenson’s right to terminate its employee. EMPLOYEE hereby covenants not to assert any such claims or causes of action.
6. Other Claims or Lawsuits. EMPLOYEE represents that as of the date she executes this Separation Agreement, she has not filed any complaints, charges or lawsuits against the City of Stevenson with any governmental agency or any court.
7. No Admission. Nothing in this Separation Agreement shall be construed as any indication that the City of Stevenson has acted wrongfully towards EMPLOYEE or any other person.
8. Review and Revocation. EMPLOYEE acknowledges that:
 - a. Pursuant to applicable law, she has been offered the opportunity to review a copy of this Separation Agreement for a period of twenty-one (21) days (the “Review Period”).
 - b. The City of Stevenson advised EMPLOYEE at the beginning of the Review Period to consult with an attorney concerning the terms and conditions of this Separation Agreement, including without limitation the release set forth in this Separation Agreement; and
 - c. The terms and conditions of this Separation Agreement have not been amended, modified, or revoked during the Review Period. The City of Stevenson and EMPLOYEE agree that EMPLOYEE shall have seven (7) calendar days (the “Revocation Period”) following the date on which EMPLOYEE signs this Separation Agreement to revoke his acceptance of the Separation Agreement and the release set forth in this Separation Agreement, and this Separation Agreement shall not become effective until the Revocation Period has expired.



City of Stevenson Personnel Policy

9. Confidential Information. EMPLOYEE acknowledges that while employed by the City of Stevenson and its predecessor, she had access to certain confidential information relating to the business of the City of Stevenson and its predecessor which constitute trade secrets of the City of Stevenson under the Uniform Trade Secrets Act, RCW 19.108. EMPLOYEE acknowledges that under the Uniform Trade Secrets Act, she has an obligation to maintain the confidentiality of such trade secrets of the City of Stevenson.
10. Voluntary Execution. EMPLOYEE represents that she has read, considered, and fully understands this Separation Agreement and all its terms, and executes it freely and voluntarily.
11. Construction of Agreement; Governing Law. Each party has had a full and complete opportunity to review this Separation Agreement, and has been given the opportunity to have counsel review it. Accordingly, the parties agree that the common law principles of construing ambiguities against the drafter shall have no application to this Separation Agreement. Interpretation of this Separation Agreement shall be under Washington law. If any such action is necessary to enforce the terms of this Separation Agreement, the substantially prevailing party shall be entitled to receive reasonable attorneys' fees and costs.
12. No Representations. EMPLOYEE represents that in entering into this Separation Agreement, she does not relay and has not relied upon any representation or statement made by the City of Stevenson or any of its employees or agents concerning this Separation Agreement.
13. Confidentiality. EMPLOYEE Agrees to keep the terms of this Separation Agreement confidential, except for communications about it with his/her immediate family, attorney or accountants or other professional financial advisors.
14. Remedies for Breach of Covenants. In the event of a breach or threatened breach by EMPLOYEE of any covenants herein, EMPLOYEE agrees that the City of Stevenson shall be entitled to a temporary restraining order or a preliminary injunction (without the necessity of the City of Stevenson posting any bond in connection therewith) restraining EMPLOYEE from such breach or threatened breach. Nothing herein shall be construed as prohibiting the City of Stevenson from pursuing any other remedies available to it for such breach or threatened breach, including the recovery of damages from EMPLOYEE.
15. Complete Agreement. This Separation Agreement constitutes a full and final resolution of all matters in any way related to EMPLOYEE's employment with and separation from the City of Stevenson. This Separation Agreement supersedes any and all other agreements between the parties.
16. Amendment. The parties agree that no modification, change or amendment of this Separation Agreement or any of its provisions shall be valid, unless in writing and signed by the party against whom such claimed modification, change or amendment is sought to be enforced.
17. Severability. If any provision of this Separation Agreement, or portion thereof, shall be held invalid or unenforceable by a court of competent jurisdiction or in any arbitration proceeding, such invalidity or unenforceability shall attach only to such provision or portion thereof, and shall not in any way affect or render invalid or unenforceable any other provision of this Separation Agreement or portion thereof, and this Separation Agreement shall be carried out as if any such invalid or unenforceable provision or portion thereof were not contained herein. In addition, any such invalid or unenforceable provision shall be deemed, without further action on the part of the parties, modified, amended or limited to the extent necessary to render the same valid and enforceable.
18. Titles. The titles of the paragraphs of this Separation Agreement are inserted merely for convenience and ease of reference and shall not affect or modify the meaning of any of their terms, covenants or conditions of the Separation Agreement.

IN WITNESS WHEREOF, the parties have executed this Separation Agreement as their free and voluntary act on the dates set forth below.

EMPLOYEE

Date

THE CITY OF STEVENSON

Mayor

Date



City of Stevenson Personnel Policy

Appendix # A-4:

CELL PHONE POLICY

PURPOSE

The purpose of this policy is to provide cell phone use guidelines. This policy enables the City of Stevenson to meet its fiduciary responsibility to the taxpayers. It is recognized that the day-to-day operations of the workforce require voice and data communications and there is often a need to communicate when access to a regular telephone or computer is unavailable. Cell phones are a valuable resource for certain personnel in order to conduct City business in an effective and timely manner.

DEFINITIONS

Employee—A person employed by the City, does not include an independent contractor.

City Business—Official City business is business that relates directly to a person's work function and benefits the City.

Cell Phone—Cellular telephones including smart phones: any device that is used, by any measure, to send or receive wireless voice or data transmissions including text messaging.

POLICY

This policy shall apply to all City employees.

1. The City recognizes that cell phones are an important and necessary tool for certain employees to perform their job duties. For this purpose, the City will provide a cell phone.
2. The City Administrator will determine which employees require a cell phone by considering the individual job duties and related wireless communications needs. The Purchasing Officer will procure the most cost-effective cell phone and plan. State contracts, pooling of minutes, and free phone offers are examples of the methods that will be used to establish the most cost-effective alternative for cell phones and plans.
3. The use of a cell phone, whether owned by the employee or the City, creates data that is stored on the devices, including, without limitation, e-mails, text messages, communication logs (such as records of the numbers called and received). When the cell phone is used for City business that record is, in nearly every case, a public record, subject to possible disclosure under the Public Records Act. It is the employee's responsibility to ensure that all cell phone data related to City business is retained consistent with this policy and all City rules, regulations, policies and procedures.
4. All communications created or received using a City cell phone and all data stored on the devices is the property of the City. Employees have no personal or property right



City of Stevenson Personnel Policy

in these communications and data and no expectation of privacy with regard to their use of City communication devices. Furthermore, the City reserves the right to access and monitor any and all communications created or received using a City-owned cell phone, any record of such communications and all data stored on City cell phones, including, without limitation, e-mails, text messages, communication logs (such as records of the numbers called and received) to ensure that all use of a City cell phone is consistent with this policy and all City rules, regulations, policies and procedures.

PROCEDURE

1. Determination of Cell Phone Eligibility

- a. Eligibility is based on the need for frequent use of a cell phone, such as an employee who needs to be frequently available for emergency contact, and whose duties require him/her to be quickly contacted, anywhere, anytime as determined by the City Administrator.
- b. Employees leaving City employment must turn in City-owned cell phones as part of their termination process. Employees transferring or promoting within the City must re-establish their eligibility in their new position.

2. Determination of Phone or Plan

- a. The City Administrator is responsible for projecting business use, and for communicating this estimate to the Purchasing Officer. The Purchasing Officer is responsible for purchasing City-owned cell phones and establishing plans with providers that best meet the City's business needs at the lowest cost.

3. Use of Cell Phone

- a. Except for incidental personal use, City-owned cell phones shall be used for business purposes only. Incidental personal use is defined as use that is infrequent and insubstantial. Incidental personal use phone calls shall be made at times that do not adversely affect the performance of official duties and are brief in duration and frequency. Whenever possible, incidental personal calls shall be made during breaks. Use of a City-owned cell phone for non-City business, or more than incidental personal use, will result in the entire cost of the phone and plan to be added to the employee's taxable wages as a taxable fringe benefit.
- b. Employees are prohibited from Speaking or listening or sending, reading, or writing text message to a cell phone while driving except as authorized by applicable laws



City of Stevenson Personnel Policy

- c. Employees who are charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all associated liabilities.
- d. In many cases, cell phones operate as a camera or as a way to access the internet or email. Employees operating a City-owned cell phone in these capacities must comply with the City's policy regarding "Internet Access," and "Email."
- e. There are certain cell phone uses that are prohibited and can result in disciplinary action at the discretion of the City Administrator. They include:
 - Commercial use other than City business.
 - Harassment of any member of the public, any governmental employee or any vendor.
 - Making or receiving any calls of a sexually explicit nature.
 - Inappropriate language including obscenity, vulgarity, profanity or expressions of ill will.
 - Subjects of political nature.
 - Misrepresentations or release of information of a confidential nature.
 - Speaking or listening or sending, reading, or writing text message to a cell phone while driving except as authorized by applicable laws.

4. City Paid Monthly Stipend for Use of Personal Mobile Phones

- a. At the department director's discretion employees who would otherwise be provided with a City issued mobile phone can request to receive a monthly stipend for using their personal mobile phone for City business. The monthly stipend is paid through the payroll system as a taxable benefit, and the amount of the monthly stipend is based on one of two plan options as determined appropriate by the employee's director, or designee:

- A. Phone only
- B. Phone with data

The amount of the monthly stipend will equal the rate of the plan paid by the city, inclusive of taxes. Employees who receive a monthly stipend agree to purchase a device that meets the City's technical standards and use their personal phone for City business. In addition, employees must execute a Monthly Mobile Phone Stipend Agreement to be submitted to the employee's manager/supervisor for approval. The monthly stipend process is administered and overseen by the Payroll Officer.



City of Stevenson Personnel Policy

Special Responsibilities for Managerial Staff

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Public Records Act – Employees should be aware that work-related texts and voice messages on cell phones are public records subject to the Public Records Act. Employees have a duty to maintain such records in accordance with the Washington Local Government Record Retention Schedules.



City of Stevenson Personnel Policy

RECEIPT OF THE CITY OF STEVENSON'S CELL PHONE USE POLICY

Please read the policy carefully to ensure that you understand the policy before signing this document.

I certify that I have received a copy of the City of Stevenson's Cell Phone Use Policy. I understand that it is my responsibility to read and comprehend this policy. I read and understand the content, requirements, and expectations of the Policy and I agree to abide by the Policy guidelines. I understand that if at any time I have questions regarding the Policy, I will consult with my immediate supervisor or the Personnel Office.

I agree to observe and follow the Cell Phone Use Policy. I understand that failure to abide by the policy could result in the loss of cell phone privileges and/or other disciplinary actions.

Employee Name (Signature)

Employee Name (Please Print)

Department

Date



City of Stevenson Personnel Policy

Appendix # A-5

City of Stevenson
Ordinance No. 879

An ordinance of the City of Stevenson adopting policies and procedures for reporting improper governmental action and protecting employees against retaliatory action.

Recitals

1. Chapter 44, Laws of 1992, entitled “The Local Government Employee whistleblower Act,” became effective for local governments on January 1, 1993.
2. Under the Local Government Employee Whistle blower Act it is unlawful for a local government to take retaliatory action because an employee, in good faith and in conformance with the local government’s procedures, provides information that improper government action may have occurred; and
3. Under the Local Government Employee Whistleblower Act local governments must enact specific policies for reporting improper government actions.

Now, Therefore, the City Council of the City of Stevenson do ordain as follows:

1. Policy statement. It is the policy of the City of Stevenson to:
 - 1.1 Encourage reporting by its employees of improper governmental action taken by City of Stevenson officers or employees; and
 - 1.2 Protect City of Stevenson employees who have reported improper governmental actions in accordance with the City of Stevenson’s policies and procedures from retaliatory action.
2. Definitions. As used in this policy, the following terms shall have the meanings indicated:
 - 2.1 “Improper governmental action”: means any action by a City of Stevenson Officer or employee
 - a. That is undertaken in the performance of the officer’s or employee’s official duties, whether or not the action is within the scope of the employee’s employment; and
 - b. That (i) is in violation of any federal, state, or local law or rule, (ii) is an abuse of authority, (iii) is of substantial and specific danger to the public health or safety or (iv) is a gross waste of public funds.
 - 2.2 “Improper governmental action” does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspension, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands.
 - 2.3 “Retaliatory Action” means any adverse change in the terms and conditions of a City of Stevenson employee’s employment.
 - 2.4 “Emergency” means a circumstance that if not immediately changed may cause damage to persons or property.
3. Procedures for Reporting.
 - 3.1 City of Stevenson employees who become aware of improper governmental actions should raise the issue first with their supervisor. Except in the event of an emergency, the employee shall also submit a written report to the supervisor, or to the City of Stevenson, stating in detail the basis for the employee’s belief that an improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the City of Stevenson administrator, mayor or such other person as may be designated by the City of Stevenson administrator to receive reports of improper governmental action.
 - 3.2 In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency with responsibility for investigation of the improper action.



City of Stevenson Personnel Policy

- 3.3 The supervisor, the City of Stevenson administrator, mayor or the City of Stevenson administrator's designee, as the case may be, shall take prompt action to assist the City of Stevenson in properly investigating the report of improper governmental action. City of Stevenson officers and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigations, except that personnel actions taken as a result of the investigation may be kept confidential.
- 3.4 City of Stevenson employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the City of Stevenson employee reasonably believes that an adequate investigation was not undertaken by the City of Stevenson to determine whether an improper governmental action occurred, or that insufficient action has been taken by the City of Stevenson to address the improper governmental action or that for other reasons the improper governmental action is likely to recur.
- 3.5 CITY OF STEVENSON EMPLOYEES WHO FAIL TO MAKE A GOOD-FAITH ATTEMPT TO FOLLOW THE CITY OF STEVENSON'S PROCEDURES IN REPORTING IMPROPER GOVERNMENTAL ACTION SHALL NOT RECEIVE THE PROTECTION PROVIDED BY THE CITY OF STEVENSON IN THESE PROCEDURES
4. Protection Against Retaliatory Actions.
- 4.1 City of Stevenson officials and employees are prohibited from taking retaliatory action against a City of Stevenson employee because he or she has in good faith reported an improper governmental action in accordance with these policies and procedures.
- 4.2 Employees who believe that they have been retaliated against for reporting an improper governmental action should advise their supervisor, the City of Stevenson administrator, mayor or the City of Stevenson administrator's designee. City of Stevenson officials and supervisors shall take appropriate action to investigate and address complaints or retaliation.
- 4.3 If the employee's supervisor, the City of Stevenson administrator, or the City of Stevenson administrator's designee, as the case may be, does not satisfactorily resolve a City of Stevenson employee's complaint that he or she has been retaliated against in violation of this policy, the City of Stevenson employee may obtain protection under this policy and pursuant to state law by providing a WRITTEN notice to the City of Stevenson council that:
- Specifies the alleged retaliatory action; and
 - Specifies the relief requested.
- 4.4 City of Stevenson employees shall provide a copy of their written charge to the City of Stevenson mayor no later than thirty (30) days after the occurrence of the alleged retaliatory action. The city of Stevenson shall respond within thirty (30) days to the charge of retaliatory action.
- 4.5 After receiving either the response to the City of Stevenson or thirty (30) days after the delivery of the charge to the City of Stevenson, The City of Stevenson employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing should deliver the request for hearing to the City of Stevenson administrator within the earlier of either fifteen (15) days of delivery of the City of Stevenson's response to the charge of retaliatory action, or forty-five days of delivery of the charge for retaliation to the City of Stevenson for response.
- 4.6 Upon receipt of request for hearing, the City of Stevenson shall apply within five (5) working days to the Sate Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge:
- Office of Administrative Hearings
PO Box 42488, 4224 Sixth SE
Row Six, Bldg. 1
Lacey, WA 98504-2488
206-459-6353
- 4.7 The City of Stevenson will consider any recommendation provided by the administrative law judge that the retaliator be suspended with or without pay, or dismissed.



City of Stevenson Personnel Policy

- 5. Responsibilities. The city Administrator is responsible for implementing the City of Stevenson’s policies and procedures for reporting improper governmental action and for protecting employees against retaliatory action. This includes ensuring that this policy and these procedures are permanently posted where all employees will have reasonable access to them are made available to any employee upon request and are provided to all newly-hired employs. Officers, manager and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal.
- 6. List of Agencies. The City Administrator will maintain a list of agencies responsible for enforcing federal, state and local laws and investigating other issues involving improper governmental action. Said list will be updated not less frequently than annually and copies thereof shall be made available to all employees. Employees having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact agencies shown on the list.

PASSED by the Council of the City of Stevenson and approved by the Mayor this 18th day of February, 1993.

Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Clerk of the City of Stevenson

Attorney for the City of Stevenson



City of Stevenson Personnel Policy

Appendix # A-6

LIST OF AGENCIES RESPONSIBLE FOR ENFORCING FEDERAL, STATE and LOCAL LAWS and INVESTIGATING OTHER ISSUES INVOLVING IMPROPER GOVERNMENTAL ACTION

LOCAL

City of North Bonneville
Mayor
North Bonneville City Hall
PO Box 7
North Bonneville, WA 98639
509-427-8182
City Attorney 509-427-5665

City of Stevenson
Mayor
Stevenson City Hall
PO Box 371
Stevenson, WA 98648
509-427-5970
City Attorney 509-427-5665

SKAMANIA COUNTY

Commissioners
Skamania County Courthouse
PO Box 790
240 NW Vancouver Avenue
Stevenson, WA 98648
509-427-9447

Prosecuting Attorney
Skamania County Courthouse
PO Box 790
240 NW Vancouver Avenue
Stevenson, WA 98648
509-427-9405

Sheriff
Skamania County Sheriff's Office
PO Box 790
200 NW Vancouver Ave
Stevenson, WA 98648
509-427-9490

Port of Skamania County
Chairman Board of Port Commissioners
PO Box 1099
130 SE Cascade Avenue
Stevenson, WA 98648
509-427-5484

Public Utility District No. 1
of Skamania County
Chair, Board of PUD Commissioners
PO Box 500 Wind River Highway
Carson, WA 98610
509-427-5126

STATE OR REGIONAL AGENCIES

Washington State Attorney General
111 NE Olympia Avenue
Olympia, WA 98501
360-753-6210

Washington State Department of Ecology
PO Box 47600
Olympia, WA 98504
360-459-6000

Washington State Department of Natural Resources
PO Box 47000
Olympia, WA 98504
360-902-1000

Washington State Department of Transportation
Transportation Building
KF-01
Olympia, WA 98504
360-705-7000

Washington State Department of
Community Development
9th & Columbia
MSGH-51
Olympia, WA 98504
360-725-2800

Southwest Washington Air Pollution
Control Authority
1308 NE 134th, Suite D
Vancouver, WA 98685
800-633-0709



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Southwest Washington Health District
PO Box 5000
Vancouver, WA 98663
360-695-9215

Washington State Department of Fisheries
115 General Administration Bldg.
MS AX-11
Olympia, WA 98504
360-753-6600

Washington State Auditor's Office
Legislative Building
PO Box 40021
Olympia, WA 98504-0021

Washington State Department of Health
Health Consumer Assistance
PO Box 4789
Olympia, WA 98504
800-525-127

Washington State Liquor Control Board
Enforcement Division
1514 E. Street
Vancouver, WA 98666

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



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Equal Employment Opportunity Agency
2815 Second, Suite 500
Seattle, WA
360-553-0968

US Department of Energy
Bonneville Power Administration
PO Box 3621
Portland, OR 97208
360-230-3000

General Accounting Office (GAO)
1500 NE Irving Street
Portland, OR 97232
503-235-8500

Department of Health & Human Services
Food & Drug Administration
22201 23rd Drive SE
Bothell, WA
Trade Complaints 206-483-4949
Audits: 360-553-0452

US Bureau of Indian Affairs
PO Box 3785
Portland, OR 97208
503-231-6702

Department of Interior US Fish & Wildlife Services
Division of Law Enforcement
121 107th NE
Bellevue, WA

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

Mine Safety & Health Administration
117 107th NE
Bellevue, WA
360-553-7037

National Transportation Safety Board of Directors
19518 Pacific Highway South
Seattle, WA
360-764-3782

Department of Transportation
Office of Inspector General
915 Second Avenue
Seattle, WA 98178
360-553-5720

Federal Emergency Management Agency
130 – 228th Street SW
Bothell, WA
360-487-4600

General Services Administration
915 Second Avenue
Seattle, WA
Investigations: 360-931-7654
Law Enforcement: 360-553-0290
Audits: 360-931-7650

Department of Housing and Urban Development
Office of Counsel
1321 Second Avenue
Seattle, WA
Audits 360-553-0270
Investigations: 360-553-0272

Interstate Commerce Commission
915 Second Avenue-Room 1894
Seattle, WA 98154
360-553-5421

Federal Bureau of Investigation (FBI)
1500 SW 1st Avenue
Portland, OR 97201
503-224-4181

Department of labor
Occupational Safety & Health (OSHA)
1111 Third Avenue, Suite 715
Seattle, WA 98101-3212
360-553-5930
Audits
1111 Third Avenue, Suite 780
Seattle, WA 98101-3212
360-553-4880
Investigations
1111 Third Avenue, Suite 785
Seattle, WA 98101-3212

Nuclear Regulatory Commission
510-975-0200
Federal Trade Commission
915 Second Avenue
Seattle, WA
360-553-4656

Department of Treasury
Bureau of Alcohol, Tobacco & Firearms
Law Enforcement Division
915 Second Avenue – room 806
Seattle, WA 98174



City of Stevenson Personnel Policy

Department of Veterans Affairs
Office of Inspector General
915 Second Avenue
Seattle, WA 98674
Fraud/Waste/Abuse Hotline
800-488-8244

Securities & Exchange Commission
Seattle, WA 98174
360-553-7990



City of Stevenson Personnel Policy

Appendix # A-7

Travel Reimbursement Request

(To be turned in to Accounts Payable after travel is complete to request reimbursement)

Name: _____

Event: _____

Location _____

Dates: _____

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

Please note where you are required to return receipts. Reimbursements will not be made if the expenses requested exceed the amount approved by City Council. City Council must approve rates higher than the State Per Diem.

Supervisor Approval: _____
 Date of City Council Approval (if req'd): _____

Final Reimbursement Requested: (After travel is complete) * \$ _____
 Requested by: _____ (signature)
 * Limited to amount approved above by Supervisor or City Council



City of Stevenson Personnel Policy

Appendix # A-8

CITY ADMINISTRATOR

POSITION: City Administrator
REPORTS TO: Mayor
EFFECTIVE DATE: June 21, 2018
FLSA STATUS: Exempt

SUMMARY:

This is a professional administrative/management level position requiring experience and training in government management, fiscal/accounting systems operations, contract management, program design and development, grant writing and administration, personnel administration and general policy research for the City Council. Oversees all City operations and reports directly to the Mayor and Council.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Responsible for general governmental accounting, accounting systems, records, purchasing and payroll.
- Assist the Mayor in conducting all the city's business and performs such other duties and assumes such other responsibilities as the Mayor shall direct and as may be required by ordinances and resolutions passed by the City Council.
- Serve as the City's Clerk/Treasurer.
- Responsible for the preparation of monthly, quarterly, and annual fiscal reports.
- Monitor budgets.
- Generate information for other federal, state and local reports.
- Oversee issuance of debt, maintaining debt payments and debt ceilings.
- Oversee budget preparation and prepare final budget documents including preparation of financial forecasts for short- and long-term fiscal goals and conditions.
- Audit all City expenditures.
- Supervise all overall operations of the City.
- Interpret rules, policies, procedures of city functions and research data, laws, codes, regulations, and polices for the City Council in their policy making decisions.
- Serve as an advisor to the City council and its various boards and commissions.
- Responsible for maintaining consistency among the City's various boards and departments.
- Supervise the various department heads and acts as a technical resource.
- Manage City's contracts for compliance and performance.
- Negotiate contracts.
- Administrative responsibility for all contract management.
- Develop programs as directed by Council.



City of Stevenson Personnel Policy

- Prepare program proposals, budgets, implementation schedules, and evaluations.
- Perform special projects as assigned by council or insure implementation by appropriate city departments.
- Monitor performance and activities of department heads to ensure goals are met.
- Provide grant management for all city functions including research of grant opportunities, preparation of grant applications, and the administration of grants.
- Responsible for oversight of the city personnel and personnel system including supervision of department heads including scheduling, evaluations, staff training, and general strategic planning.
- Oversee the development and maintenance of general personnel policy and management issues.
- Oversee compliance with local, state and federal regulations and manages recruitment/dismissal issues.
- Administer contracts for liability, health, and other benefit programs.
- Maintain City compliance with Federal and State mandates.
- Prepare City Ordinances and Resolutions.
- Act as risk manager and maintain accident files.
- Oversee City coordination of land use reviews, subdivisions, short plats, comprehensive plan issues, various environmental permits, and Columbia River Gorge National Scenic Area regulations within the various city departments and with external parties.
- Attend all City Council meetings.
- Represent City on various boards and committees as directed by the City Council.
- Act as a liaison with other governmental organizations.
- Respond to citizen complaints and inquiries and coordinates council responses to these complaints.
- Serve with the Community Development Director and Public Works Director to coordinate emergency management and hazard mitigation planning/implementation.

ABILITY TO:

- Maintain confidentiality
- Work independently
- Appropriately and efficiently delegate responsibility
- Gauge project progress and make adjustments to meet deadlines
- Communicate clearly and effectively both orally and in writing
- Establish and maintain effective working relationships
- Work courteously and tactfully with customers and employees.
- Exercise discretion in confidential or sensitive situations
- Adapt to new technologies and policy changes.
- Maintain records and prepare reports.
- Demonstrate excellent problem solving and follow through skills.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.



City of Stevenson Personnel Policy

- Exhibit proficient computer skills.

SUPERVISORY RESPONSIBILITIES:

Responsible for directly supervising Directors, Department Heads and office staff; provide daily direction and guidance, make approvals and recommendations as needed. Indirectly supervise all remaining city staff; maintain and promote team-centered participatory management practices, delegating maximum responsibility to those in supervisory positions.

JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds.

Evening meetings and substantial overtime may be required.

MINIMUM QUALIFICATIONS:

- College Graduate, previous government experience
- Must have good accounting knowledge, management experience,
- Communication skills
- Leadership and analytical skills
- Experience with standard office equipment including computers

PREFERRED QUALIFICATIONS:

- Grant Writing Experience
- Master's degree in a related field

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date



City of Stevenson Personnel Policy

PUBLIC WORKS DIRECTOR

POSITION: Public Works Director
REPORTS TO: City Administrator
EFFECTIVE DATE: June 21, 2018
FLSA STATUS: Exempt

SUMMARY:

The position is responsible for planning, directing and coordinating the Public Works Department activities including the construction, maintenance, operation and repair of city streets, storm water system, vehicle fleet, parks and buildings, water and sewer systems and serving as the liaison with the emergency management services. The position needs management and supervisory experience.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Plan, organize, direct and control the activities, operations, and personnel of the City Public Works Department, in cooperation with City leadership.
- Develop and implement long term planning for the City's public works facilities including execution of both short and long-range construction programs.
- Serve as a key member of the City's management team.
- Supervise the operation of the Street, Equipment Services, Water, Sewer and Storm Water departments.
- Oversee the selection, training, professional development and certification programs for all department personnel and provide guidance to the Public Works Field Supervisor and system managers.
- Ensure that appropriate policies and procedures are in place and ensure employee compliance to department policies and procedures.
- Work closely with Public Works Field Supervisor and system managers to develop and implement appropriate policies and procedures for each respective division of the department.
- Serve as the technical advisor to the Mayor, City Council, City Administrator and departments on public works activities.
- Perform cost control activities and monitor the efficiency/effectiveness of the above departments including assisting the finance department with budgeting for the public works departments.
- Attend all City Council meetings and represent the City on other committees as assigned.
- Direct the research and compilation of all required reports relative to the operation of the public works programs.
- Ensure that the City's water and sewer utilities meet all regulatory requirements.



City of Stevenson Personnel Policy

- Supervise public works construction projects.
- Direct the preparation of public notices and information programs to ensure that citizens, contractors, businesses and interested parties are apprised of major projects.
- Prepare written reviews of all subdivision and short plat applications for the planning advisor.
- Review and approve building permit applications for public works compliance.
- Serve with the Community Development Director and City Administrator to coordinate emergency management and hazard mitigation planning/implementation.
- Serve as the enforcement officer for the protection of public facilities.
- Assist with the control of public nuisances.
- Respond to public inquires related to public works issues.
- Assist with grant writing.
- Perform field work in all public works departments as needed. (i.e. streets, water/sewer, equipment service).

ABILITY TO:

- Analyze and problem solve problems relating to Public Works functions
- Efficiently coordinate resources and personnel to accomplish projects
- Assign, schedule, direct, coordinate, and evaluate workers performing various maintenance and repair activities at various skill levels
- Appropriately and efficiently delegate responsibility
- Gauge project progress and make adjustments to meet deadlines
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships
- Work courteously and tactfully with customers and employees.
- Confidently make informed decisions and/or recommendations regarding all Public Works functions
- Speak, understand, read, and write English
- Perform basic math (add, subtract, multiply, and divide)
- Exercise discretion in confidential or sensitive situations
- Exercise independent judgment and/or independent action
- Maintain various health and safety standards and regulations
- Perform moderately, strenuous physical tasks.
- Read, analyze and interpret financial reports, legal documents, engineering reports, and blue prints.
- Secure compliance with construction specifications in an effective manner.

SUPERVISORY RESPONSIBILITIES:

Responsible for directly supervising the Public Works Field Supervisor, system managers and subcontractors; provide daily direction and guidance, make approvals and recommendations as needed. Indirectly supervise all maintenance worker positions in the department; maintain and promote team-centered participatory management practices, delegating maximum responsibility to those in supervisory positions.



City of Stevenson Personnel Policy

JOB CONDITIONS

On call status, evening meetings, and substantial overtime may be required. The incumbent may experience exposure to high noise levels, extreme temperatures, work around machinery and high traffic, harmful gasses and fumes, confined spaces, and exposure to blood-borne pathogens. Extensive computer work is required, including eight or more hours per week being devoted to clerical work such as typing, filing, data entry, and report writing. Although work will be performed in an office setting, due to the small size of the City, “on-site” supervisory and inspection duties will need to be performed and may lead to considerable time spent out-of-doors. During the occasional emergency the director may be exposed to extreme weather and work conditions.

This position may also require pushing, pulling, lifting and carrying objects weighing up to fifty (50) pounds.

MINIMUM QUALIFICATIONS:

- High School graduate or GED equivalent.
- 3 or more years progressively responsible experience in a public works-related position and demonstrated management responsibilities.
- Good knowledge of civil engineering procedures and practices relating to design, construction and operation of public works facilities; and, good knowledge of state and federal laws and procedures relating to public works.
- Computer literate with general knowledge of public works software applications.
- Familiarity with government budgeting, regulatory environment and report preparation.
- Supervisory skills, including evaluation, discipline and discharge.
- Must have a valid a Washington Driver’s License, prefer CDL or ability to acquire.

PREFERRED QUALIFICATIONS:

- Bachelor degree from accredited college or University in Business Management, Civil Engineering, Planning or related field or demonstrated equivalent in formal education and experience.

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification
- Flagger Certification
- Water Plant Operator I (WTPO I)
- Wastewater Treatment Plant Operator I (WWTPO I)
- Water Distribution Manager I (WDM I)

POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

- Water Plant Operator II (WTPO II)
- Wastewater Treatment Plant Operator II (WWTPO II)



City of Stevenson Personnel Policy

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date



City of Stevenson Personnel Policy

COMMUNITY DEVELOPMENT DIRECTOR

POSITION: Community Development Director
REPORTS TO: City Administrator
EFFECTIVE DATE: June 21, 2018
FLSA STATUS: Exempt

SUMMARY:

Performs current and long-range planning functions related to the City's growth, development and change. Creates and facilitates programs and systems to improve the physical environment (public infrastructure, environmental protection, private investments), human/social capacity (public dialogue, civic involvement), and economic vitality of the community. Engages community stakeholders on emerging issues and relates community needs to City elected and appointed officials.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Current Planning:
 - Act as ordinance administrator and ensuring compliance under SMC Title 16, Title 17, Title 18, and other/future ordinances as assigned.
 - Advise the public on City regulatory requirements.
 - Ensure that a comprehensive public record is developed and retained by the City through the carrying out of the required notices, reviews, assessments, and impact statements as authorized by the City.
- Long-Range Planning:
 - Develop programs (e.g. facilitative, informational, regulatory) necessary to implement the City's Comprehensive Plan.
 - Maintain compliance with state-mandated land use and environmental statutes.
 - Develop the community's capacity to engage in informed, shared decision-making.
 - Assist with development of Capital Improvement Programs to align with land use patterns and community need.
- Grant Writing:
 - Lead and assist with grant sourcing, project conceptualization/development, and preparing grant narratives and submittals.
- Testify as expert witness in court if required or assisting with the preparation of City lawsuits involving land use issues.
- Attend all City Council meetings and represent the City on various boards and committees.
- Managing and assisting with special projects and programs as assigned.
- Serve as a key member of the City's management team.
- Assist with the control of public nuisances.



City of Stevenson Personnel Policy

- Serve with the Public Works Director and City Administrator to coordinate emergency management and hazard mitigation planning/implementation.

ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Obtain training to update present skills or obtain new skills.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.
- Exercise discretion in confidential or sensitive situations
- Exercise independent judgment and/or independent action
- Read, analyze and interpret financial reports, legal documents, engineering reports, and blue prints.

SUPERVISORY RESPONSIBILITIES:

Occasionally exercises supervision over consultants, volunteers, interns, temporary and part-time employees.

JOB CONDITIONS:

Work is performed primarily in an office environment and approximately 15% performing site visits and/or meetings. Attendance at evening meetings is required, occasional attendance at meetings and trainings that occur outside City boundaries and substantial overtime may be required.

The duties of the position require sitting, walking, stooping, crawling, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds. Must be able to traverse all types of terrain, in all types of weather, when performing site visits/inspections. Requires finger dexterity, sense of touch, gripping with fingers and hands, ability to see, hear voice conversation, and to speak. Will require sitting for prolonged periods of time, extensive use of computer keyboard.

MINIMUM QUALIFICATIONS:

Graduation from an accredited 4-year college/university with a degree in land use planning, urban planning, geography, environmental studies or a closely related field which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Three (3) or more years of work in land use planning.

Working knowledge of:



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 I with the preparation and reconciliation of water and sewer billing and receipting, including maintaining all state and city records.
- Monitor reporting of court activity and reconcile against monthly court and jail billings.
- Fill in for the City Administrator when required.
- Assist the Fire Department, Building Inspector, Public Works Director and City Administrator when required.
- Assist in the preparation of the budget, financial reports and annual state audit.
- Purchase office and household supplies.
- Monitor city purchases for compliance with City/State bid laws.
- Provide front counter customer service when needed.
- Evaluate monthly cash flows and interest rates to invest city funds and maintain records.
- Assist City Administrator with the investing of City funds
- Operate office equipment, trouble shoot hardware software problems and operate Microsoft suite, court, financial and utility software programs.
- Assist with project administration, monitor compliance with state/federal prevailing wage laws, RCW's and WAC's.
- Assist City Administrator in grant management.
- Process public records requests.
- Prepare monthly payroll for city staff, maintaining all payroll files.



City of Stevenson Personnel Policy

- Maintain city website and other city communication outlets.

ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Demonstrate conflict-resolution, problem-solving, and interpersonal skills using tact, patience, and courtesy.
- Obtain training to update present skills or obtain new skills.
- Demonstrate attention to detail and an aptitude for numbers.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.

SUPERVISORY RESPONSIBILITIES:

Works under general supervision. No formal supervisory responsibilities but may oversee or direct the work of support staff, contractors, and/or volunteers.

JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

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

MINIMUM QUALIFICATIONS:

High School Graduate or GED equivalent.
Office Experience, good writing skills, understanding of Generally Accepted Accounting Principles (GAAP)
10-key by touch, computer experience (preferably Windows based Excel & Word)
Good Customer Service

PREFERRED QUALIFICATIONS:

Prior Government Accounting and Court Experience
College graduate

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:



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First Aid & CPR Certification
Notary Public Designation

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date



City of Stevenson Personnel Policy

DEPUTY CLERK/TREASURER I

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

SUMMARY:

This is an office position that performs a wide variety of regular and recurring accounting procedures; payroll and utility billing tasks; records management and permit technician duties.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Provide outstanding, friendly customer service to all city customers.
- Responsible for utility billing including preparation and reconciliation of water and sewer billing, receipting payments, maintenance of customer service records and compiling reports.
- Maintain records of connections and utility applications with associated costs.
- Receive, account for and safeguard cash, checks and other valuables as required.
- Develop and maintain procedures for utility bills, delinquent billing reminders and service cut-offs.
- Review invoices submitted and determine proper account coding, prepare vouchers and checks for payment.
- Prepare monthly payroll for city staff, maintaining all payroll files.
- Perform confidential secretarial and administrative work of a varied nature including receive and screen telephone calls; establish and maintain files, records and other information sources needed to facilitate, support and document office or department activities.
- Perform secretarial services for various departments when required.
- Secretary to the Board of Adjustment and Board of Appeals committees and fill in for the Planning Commission/City Council when required.
- Assist in the preparation of the budget, financial reports and annual state audit.
- Maintain Business License, Small Works Roster and Outdoor Burn Files.
- Assist with records retention and maintains City Council cross reference indexes.
- Provide zoning information, building permit information, water/sewer information. Provide general public/tourist information and relocation assistance.
- Operate office equipment, trouble shoot hardware software problems and operate Microsoft suite software and utility/financial software programs.
- Assist with project administration, monitor compliance with state/federal prevailing wage laws, RCW's and WAC's.
- Assist City Administrator in grant management.



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- Assist with asset management to include conducting an inventory, and logging information in spreadsheets.
- Calculate annual Volunteer Firefighter pay and Skamania County Fire District II billing.
- Maintain varied accounting office filing systems and records as directed to assure proper follow-through.
- Process and assist in the completion of application for various city permits.
- Review contractor applications for current license and insurance coverage.
- Calculate permit and plan review fees and ensure plans are reviewed by appropriate departments.
- Determine the appropriate permit application type, accept applications and revisions, perform a completeness check, route the review material and complete necessary documentation.
- Maintain the permit tracking database.
- Monitor the progress of permit applications; take action when required to meet target timelines.
- Issue a permit after ensuring that all necessary approvals are obtained, all required documentation is complete, and all regulations are addressed.

ABILITY TO:

- Communicate clearly, effectively, and tactfully both verbally and in writing.
- Exhibit proficient computer skills.
- Work independently with little direction.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.
- Demonstrate conflict-resolution, problem-solving, and interpersonal skills using tact, patience, and courtesy.
- Obtain training to update present skills or obtain new skills.
- Demonstrate attention to detail and an aptitude for numbers.
- Demonstrate excellent problem solving and follow through skills.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to new technologies and policy changes.

SUPERVISORY RESPONSIBILITIES:

Works under general supervision. No formal supervisory responsibilities but may oversee or direct the work of support staff, contractors, and/or volunteers.

JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects



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weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

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

MINIMUM QUALIFICATIONS:

- High School Graduate or GED equivalent.
- Office Experience, good writing skills, understanding of basic accounting
- 10-key by touch, computer experience (preferably Windows based) excel & word
- Good Customer Service

PREFERRED QUALIFICATIONS:

- Prior Government Accounting Experience
- College graduate

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification
- Notary Public Designation

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date



City of Stevenson Personnel Policy

PUBLIC WORKS FIELD SUPERVISOR

POSITION: Public Works Field Supervisor
REPORTS TO: Public Works Director
EFFECTIVE DATE: June 21, 2018
FLSA STATUS: Non-Exempt

SUMMARY:

This is a field position reporting directly to the Public Works Director. The Public Works Field Supervisor supervises and works with the Public Works employees responsible for the City's water and sewer utilities, streets, equipment, parks and general facilities. This position plans, assigns and schedules proper use of personnel and equipment to address the reoccurring public works tasks. The Public Works Field Supervisor must have the ability to troubleshoot and analyze problems related to street obstructions, slides, storm water system failures, sewage problems, equipment failures and water main breaks.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Schedules and performs the regular and recurring installation, repair and maintenance work in the streets, storm water system, water supply and distribution, sewer collection, parks division and City buildings.
- Proficiently operates and maintains departmental equipment such as back hoes, small bulldozers, street sweepers, dump trucks and loaders, power lawnmowers and concrete cutting equipment.
- Repairs water mains, cleans out and install sewer and water lines, clean curbs, gutters and repair park facilities.
- Operates and maintains the water treatment plant, well and intake stations.
- Prepares and maintains records and performs appropriate tests to meet State requirements and inspects new connections.
- Must be capable of operating the sewer treatment plant and able to conduct weekend testing and emergency back up to the Waste Water Treatment Plant operator.
- Organizes the water and sewer utilities on-call duties shared with other Public Works employees.
- Will assist with the preparation of bid specifications on public works projects.
- Responsible for the construction and maintenance of city parks, city buildings and other structures – carpentry skills will be needed.

ABILITY TO:

- Oversee, direct and coordinate the work of lower level staff.
- Train staff in the most current and accepted practices in Public Works.
- Select, supervise, train and evaluate staff.



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- Participate in the development and administration of goals, objectives and procedures.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate clearly and concisely both orally and in writing.
- Recognize, prioritize and accomplish needed tasks.
- Perform routine maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Compose utility as-built drawings for water and sewer.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in Public Works.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

SUPERVISORY RESPONSIBILITIES:

Responsible for supervising Public Works staff, with direction from the Public Works Director.

JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

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

MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.

Must live within ~~twelve (12) miles of the city.~~ a thirty-minute response time of the city.



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

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

Must be highly skilled in heavy equipment operation and maintenance.

Work is performed out-of-doors requiring average physical agility, dexterity and endurance.

PREFERRED QUALIFICATIONS:

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

Plumbing and Carpentry Skills.

Basic electrical skills, telemetry and cable splicing knowledge.

Experience in Welding.

Basic mechanical skills and diesel and gas equipment repair.

Experience in Road Construction and Repair.

Knowledge of Grounds Maintenance and/or Irrigation Experience.

Supervisory skills and good oral communication capabilities to work with the public

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

Completion of "competent person training" in the areas of trenching, shoring and confined spaces.

Water Distribution Manager I (WDM I)

Cross Connection Control Specialist (CCCS)

Water Plant Operator I (WTPO I)

Wastewater Treatment Plant Operator I (WTPO I)

A/C Pipe Certification

Flagger Certification

First Aid & CPR Certification

POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

Water Plant Operator II (WTPOII)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date



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UTILITIES/MAINTENANCE WORKER

POSITION: Utilities/Maintenance Worker
REPORTS TO: Public Works Field Supervisor
EFFECTIVE DATE: June 21, 2018
FLSA STATUS: Non-Exempt

SUMMARY:

This is a field position responsible to the Public Works Field Supervisor and the Public Works Director. The position will work in the City's utility (water and sewer), street, parks, equipment, and general facilities maintenance departments.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Performs the regular and recurring installation, repair and maintenance work in the streets, water supply and distribution, sewer collection or parks division.
- Proficiently operates departmental equipment such as back hoe's, small bulldozers, street sweepers, dump trucks and loaders, power lawnmowers and concrete cutting equipment.
- Repairs water mains, cleans out and installs sewer and water lines, cleans curbs, gutters and repairs park facilities.
- Responds to complaints from the public on utility and infrastructure items, such as water leaks, pressure issues, loss of water, potholes, etc. and evaluates the situation to explain to the supervisor for possible direction on a resolution.
- Reads city water meters on a regular basis.
- Assists in or shuts off utility lines and mains to repair broken sections of water or sewer lines and shut-offs for delinquent utility accounts.
- Operates and maintains the water treatment plant, well and intake stations.
- Prepares and maintains records and performs appropriate tests to meet State requirements.
- Responsible for installation, maintenance and repair of city sewer lines and pumping equipment.
- Weekend testing and emergency back up to the Waste Water Treatment Plant operator.
- Maintenance of city streets will include pothole patching, striping, snow plowing, sign repair, litter control, hot mixing, and control of vegetation along right-of-way.
- Operation of street sweeper and brushcutters.
- Street light repair.
- Culvert replacement, chip seal, painting crosswalks, concrete cutting saw, pouring sidewalks, operating cutting torch, saws, roller, man lift, jumping jack.
- Maintenance of fire hydrants.
- Responsible for the general maintenance and repair of both diesel and gas engines.



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- Responsible for the construction and maintenance of city parks, city buildings and other structures.

ABILITY TO:

- Follow oral and written directions.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate clearly and concisely both orally and in writing.
- Recognize, prioritize and accomplish needed tasks.
- Perform routine maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. These duties may be extended to a full week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

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

MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent.



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Must live within ~~twelve (12) miles of the city~~ a thirty-minute response time of the city.
 Must be able to work independently.
 Must have a Washington Driver's License with commercial validation or the ability to acquire within six (6) months. The City will complete a review of the final applicant's driving record.

PREFERRED QUALIFICATIONS:

Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
 Plumbing Skills.
 Basic Electrical Skills including basic Telemetry and cable splicing knowledge.
 Carpentry Skills.
 Experience in Welding.
 Diesel and Gas equipment repair.
 Basic Mechanical Skills.
 Experience in Road Construction and Repair.
 Knowledge of Grounds Maintenance.

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

Completion of "competent person training" in the areas of trenching, shoring and confined spaces.
 Water Distribution Manager I (WDM I)
 Cross Connection Control Specialist (CCCS)
 Water Plant Operator I (WTPO I)
 Wastewater Treatment Plant Operator I (WWTPO I)
 A/C Pipe Certification
 Flagger Certification
 First Aid & CPR Certification

POSSESSION OR ABILITY TO ACQUIRE WITHIN 5 YEARS OF EMPLOYMENT

Water Plant Operator II (WTPO II)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date



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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.

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 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, gutters and repairs park facilities.
- Collection and disposal of garbage from City owned waste receptacles.
- May assist City 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.

SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.



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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, dump trucks, backhoes, jackhammers, mowers, street sweepers, snow plows, compactors, cutting torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.
- Assists with the general maintenance and repair of both diesel and gas engines.



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ABILITY TO:

- Operate and maintain the Wastewater Treatment Plant and assure Plant processes are in compliance with local, State and federal discharge limits and the NPDES Permit.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate technical information clearly and concisely both orally and in writing.
- Maintain accurate log readings and operating information.
- Recognize and respond quickly to operational information.
- Perform plant maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- 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 ~~twelve (12) miles of the city.~~ a thirty-minute response time of the city.

Must be able to work independently.



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

PREFERRED QUALIFICATIONS:

- Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
- Plumbing Skills.
- Basic Electrical Skills including basic Telemetry and cable splicing knowledge.
- Carpentry Skills.
- Experience in Welding.
- Diesel and Gas equipment repair.
- Basic Mechanical Skills.
- 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, dump trucks, backhoes, jackhammers, mowers, street sweepers, snow plows, compactors, cutting torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.
- Assists with the general maintenance and repair of both diesel and gas engines.



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ABILITY TO:

- Operate and maintain the Wastewater Treatment Plant and assure Plant processes are in compliance with local, State and federal discharge limits and the NPDES Permit.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate technical information clearly and concisely both orally and in writing.
- Maintain accurate log readings and operating information.
- Recognize and respond quickly to operational information.
- Perform plant maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction or supervision.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

SUPERVISORY RESPONSIBILITIES:

There are no supervision responsibilities associated with this position.

JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. 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 ~~twelve (12) miles of the city.~~ a thirty-minute response time of the city.

Must be able to work independently.



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

Wastewater Treatment Plant Operator 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, dump trucks, backhoes, jackhammers, mowers, street sweepers, snow plows, compactors, cutting



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torches and welders. Reports deficiencies for repair to ensure safe and efficient operation.

- Assists with the general maintenance and repair of both diesel and gas engines.

ABILITY TO:

- Operate and maintain the Wastewater Treatment Plant and assure Plant processes are in compliance with local, State and federal discharge limits and the NPDES Permit.
- Protect the health and safety of personnel, the public, and the environment.
- Operate a variety of hand tools, machinery, vehicles and equipment.
- Communicate technical information clearly and concisely both orally and in writing.
- Maintain accurate log readings and operating information.
- Recognize and respond quickly to operational information.
- Perform plant maintenance and housekeeping work.
- Interpret, analyze and apply new technical information.
- Perform moderately, strenuous physical tasks.
- Read utility as-built drawings for water and sewer, use maps, understand basic survey descriptions and work with engineering documents.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction or supervision.
- Determine appropriate action within clearly defined guidelines.
- Observe health and safety regulations.
- Maintain records and prepare reports.
- Work courteously and tactfully with customers and employees.

SUPERVISORY RESPONSIBILITIES:

This is a supervisory position directly overseeing city workers and contractors in the Wastewater department. Supervisory responsibilities include providing daily work direction, approval of absences and overtime, making recommendations regarding hiring, and completing performance evaluations.

JOB CONDITIONS:

Outdoor work environment, subject to adverse and extreme weather conditions.

Climbing ladders; standing for extended periods of time; walking to perform weed control; lifting and carrying heavy object; pulling hoists; kneeling; crouching; bending; dexterity of hands and fingers to operate hand and power tools.

Exposure to chlorine and methane gas, sewage; sewage vapors; working around and with machinery having moving parts; working at heights on ladders and structures.

Operation of the water and sewer utilities will require some weekend duties as part of the on-call rotation shared with the Public Works field crew. [These duties may be extended to a full](#)



City of Stevenson Personnel Policy

week rotation in emergency situations. Emergencies will require overtime work to repair utilities.

MINIMUM QUALIFICATIONS:

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

PREFERRED QUALIFICATIONS:

- Experience in Heavy Equipment Operation (backhoes, dump trucks, and snowplows).
- Plumbing Skills.
- Basic Electrical Skills including basic Telemetry and cable splicing knowledge.
- Carpentry Skills.
- Experience in Welding.
- Diesel and Gas equipment repair.
- Basic Mechanical Skills.
- Knowledge of Grounds Maintenance.
- Cross Connection Control Specialist
- Wastewater Treatment Plant Operator IV (WWTPO IV)

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- Completion of “competent person training” in the areas of trenching, shoring and confined spaces.
- First Aid & CPR Certification
- Flagger Certification
- Water Plant Operator I (WTPO I)

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position

Signature

Date



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



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This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date



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



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conduct of government or the performance of any governmental or proprietary function." Subject to certain exceptions, the public has a right to examine "public records." If Voice Mail is used, the user is responsible to comply with the Public Disclosure Act.

Voice mail shall not be used to send confidential information. Voice mail is not an appropriate form of communication with legal counsel when seeking legal advice or transmitting information concerning matters in litigation or disputes which are likely to result in litigation. Inadvertent disclosure or dissemination of the communication could waive the attorney-client privilege.

5.4.2 Requests for Copies of Voice Mail Information

Request for voice mail messages or records will be treated like any other "public record" in the possession of the City. Voice mail contents may be subject to subpoena in legal matters. The department and/or user cannot destroy or erase "public records" except as allowed in RCW Chapter 40.14. Deleting voice mail messages from the telephone system does not guarantee it has been erased. Employees should use good judgment when creating voice mail messages and always assume that it is discoverable. The City reserves the right to retrieve and/or review voice mail messages to monitor or prevent misuse of the system, to measure employee responsiveness, or during the investigations of improper or illegal activities.

5.4.3 Retention of Voice Mail Messages

Each user is responsible to maintain "public records" as required by law. Any messages that may be needed shall be copied or moved to another storage location. Voice mail messages that contain information that could be considered "public records" under RCW Chapter 42.17, shall be saved to a computer disk and retained as a word processing document.

5.4.4 Inappropriate Voice Mail Message Content

City voice mail users will refrain from leaving messages which violate federal or State laws and/or City Personnel Policies and/or resolutions. These shall include but not be limited to those that constitute; discrimination, sexual, racial, religious harassment, slander and/or defamation towards any individual, corporation, agency or organization and disparagement of any trade or product. City employees shall refrain from leaving any message containing obscene, pornographic or profane information of any kind including jokes. Generally, the same policies of appropriate behavior apply in voice mail usage, as apply in the workplace.

5.5 Solicitations

Employees shall refrain from any type of postings, whether on a Web site, to a news group, via Email, or Voice Mail which constitutes a solicitation of any type (i.e. religious, political, personal gain, or in support of illegal activities.)

5.6 Advertising

Employees shall refrain from any type of postings, whether on a Web site, to a news group, via Email or Voice Mail, which may enter the realm of commercial advertising. When government supplies legislative or other public interest information on the Internet, there is little danger of advertising liability arising from the posting.

5.7 Campaigning

Employees must make certain that information provided about elected officials does not cross the line into campaign advertising. LAN, WAN, Internet and telephone system access are established with taxpayer money and there is a risk of violation of laws when elected officials become the centerpiece of information.

5.8 Personal Security



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.



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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

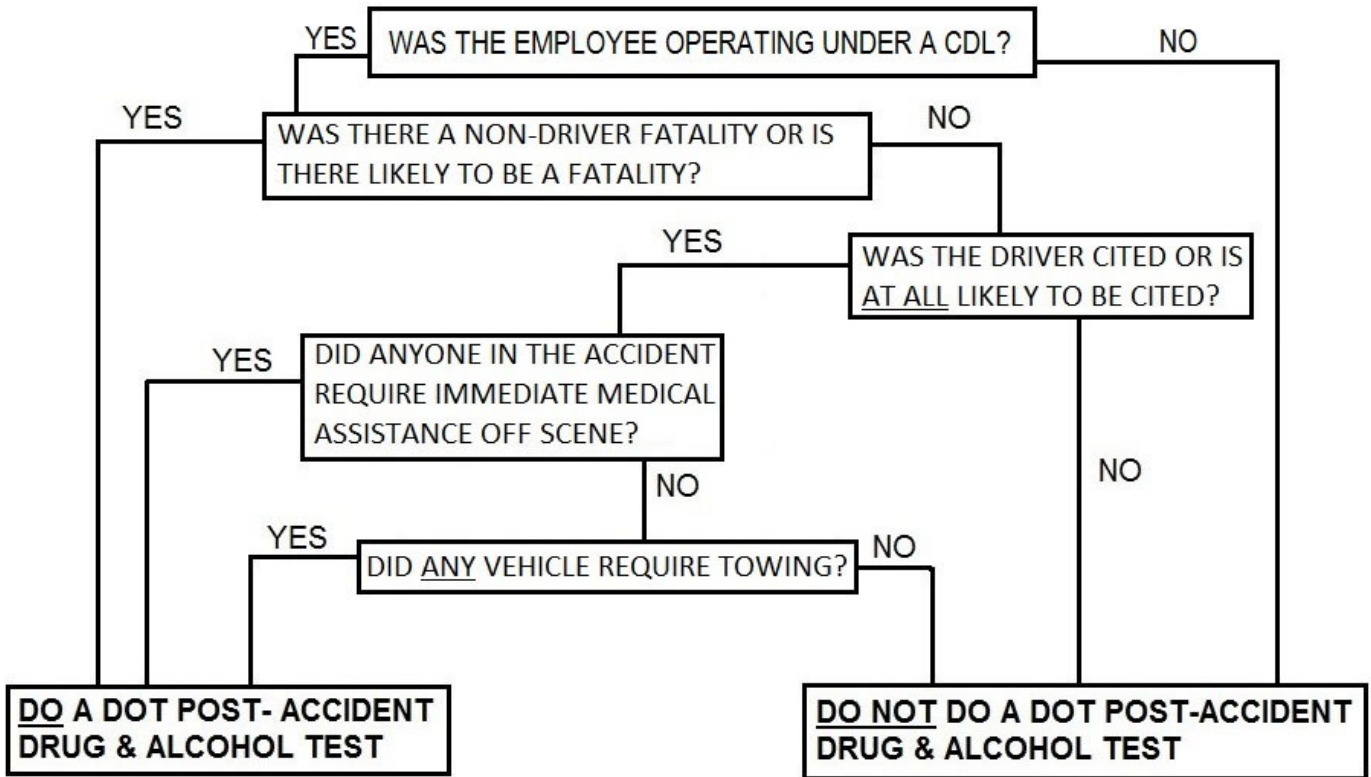
Employee Name: _____

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

LEGAL SERVICES AGREEMENT: CITY ATTORNEY SERVICES

This Agreement made and entered into this ____ day of _____ 2021, by and between the City of Stevenson, a municipal corporation, under the laws of the State of Washington (hereinafter referred to as “City”), and Kenneth B. Woodrich PC, Attorney at Law, WSBA No. 19654 (hereinafter referred to as “Attorney”), whose address is: 3205 F Street Vancouver, Washington 98663.

WHEREAS, the City is a non-charter code city and a municipal corporation in the State of Washington; and

WHEREAS, Attorney is licensed to practice law in the State of Washington and is an experienced municipal attorney; and

WHEREAS, the City desires to engage Attorney to provide City Attorney services, and Attorney has agreed to offer his professional services to perform said legal work; and

WHEREAS, Attorney has represented by entering into this Agreement that he is fully qualified to perform the legal work to which he will be assigned in a competent and professional manner, and to the standards required by the City.

NOW, THEREFORE, IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

The City hereby appoints Kenneth B. Woodrich as its City Attorney, and Kenneth B. Woodrich hereby agrees to accept this appointment. Attorney agrees to provide legal and other services as hereafter set forth in connection with this appointment and Agreement in a satisfactory and proper manner, as determined by the City.

1. Scope of Services and Payment:

- a. Attorney shall be responsible for performing all legal services for the City, except as set forth in Section 13 of this Agreement.
- b. The City hereby agrees to pay to Attorney as compensation for these legal services as follows:
 - (1) One Thousand Two Hundred Dollars (\$1,200.00) per month on the 1st day of each and every month as a retainer fee, and
 - (2) Two Hundred Eighty Dollars (\$280.00) per hour for litigation that has been filed in State or Federal Court; and
 - (3) Two Hundred Twenty Dollars (\$220.00) per hour for all other general legal services performed by Attorney on the City’s behalf, excluding Attorney’s preparation for, attendance and travel to one regular monthly meeting of the Stevenson City Council not to exceed four hours per meeting, except as provided herein. Attorney may be excused from one (1) meeting per calendar year for personal reasons and may

accumulate up to two (2) such excused meetings. Attorney shall be compensated for travel time to meetings at one-half the base rate.

- c. In addition to the compensation set forth above, the City shall reimburse Attorney for all reasonable and necessary expenses which may be paid or incurred by him on behalf of the City in the bringing of any action, suit or proceeding or in the transaction of any and all City business. Such expenses include, but are not limited to: all filing fees, deposition expenses, service of process fees, and other expenses or third party costs incurred by Attorney in representation of the City or its duly elected or appointed officers. The City shall further reimburse Attorney for his transportation, food, lodging and registration costs of attendance for two WSAMA conferences per year, shared proportionally with Attorney's other municipal clients, which expenses shall be reimbursed in accordance with City policy.

2. Relation of Parties:

Attorney, its sub-Contractors, agents and employees are independent Contractors performing professional services for the City and are not employees of the City. Attorney, its sub-Contractors, agents and employees shall not, as a result of this Agreement, accrue leave, retirement, insurance, bonding or any other benefits afforded to City employees. The Attorney, sub-Contractors, agents and employees shall not have the authority to bind the City in any way except as may be specifically provided herein.

3. Time of Performance:

The service of Attorney shall be of indefinite duration, subject to termination with or without cause, by either party upon 90 days written notice to the other party.

4. Conflict of Interest:

Attorney shall devote all the time necessary to perform the services herein, but shall not be prevented or barred from taking on other employment in his independent law practice, whether or not that employment is similar in nature to the services to be performed herein. However, Attorney shall not represent or advise employees of the City where the interest of the employee may be in conflict with that of the City. Attorney shall also not perform services for others where a conflict of interest or an ethical violation, as defined in the Washington State Bar Rules of Professional Conduct, may exist pursuant to Attorney's representation of the City herein. When such a conflict of interest or ethical violation may exist, Attorney shall immediately notify the City of such potential conflict or violation. Attorney shall then withdraw as counsel for the opposing party, as required to avoid any further conflict of interest or ethical violation, unless the City agrees to waive such conflict at its sole discretion.

5. Compensation and Schedule of Payments:

City shall pay Attorney at the rates indicated in Section 1 for work performed under the terms of this Agreement. This is the maximum amount to be paid under this Agreement and it shall not be exceeded without City's prior written authorization in the form of a negotiated and executed supplemental agreement. Such payment shall be full

compensation for work performed or services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work as set forth herein. Attorney shall submit monthly invoices to City covering both professional fees and reimbursable expenses, if any. Payments to Attorney shall be made within thirty (30) days from submission of each invoice.

City reserves the right to correct any invoices paid in error according to the rates set forth in this Agreement. City and Attorney agree that any amount paid in error by City does not constitute a rate change in the amounts agreed upon herein.

6. Ownership of Records and Documents:

All materials, writings and products produced by Attorney in the course of performing this Contract shall immediately become the joint property of City and Attorney. In consideration of the compensation provided for by this Agreement, Attorney hereby further assigns all copyright interests in such materials, writing and products to City. Attorney may retain a copy.

7. Suspension and Termination:

This Agreement may be terminated by either party pursuant to Section 3.

8. Evaluation and Compliance with the Law:

Attorney shall have the authority to control and direct the performance and details of the services to be performed herein. Attorney agrees to comply with all relevant federal, state and municipal laws, rules and regulations.

9. Liability and Hold Harmless:

Attorney shall take all precautions necessary and shall be responsible for the safety of his employees, agents, and sub-contractors in the performance of the work hereunder. All work shall be done at Attorney's risk. Attorney shall defend, indemnify, save and hold harmless the City, its officers, agents, employees and assigns from any claims, damages, losses, liability, expenses and attorney's fees to the extent they arise from Attorney's negligent performance of this Agreement, except those which arise from the sole negligent acts or omissions of the City, its officers, agents, employees or assigns. The City shall defend, indemnify, save and hold harmless Attorney, its officers, agents, employees and assigns from any claims, damages, losses, liability, expenses and attorney's fees to the extent they arise from the City's negligence, except those which arise from the sole negligent acts or omissions of Attorney, its officers, agents, employees or assigns. If both the City and Attorney are concurrently negligent, the parties shall be required to indemnify and defend only in proportion to their separate negligence. The City shall also defend, indemnify, save and hold harmless Attorney, its officers, agents, employees and assigns from any and all claims arising out of the good faith performance of his duties for services provided within the scope of this Agreement, and within the confines of applicable ethical rules and in compliance with existing law, but not arising out of acts performed outside of the scope of Attorney's requested services, or for any acts of misconduct or alleged

violations of existing law.

10. Liability Insurance:

- a. Commercial General Liability, Professional Liability and Malpractice Insurance. Attorney shall obtain and keep in force Commercial General Liability insurance with a limit not less than \$100,000.00 for each occurrence, Professional Liability (errors and omissions), to include malpractice coverage, not less than \$500,000.00 for each occurrence, and a \$1,000,000.00 General Aggregate Limit, for the entire term of this Agreement.
- b. Worker's Compensation. Attorney shall take out and maintain during the life of this Agreement, worker's compensation insurance for all its employees engaged in work under this Agreement who are required to be so covered by the laws of the State of Washington.
- c. Employment Security. Attorney shall comply with all employment security laws of the state in which services are provided, and shall timely make all required payments in connection therewith.

11. Confidentiality:

Attorney agrees to keep all of the information provided by City in the context of this Agreement confidential for the term of this Agreement and thereafter, unless the Attorney-Client privilege is specifically waived, in writing, by an individual authorized to waive this privilege. This applies to all information and communications, including electronic communications, unless available to the public through a public records request and otherwise not subject to a specific exemption.

12. Qualifications:

Throughout the term of this Agreement, the Attorney shall be an attorney licensed by the State of Washington and a member in good standing of the Washington State Bar.

13. Non-Exclusive Contract and Excluded Services:

This is a non-exclusive contract. This Agreement does not include the provision of the following services: (1) Prosecution of crimes, which shall be provided by the City's Prosecuting Attorney under a separate Agreement; (2) Code enforcement matters, unless specifically requested by City. The parties acknowledge that it may be necessary from time to time for the City to retain other legal counsel. Legal matters requiring other counsel may include, but are not limited to bond issues, pension and deferred compensation matters, labor negotiations, employment matters, complex litigation, cases referred to attorneys selected by City's insurers, and matters involving specialized areas of practice where the City's interest would be best served by retaining other counsel. In addition, other counsel may be required if Attorney has a conflict of interest, which precludes his representation of the City. The City may also employ an Assistant City Attorney through a separate Agreement, to assist the City and Attorney as needed.

14. Notices:

All notices which are given or required to be given pursuant to this Agreement shall be hand delivered or mailed first-class mail, postage paid, as follows:

City:

City of Stevenson
7121 E. Loop Rd.
PO Box 371
Stevenson, WA 98648

Attorney:

Kenneth B. Woodrich PC
Attorney at Law
3205 F Street
Vancouver, WA 98663

15. Amendments/Non-Assignment:

This Agreement shall not be altered, changed, or amended, except by an instrument in writing executed by both parties hereto. Any changes in the scope of services or compensation shall be mutually agreed upon between City and Attorney and shall be incorporated in written amendments to this Agreement. Attorney shall not assign or subcontract any portion of this Agreement without prior written consent of the City.

16. Scope of Agreement:

This Agreement incorporates all the agreements, covenants and understanding between the parties hereto and are merged into this written Agreement. No prior agreement or prior understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless set forth in this Agreement.

17. Ratification:

Acts taken pursuant to this Agreement, but prior to its effective date, are hereby ratified and confirmed.

18. Governing Law/Venue:

This Agreement shall be deemed to have been executed and delivered within the State of Washington and the rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by the laws of the State of Washington without regard to the principles of conflict of laws. Any action or suit brought in connection with this Agreement shall be brought in the Superior Court of Skamania County, Washington.

[Signatures appear on next page]

DATED this _____ day of _____, 2021.

CITY OF STEVENSON, a Municipal Corporation:

KENNETH B. WOODRICH, PC:

SCOTT ANDERSON, MAYOR

KENNETH B. WOODRICH, WSBA #19654

ATTEST:

City Clerk Treasurer



We have prepared a proposal for you

Addendum B - Premium Agreement







Proposal # 048213
Version 1

Prepared for:

City of Stevenson

Leana Kinley
leana@ci.stevenson.wa.us

2022 Premium

Selected	Description	Qty
X	Vendor: Radcomp Technologies	
X	Server Server - Maintenance, Radcomp approved patch management/updates, antivirus and monitoring.	 3
X	Workstations/Laptops Workstations/Laptops - Maintenance, Radcomp approved patch management/updates, antivirus and monitoring.	 12
X	Network Devices Network Device Connection Monitoring (Switches, Routers, Firewalls, Wireless Access Point Controllers).	 3
X	Vendor: N-Able Backups	
X	Server Backups Backups per Server up to 500 Gigs. Automatic recovery testing - Bi-Weekly screen shot verification, event log capture and service startup success	 2
X	Vendor: Google Workspace (Formerly G-Suite)	
X	Google Apps Google Apps - Business Starter, per user/per month. -Custom and secure business email. -100 participant video meetings. -30 GB cloud storage per user. -Security and management controls.	 29
X	Google Vault	 29

2022 Premium

Selected	Description	Qty
	Google Vault/E-Discovery, per user.	
X	Vendor: Sophos	
X	Sophos Firewall UTM SOPHOS Sophos XStream Protection Includes: Network Protection, Web Protection, Central Orchestration*, Enhanced Support and Zero-Day Protection. *expected soon	1

Selected Option Monthly Recurring Subtotal: **\$2,151.97**

Onboarding

Description	Price	Qty	Ext. Price
Onboarding Fee	\$725.00	1	\$725.00



Subtotal: **\$725.00**

Addendum B - Premium Agreement



Prepared by:

RADCOMP Technologies

Stephen Scherling
866-490-2426 x256
Fax 360-844-1511
stephens@gorad.com

Prepared for:

City of Stevenson

PO Box 371 150 NW Loop Road
Stevenson, WA 98648
Leana Kinley
leana@ci.stevenson.wa.us
(509) 427-5970

Quote Information:

Quote #: 048213

Version: 1
Delivery Date: 12/01/2021
Expiration Date: 12/16/2021

Selected Plan Summary


Description	Amount
2022 Premium	\$2,151.97

Monthly Recurring Total: **\$2,151.97**

One-Time Expenses Summary

Description	Amount
Onboarding	\$725.00


Total: **\$725.00**

 Acceptance

City of Stevenson

RADCOMP Technologies

Signed _____
Name Leana Kinley
Title City Administrator
Date December 01, 2021

Signed  _____
Name Stephen Scherling
Title Solutions Architect
Date December 01, 2021

Full Terms & Conditions can be found in the Master Services Agreement attached to this proposal. Please reference that document or contact Radcomp with questions.

This Statement of Work (“SOW”) is governed under the Master Service Agreement (the “Agreement”) between **Radcomp Technologies**(“us”, “our”, “we” or “**Radcomp**”), and **you**, the entity who accepts this document by either clicking the “ACCEPT ORDER” (or similar syntax) button in the quote to which this SOW is attached or, alternatively, signing where indicated in the signature block below, electronically or otherwise (“**you**”, “**your**” or “**Client**”).

Scope of Services

The services described below (collectively, “Services”) will be provided to you under this SOW. Services that are not specifically described in this SOW will be out of scope and will be billed to you at the applicable hourly rate (described below)

Onboarding Services

Onboarding services are intended to prepare and transition the managed information technology environment (the “Environment”) for the ongoing monthly services described below) Onboarding services are comprised of:

- Initial audit to determine Environment readiness and functional capability
- Audit of current vendor service / warranty agreements for Environment hardware and software
- Identify issues to be remediated after the onboarding phase

If deficiencies are discovered during the onboarding services, such as outdated equipment or unlicensed software, we will bring those issues to your attention and discuss the impact of the deficiencies on our provision of the Services and provide you with options to correct the deficiencies.

Ongoing / Recurring Services

The start date for each of the following services will be dependent upon completion of one or more Onboarding Services above and may not be provided until the dependent tasks are completed or scheduled with the Client.

Managed Services

2022 Premium Agreement

Data Backup

Radcomp will proactively provide the following backup and disaster recovery (BDR) services:

- Managed backup of servers and workstations listed below
 - 24/7 monitoring of backup system, including offsite backup, offsite replication and an optional onsite backup appliance (“Backup Appliance”)
 - Troubleshooting and remediation of failed backup disks
 - Preventive maintenance and management of imaging software
 - Firmware and software updates of backup appliance
 - Problem analysis by the network operations team
 - Monitoring of backup successes and failures
- Backed-Up Servers / Workstations
 - Data on the following servers and/or workstations will be backed up as described above:
 - COS-DC-01
 - COS-FS-01
 - *Note: Data on equipment that is not specifically listed above will **not** be backed up.*
- Storage Limitation:
 - Client will be allocated 500 GB of storage space per backed up server and 100 GB of storage space per backed up workstation for backup and recovery purposes. Any space required or requested by Client will be provided to Client in blocks of 100 GBs, at the cost of \$15 per block.
- Backup Frequency:
 - Optional on-site backups will occur at least once daily; offsite backups will occur no less than once daily.
- Backup Data Security:
 - All backed up data is encrypted in transit and at rest in 256-bit AES encryption. Offsite data is stored in SSAE16 certified, highly redundant data centers and replicated to a geographically separate secondary facility. All facilities housing backed up data implement physical security controls and logs, including security cameras, and have multiple internet connections with failover capabilities.
- Backup Retention:
 - Radcomp only guarantees retention of the most recent recovery point sent to the backup appliance in a local recovery situation. For cloud based retention, Radcomp only guarantees retrieval of archived data sent to the off-site data center in the most recently completed backup.

License Grant

All Backup Appliances are embedded with proprietary software (“BDR Software”). Radcomp hereby grants to Client a non-exclusive, royalty free, non-transferable license, during the term of this SOW, to use the BDR Software in conjunction with the BDR-related services provided by Radcomp. Client shall not reverse engineer, de-compile or otherwise use the BDR Software in any manner not specifically authorized by Radcomp.

Data Recovery Services

Client must contact Radcomp in the event that data recovery services are needed. Upon Client's payment of the applicable fees (described below), Radcomp will make Client's Data available to.

Radcomp only guarantees retrieval of the most recent recovery point sent to the Backup Appliance in a local recovery situation. In a cloud-based recovery situation, Radcomp only guarantees retrieval of archived data sent to the off-site data center based on the selected retention period.

Locations Covered by Services

Services will be provided remotely unless, in our discretion, we determine that an onsite visit is required. Onsite visits will be scheduled in accordance with the priority assigned the issue (below), and are subject to technician availability. Unless we agree otherwise, all onsite Services will be provided at:

1. Main, 150 NW Loop Road, Stevenson, WA, 98648
2. WWTP, 686 SW Rock Creek Dr, Stevenson, WA, 98648
3. WTP, 97 Ruellen Rd, Stevenson, WA, 98648

Managed Equipment / Hardware / Software

The Services will be applied to the following equipment / hardware ("Covered Hardware"):

- One host server: COS-HOST-01
 - Virtual Server: COS-DC-01
 - Virtual Server: COS-FS-01
- 12 Workstations:
 - COS-MEDIA
 - COS001
 - COS002
 - COS003
 - COS004
 - COS005
 - COS007
 - COS008
 - COS009
 - COS66597
 - COS81964
 - COS81965
- 3 Network Devices:
 - Sophos Firewall
 - WWTP - Sophos Red

o WTP - Sophos Red

The Services will apply to the following software (“Supported Software”) provided, however, that all Supported Software must, at all times, be properly licensed, and under a maintenance and support agreement from the Supported Software’s manufacturer. All software not specifically listed below, may, at Radcomp sole discretion, be supported in a best effort capacity, or deemed outside the scope of this agreement.

Adobe Acrobat X	Adobe Acrobat XI	Adobe Reader MUI	Adobe Reader
Adobe AIR	Adobe Flash	Adobe Flash Plugin	Adobe Shockwave
iTunes	QuickTime	Safari	Foxit PDF Reader
Chrome	Google Earth	Firefox	Firefox ESR
Mozilla SeaMonkey	Mozilla Thunderbird	Notepad++	Opera
Opera Chromium	Skype	Java 6 (32 & 64 bit)	Java 7
Java 8	VLC Media Player	WinRAR	WinZip
Windows 8 Pro, Enterprise	Windows 8.1 Pro, Enterprise	Windows 10 Pro, Enterprise	Windows Server 2012
Windows Server 2012 R2	Windows Server 2016	Windows Server 2019	

Term; Termination

The Services will commence, and billing will begin, on the date on which the Services are implemented and operational, which will be **January 1st, 2022** (“Commencement Date”).

The Services will continue for a term of one (1) year from the Commencement Date. After the expiration of the initial term, this SOW will automatically renew for contiguous one (1) year terms unless either party notifies the other of its intention to not renew this SOW no less than thirty (30) days before the end of the then-current term.

Assumptions / Minimum Requirements / Exclusions

The scheduling, fees and provision of the Services are based upon the following assumptions and minimum requirements:

- Server hardware must be under current warranty coverage.
- All servers with Microsoft windows operating systems must be running Windows 2012 server or later, and have all of the latest service packs and critical updates installed.
- All desktop pc’s and notebooks/laptops with Microsoft Windows operating systems must be running Windows 8 Pro or later and have all of the latest Microsoft service packs and critical updates installed. Computers operating on Windows 95/98/NT/2000/XP/Vista/7 or any home edition of Windows are not covered.
- All server and desktop software must be genuine, licensed and vendor-supported.
- Server file system and email system (if applicable) must be protected by licensed and up-to-date virus protection software.
- The environment must have a currently licensed, vendor-supported server-based backup solution that can be

monitored by Radcomp RMM tool.

- A vendor-supported hardware firewall or NAT device capable of SNMP reporting must be part of the network and sit between the internal network and the public internet.
- All wireless data traffic in the environment must be securely encrypted.
- All servers must be connected to working UPS devices.
- Recovery coverage assumes data integrity of the backups or the data stored on the backup media. We do not guarantee the integrity of the backups or the data stored on the backup media. Server restoration will be to the point of the last successful backup. If the server or its applications require additional configuration beyond the data provided by the latest backup, we will bill this work as out of scope at our standard time and materials rates.
- Client must provide all software installation media and key codes in the event of a failure.
- Any costs required to bring Client's environment up to these minimum standards are not included in this SOW.
- Client must provide us with exclusive administrative privileges on all Covered Hardware.
- Client must not affix or install any accessory, addition, upgrade, equipment or device on to any device on the network (other than electronic data) and must not deploy any equipment or devices to the environment unless expressly approved in writing by us.
- All devices in the environment are subject to Radcomp Management and billing under this agreement

Exclusions

Services that are not expressly described in this SOW will be out of scope and will be provided to Client at our hourly rate listed below. Without limiting the foregoing, the following services are expressly excluded under this SOW, and if required to be performed, will be billed hourly:

- Customization of third party applications, or programming of any kind.
- Support for operating systems, applications, or hardware no longer supported by the manufacturer.
- Data/voice wiring or cabling services of any kind.
- Battery backup replacement.
- Equipment relocation.
- The cost to bring the Environment up to the Minimum Requirements (unless otherwise noted in "Scope of Services" above).
- The cost of repairs to hardware or any supported equipment or software, or the costs to acquire parts or equipment, or shipping charges of any kind.
- Project work to expand, enhance or otherwise make significant changes to the environment

Authorized Contact(s)

In addition to the signatories to this SOW, the following person(s) shall be an Authorized Contact for Client:

1. Scott Anderson, 509-427-5970, scott.anderson@ci.stevenson.wa.us
2. Leana Kinley, 509-427-5970, leana@ci.stevenson.wa.us

Service Levels

Automated monitoring is provided on an ongoing (*i.e.*, 24x7x365) basis; repair and remediation services for items detected by monitoring (if applicable) will be provided only during business hours unless otherwise specifically stated in this SOW. All after-hours emergency work that requires after-hours response must be reported to Radcomp by phone.

We will respond to problems, errors or interruptions in the provision of the Services in the timeframe(s) described below. Severity levels will be determined by Radcomp in our reasonable discretion. All remediation services will initially be attempted remotely; Radcomp will provide onsite service only if remote remediation is ineffective and, under all circumstances, only if covered under the Service plan selected by Client.

Trouble / Severity	Managed Service Plan*
Critical problem: Service not available (all users and functions unavailable)	Response within two (2) hours after notification.
Significant degradation of service (large number of users or business critical functions affected)	Response within four (4) hours after notification.
Limited degradation of service (limited number of users or functions affected, business process can continue).	Response within eight (8) business hours after notification.
Small service degradation (business process can continue, one user affected).	Response within two (2) business days after notification.

* All time frames are calculated as of the time that Radcomp is notified of the applicable issue / problem by Client through Radcomp’s designated support portal, help desk, or by telephone at 866-490-2426 during business hours, or, by telephone at 866-490-2426 outside of business hours. Notifications received in any manner other than described herein may result in a delay in the provision of remediation efforts. Help desk support provided outside of our normal support hours will be billed to Client at double the hourly rate if labor is not included in this SOW.

Fees

The fees for the Services will be invoiced to Client as follows:

Transition Services: \$725

Monthly recurring charge for the Services: \$2,151.97 **

System Image Recovery Fees: \$500 per image/system restored

File level recovery fees: \$145/hour

Out of Scope hourly rate: \$145/hour

Out of Scope after hours hourly rate: \$290/hour

Out of Scope holiday hourly rate: \$435/hour

****Fees for the Services, as well as our labor rates, will automatically increase 5% annually. In addition to this automatic annual increase, we also reserve the right to increase the fees for the Services as needed; provided, however, we will not do so more than once per calendar year. If an annual aggregate increase in fees for the Services totals more than five percent (5%) of the aggregate fees charged to you for the same Services in the prior calendar year, then you will be provided with a thirty (30) day opportunity to terminate this SOW by providing us with written notice of termination. Your continued acceptance or use of the services after this thirty (30) day period will indicate your acceptance of the increased fees.**

Return of HaaS Equipment

Within ten (10) days after the effective date of termination or expiration of this SOW, Client will remove, package and ship, at Client's expense and in a commercially reasonable manner, all hardware, equipment, and accessories provided to Client by Radcomp that were used in the provision of the Services. If you fail to timely return all equipment to us, or if the equipment is returned to us damaged (normal wear and tear excepted), then we will have the right to charge you, and you hereby agree to pay, the replacement value of all such unreturned or damaged equipment.

Additional Terms

Diagnostic / Auditing Services

Our diagnostic or auditing services may require us to install a small amount of code ("Diagnostic Code") on one or more of the devices attached to the Environment. The Diagnostic Code is deleted in its entirety after the testing process concludes. Although our diagnostic tools may have access to—and report on the existence of—personal information and/or personal data in the Environment, we do not review or copy such information at any

time during the testing process. None of your files will be erased, modified, opened, reviewed or copied at any time during the testing process. The Diagnostic Code will not install or create any disabling device, or any backdoor or hidden entryway into the Environment, and the results of the diagnostic testing will be kept confidential by Radcomp. We do not warrant or represent that the testing process will result in any particular outcome, or that any particular issue, hardware or software configuration will be correctly detected or identified.

Monitoring Services; Alert Services

Unless otherwise indicated in this SOW, all monitoring and alert-type services are limited to detection and notification functionalities only. Monitoring levels will be set by Radcomp, and Client shall not modify these levels without our prior written consent.

Remediation

Unless otherwise provided in this SOW, remediation services will be provided in accordance with the recommended practices of the managed services industry. Client understands and agrees that remediation services are not intended to be, and will not be, a warranty or guarantee of the functionality of the Environment, or a service plan for the repair of any particular piece of managed hardware or software.

Modification of Environment

Changes made to the Environment without our prior authorization or knowledge may have a substantial, negative impact on the provision and effectiveness of the Services, and may impact the fees charged under this SOW. You agree to refrain from moving, modifying, or otherwise altering any portion of the Environment without our prior knowledge or consent. For example, you agree to refrain from adding or removing hardware from the Environment, installing applications on the Environment, or modifying the configuration or log files of the Environment without our prior knowledge or consent.

Anti-Virus; Anti-Malware

Our anti-virus / anti-malware solution will generally protect the Environment from becoming infected with new viruses and malware (“Viruses”); however, Viruses that exist in the Environment at the time that the security solution is implemented may not be capable of being removed without additional services, for which a charge may be incurred. We do not warrant or guarantee that all Viruses and malware will be capable of being detected, avoided, or removed, or that any data erased, corrupted, or encrypted by malware will be recoverable. In order to improve security awareness, you agree that Radcomp or its designated third party affiliate may transfer information about the results of processed files, information used for URL reputation determination, security risk tracking, and statistics for protection against spam and malware. Any information obtained in this manner does not and will not contain any personal or confidential information.

Declination of Backup / Recovery Service

You have declined our data backup and recovery service; accordingly, you understand and agree that we may be incapable of recovering any data that is lost, corrupted, or damaged for any reason. If requested by you, we may attempt to recover lost, corrupted, or damaged data that was not backed up; however, we do not warrant or guarantee that our efforts will be successful. Regardless of the outcome, such diagnostic and/or recovery services will be billed to you at our then-current hourly rates.

O365 / Email / G Suite

You are solely responsible for the security, confidentiality and integrity of all email, and the content of all email, received, transmitted or stored through the Office 365 and G Suite email services (“Email”). You agree to refrain from uploading, posting, transmitting or distributing (or permitting any of your authorized users of the Email to upload, post, transmit or distribute) any prohibited content, which is generally content that (i) is obscene, illegal, or intended to advocate or induce the violation of any law, rule or regulation, or (ii) violates the intellectual property rights or privacy rights of any third party, or (iii) mischaracterizes you, and/or is intended to create a false identity or to otherwise attempt to mislead any person as to the identity or origin of any communication, or (iv) interferes or disrupts the services provided by Radcomp or the services of any third party, or (v) contains Viruses, trojan horses or any other malicious code or programs. In addition, you must not use the Email for the purpose of sending unsolicited commercial electronic messages (“SPAM”) in violation of any federal or state law.

Radcomp reserves the right, but not the obligation, to suspend Client’s access to the Email and/or all transactions occurring under Client’s Email account if Radcomp believes, in its discretion, that Client’s email account is being used in an improper or illegal manner.

Patch Management

We will keep all managed hardware and managed software current with critical patches and updates (“Patches”) as those Patches are released generally by the applicable manufacturers. Patches are developed by third party vendors and, on rare occasions, may make the Environment, or portions of the Environment, unstable or cause the managed equipment or software to fail to function properly even when the Patches are installed correctly. We will not be responsible for any downtime or losses arising from or related to the installation or use of any Patch. We reserve the right, but not the obligation, to refrain from installing a Patch if we are aware of technical problems caused by a Patch, or we believe that a Patch may render the Environment, or any portion of the Environment, unstable.

Backup (BDR) Services

All data transmitted over the Internet may be subject to malware and computer contaminants such as viruses, worms and trojan horses, as well as attempts by unauthorized users, such as hackers, to access or damage Client’s data. Neither Radcomp nor its designated affiliates will be responsible for the outcome or results of such activities.

BDR services require a reliable, always-connected internet solution. All targeted devices must remain powered on and awake for the entire duration of the backup process. Data backup and recovery time will depend on the speed and

reliability of your internet connection. Internet and telecommunications outages will prevent the BDR services from operating correctly. In addition, all computer hardware is prone to failure due to equipment malfunction, telecommunication-related issues, etc., for which we will be held harmless. Due to technology limitations, all computer hardware, including communications equipment, network servers and related equipment, has an error transaction rate that can be minimized, but not eliminated. Radcomp cannot and does not warrant that data corruption or loss will be avoided, and Client agrees that Radcomp shall be held harmless if such data corruption or loss occurs. **Client is strongly advised to keep a local backup of all of stored data to mitigate against the unintentional loss of data.**

Procurement

Equipment and software procured by Radcomp on Client's behalf ("Procured Equipment") may be covered by one or more manufacturer warranties, which will be passed through to Client to the greatest extent possible. By procuring equipment or software for Client, Radcomp does not make any warranties or representations regarding the quality, integrity or usefulness of the Procured Equipment. Certain equipment or software, once purchased, may not be returnable or, in certain cases, may be subject to third party return policies and/or re-stocking fees, all of which shall be Client's responsibility in the event that a return of the Procured Equipment is requested. Radcomp is not a warranty service or repair center. Radcomp will facilitate the return or warranty repair of Procured Equipment; however, Client understands and agrees that the return or warranty repair of Procured Equipment is governed by the terms of the warranties (if any) governing the applicable Procured Equipment, for which Radcomp will be held harmless.

IT Business Review; IT Strategic Planning

Suggestions and advice rendered to Client are provided in accordance with relevant industry practices, based on Client's specific needs and Radcomp's opinion and knowledge of the relevant facts and circumstances. By rendering advice, or by suggesting a particular service or solution, Radcomp is not endorsing any particular manufacturer or service provider.

VCTO or VCIO Services

The advice and suggestions provided by us in our capacity as a virtual chief technology or information officer will be for your informational and/or educational purposes only. Radcomp will not hold an actual director or officer position in Client's company, and we will neither hold nor maintain any fiduciary relationship or position with Client. Under no circumstances shall Client list or place the Radcomp on Client's corporate records or accounts.

Sample Policies, Procedures

From time to time, we may provide you with sample (*i.e.*, template) policies and procedures for use in connection with Client's business ("Sample Policies"). The Sample Policies are for your informational use only, and do not constitute or comprise legal or professional advice, and the policies are not intended to be a substitute for the advice

of competent counsel. You should seek the advice of competent legal counsel prior to using or distributing the Sample Policies, in part or in whole, in any transaction. We do not warrant or guarantee that the Sample Policies are complete, accurate, or suitable for your (or your customers') specific needs, or that you will reduce or avoid liability by utilizing the Sample Policies in your (or your customers') business operations.

Software Development – Use of Open Source Code

The software developed under this SOW will include open source code; however, unless otherwise expressly noted in this SOW, the inclusion of the open source code will not impose any additional fees, costs, or usage restrictions on Client. Client is instructed, however, to refrain from separating or isolating the open source code from the software, since the use of certain open source code, in isolation or in conjunction with third party materials or code, may trigger additional licensing or usage restrictions for which we will not be responsible.

Penetration Testing; Vulnerability Assessment

You understand and agrees that security devices, alarms or other security measures, both physical and virtual, may be tripped or activated during the penetration testing process, despite our efforts to avoid such occurrences. You will be solely responsible for notifying any monitoring company and all law enforcement authorities of the potential for "false alarms" due to the provision of the penetration testing services, and you agree to take all steps necessary to ensure that false alarms are not reported or treated as "real alarms" or credible threats against any person, place or property. Some alarms and advanced security measures, when activated, may cause the partial or complete shutdown of the Environment, causing substantial downtime and/or delay to your business activities. We will not be responsible for, and will be held harmless and indemnified by you against, any claims, costs, fees or expenses arising or resulting from (i) any response to the penetration testing services by any monitoring company or law enforcement authorities, or (ii) the partial or complete shutdown of the Environment by any alarm or security monitoring device.

HaaS

You will use all Radcomp-hosted or Radcomp-supplied equipment and hardware (collectively, "Infrastructure") for your internal business purposes only. You shall not sublease, sublicense, rent or otherwise make the Infrastructure available to any third party without our prior written consent. You agree to refrain from using the Infrastructure in a manner that unreasonably or materially interferes with our other hosted equipment or hardware, or in a manner that disrupts or which is likely to disrupt the services that we provide to our other clientele. We reserve the right to throttle or suspend your access and/or use of the Infrastructure if we believe, in our sole but reasonable judgment, that your use of the Infrastructure violates the terms of this SOW or the Agreement.

Unsupported Configuration Elements Or Services

If you request a configuration element (hardware or software) or hosting service in a manner that is not customary at Radcomp, or that is in "end of life" or "end of support" status, we may designate the element or service as "unsupported," "non-standard," "best efforts," "reasonable endeavor," "one-off," "EOL," "end of support," or with like


term in the service description (an “Unsupported Service”). We make no representation or warranty whatsoever regarding any Unsupported Service, and you agree that we will not be liable for any loss or damage arising from the provision of an Unsupported Service. Deployment and service level guarantees shall not apply to any Unsupported Service.

▶ Acceptance

City of Stevenson

RADCOMP Technologies

Signed _____
Name Leana Kinley
Title City Administrator
Date December 01, 2021

Signed  _____
Name Stephen Scherling
Title Solutions Architect
Date December 01, 2021

PROFESSIONAL SERVICES CONTRACT
Rock Creek Stormwater Improvements
AMENDMENT #1

THIS CONTRACT AMENDMENT #1 (the "Amendment") to the PROFESSIONAL SERVICES CONTRACT effective as of February 18, 2021 (the "Agreement") is made and entered into this 16th day of December, 2021, by and between CITY OF STEVENSON, a municipal corporation of the State of Washington, and hereinafter referred to as "CITY," and **Wallis Engineering, PLLC**, hereinafter referred to as the "Contractor."

NOW THEREFORE, CITY and Contractor agree to amend the Agreement as follows:

1. Contractor will perform services as set forth in the original agreement with no change to the original contract budget.
2. Contractor shall be paid by CITY, for the work to be performed hereunder, as set forth in the attached Exhibit "A2." Any payment made to Contractor, however, shall not constitute acceptance of the work, or any portion thereof, which is not in accordance with this contract amendment.
3. The Contract shall be extended until December 31, 2022.

This Amendment together with the Agreement constitutes the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated, all other terms and conditions of the agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

The Parties, intending to be legally bound, indicate their approval of the Amendment by their signatures below.

[Signatures appear on next page]

IN WITNESS WHEREOF, the parties have executed this contract at Stevenson, Washington, this _____ day of _____, 20_____.

CITY OF STEVENSON

CONTRACTOR

By: _____
Scott Anderson, Mayor

By: _____
Jane Vail, PE
Principal Engineer

Mailing Address:
215 West 4th Street
Suite 200
Vancouver, WA 98660

Approved as to form

Kenneth B Woodrich,
City Attorney

360-695-7041
Telephone Number

91-1944973
Federal Tax ID Number

601-823-546
UBI#



Exhibit A2

RATE SCHEDULE

Rate Schedule good through December, 31, 2022

<u>Title</u>	<u>Range</u>	
Associate Engineer	\$160.00	\$160.00
Senior Engineer	\$213.00	\$213.00
Engineering Manager I - VI	\$186.00	\$212.00
Project Engineer I - IX	\$123.00	\$179.00
Staff Engineer I - IV	\$103.00	\$117.00
Engineering Intern I - III	\$65.00	\$75.00
Designer	\$130.00	\$149.00
Landscape Architect	\$155.00	\$155.00
Construction Manager	\$140.00	\$140.00
Inspector	\$100.00	\$118.00
Technician I-IV	\$80.00	\$126.00
Administrative I – VI	\$50.00	\$116.00

These hourly rates include in-house office expenses, photocopying, and other incidental items. Mileage will be reimbursed at the current standard IRS rate. Outside expenses will be billed at cost plus 10%.

**CITY OF STEVENSON, WASHINGTON
RESOLUTION 2021 – 388**

**A RESOLUTION AUTHORIZING THE MAYOR TO SIGN THE STATE REVOLVING FUND
LOAN AGREEMENT WITH THE WASHINGTON STATE DEPARTMENT OF ECOLOGY**

WHEREAS on April 7, 2017, the Washington State Department of Ecology issued a Notice of Violation for the City of Stevenson Wastewater Treatment Plant stating that the City has exceeded its design criteria for five (5)-Day Biochemical Oxygen Demand (BOD5) or Total Suspended Solids (TSS) on twenty-one (21) occasions, exceeded effluent limits for TSS or Fecal Coliform on five (5) occasions and has not submitted a plan for Maintaining Adequate Capacity; and

WHEREAS on July 6, 2017, the City received an Administrative Order from the Department of Ecology outlining actions for the City to take which include designing and constructing wastewater treatment plant improvements; and

WHEREAS the City applied for a loan through the Washington State Department of Ecology (DOE) in the amount of \$9,936,000 in October, 2020 for the construction phase of the Stevenson Clean Water Facility and Collection Improvement project; and

WHEREAS the application was approved; and

WHEREAS the City wishes to move forward with the project to comply with the Administrative Order.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Stevenson hereby authorizes the Mayor, Scott Anderson, and City Administrator, Leana Kinley, to sign the State Revolving Fund loan agreement with the Washington State Department of Ecology in the amount of \$9,936,000.00 and an interest rate of 1.5%.

PASSED by the Council of the City of Stevenson this 16th day of December, 2021.

Scott Anderson, Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Leana Kinley, City Clerk

Kenneth B Woodrich, PC
City Attorney



Agreement No. WQC-2022-StevPW-00028

WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT

BETWEEN

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

CITY OF STEVENSON

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as “ECOLOGY,” and City of Stevenson, hereinafter referred to as the “RECIPIENT,” to carry out with the provided funds activities described herein.

GENERAL INFORMATION

Project Title:	Stevenson Clean Water Facility and Collection Improv-Construction Phase
Total Cost:	\$15,004,000.00
Total Eligible Cost:	\$9,936,000.00
Ecology Share:	\$9,936,000.00
Recipient Share:	\$0.00
The Effective Date of this Agreement is:	07/01/2021
The Expiration Date of this Agreement is no later than:	12/31/2023
Project Type:	Wastewater Facility

Project Short Description:

This project improves water quality in the Columbia River through the construction of wastewater collection and treatment facilities at the Wastewater Treatment Plant (WWTP), pump stations, and collection system in the City of Stevenson (RECIPIENT). This project increases capacity and improves treatment.

Project Long Description:

This project improves water quality in the Columbia River through the construction of wastewater collection and treatment facilities at the Wastewater Treatment Plant (WWTP), pump stations, and collection system in the City of Stevenson (RECIPIENT). This project increases capacity and improves treatment.

The RECIPIENT's treatment plant is undersized for existing flows and loads. As a result of this, the effluent limits for TSS and fecal coliform in the plant's effluent discharges into the Columbia River have been exceeded. This project

Agreement No: WQC-2022-StevPW-00028
Project Title: Stevenson Clean Water Facility and Collection Improv-Construction Phase
Recipient Name: City of Stevenson

would reduce pollution to the Columbia River by ensuring that the RECIPIENT's treatment plant has capacity and redundancy for existing and future loads.

A number of improvements are required to provide sufficient treatment capacity and redundancy for existing and future conditions. These include upgrades to headworks, secondary treatment, disinfection treatment, electrical system, SCADA, and civil improvements.

Overall Goal:

To construct upgrades to a Clean Water Facility and sewage collection system that meets the requirements addressed in planning and design documents.

Agreement No: WQC-2022-StevPW-00028
Project Title: Stevenson Clean Water Facility and Collection Improv-Construction Phase
Recipient Name: City of Stevenson

RECIPIENT INFORMATION

Organization Name: City of Stevenson

Federal Tax ID: 91-6001512

DUNS Number: 025644105

Mailing Address: 7121 E Loop Road, PO Box 371
Stevenson, WA 98648

Physical Address: 7121 E Loop Road
Stevenson, Washington 98648

Organization Fax: (509) 427-8202

Contacts

Agreement No: WQC-2022-StevPW-00028
 Project Title: Stevenson Clean Water Facility and Collection Improv-Construction Phase
 Recipient Name: City of Stevenson

<p>Project Manager</p>	<p>Leana Kinley City Administrator</p> <p>7121 E Loop Road Stevenson, Washington 98648 Email: leana@ci.stevenson.wa.us Phone: (509) 427-5970</p>
<p>Billing Contact</p>	<p>Anders Sorestad Deputy Clerk/Treasurer II</p> <p>7121 E Loop Road Stevenson, Washington 98648 Email: anders@ci.stevenson.wa.us Phone: (509) 427-5970</p>
<p>Authorized Signatory</p>	<p>Leana Kinley City Administrator</p> <p>7121 E Loop Road Stevenson, Washington 98648 Email: leana@ci.stevenson.wa.us Phone: (509) 427-5970</p>

Agreement No: WQC-2022-StevPW-00028
 Project Title: Stevenson Clean Water Facility and Collection Improv-Construction Phase
 Recipient Name: City of Stevenson

ECOLOGY INFORMATION

Mailing Address: Department of Ecology
 Water Quality
 PO BOX 47600
 Olympia, WA 98504-7600

Physical Address: Water Quality
 300 Desmond Drive SE
 Lacey, WA 98503

Contacts

<p>Project Manager</p>	<p>Dave Dougherty</p> <p>PO Box 47775 Olympia, Washington 98504-7775 Email: ddou461@ecy.wa.gov Phone: (360) 407-6278</p>
<p>Financial Manager</p>	<p>Jeanna Ridner</p> <p>PO Box 47600 Olympia, Washington 98504-7600 Email: jmac461@ecy.wa.gov Phone: (360) 407-6533</p>

Agreement No: WQC-2022-StevPW-00028
Project Title: Stevenson Clean Water Facility and Collection Improv-Construction Phase
Recipient Name: City of Stevenson

Scott Anderson

Mayor

Date

Agreement No: WQC-2022-StevPW-00028
Project Title: Stevenson Clean Water Facility and Collection Improv-Construction Phase
Recipient Name: City of Stevenson

SCOPE OF WORK

Task Number: 1 **Task Cost:** \$103,464.00

Task Title: Grant and Loan Administration

Task Description:

A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: Maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; the EAGL (Ecology Administration of Grants and Loans) recipient closeout report; and a two-page outcome summary report (including photos, if applicable). In the event that the RECIPIENT elects to use a contractor to complete project elements, the RECIPIENT shall retain responsibility for the oversight and management of this funding agreement.

B. The RECIPIENT shall keep documentation that demonstrates the project is in compliance with applicable procurement, contracting, and interlocal agreement requirements; permitting requirements, including application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items. This documentation shall be available upon request.

C. The RECIPIENT shall maintain effective communication with ECOLOGY and maintain up-to-date staff contact information in the EAGL system. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement:

Properly managed and fully documented project that meets ECOLOGY’s grant or loan administrative requirements.

Task Expected Outcome:

- * Timely and complete submittal of requests for reimbursement, quarterly progress reports, Recipient Closeout Report, and two-page outcome summary report.
- * Properly maintained project documentation.

Agreement No: WQC-2022-StevPW-00028
 Project Title: Stevenson Clean Water Facility and Collection Improv-Construction Phase
 Recipient Name: City of Stevenson

Recipient Task Coordinator: Leana Kinley

Grant and Loan Administration

Deliverables

Number	Description	Due Date
1.1	Progress Reports that include descriptions of work accomplished, project challenges or changes in the project schedule. Submitted at least quarterly.	
1.2	Recipient Closeout Report (EAGL Form)	
1.3	Two-page Outcome Summary Report	

Agreement No: WQC-2022-StevPW-00028
Project Title: Stevenson Clean Water Facility and Collection Improv-Construction Phase
Recipient Name: City of Stevenson

SCOPE OF WORK

Task Number: 2 **Task Cost: \$8,901,359.00**

Task Title: Project Construction

Task Description:

- A. The RECIPIENT will execute a contract with a contractor selected in compliance with state law. The RECIPIENT will include ECOLOGY's specification insert in the contract documents. The RECIPIENT will submit Bid Tabs, the Notice of Award, and a copy of the executed contract before ECOLOGY will provide reimbursement.
- B. The RECIPIENT will complete the construction in accordance with the approved Plans and Specifications. The project includes:
1. Temporary erosion control and water pollution control measures.
 2. Demolition and abandonment of specified structures, equipment, and underground utilities.
 3. Replacement of existing headworks, concrete structure, grit removal system, influent flow meter, automatic sampler, monitoring instruments, and flow distribution box.
 4. Secondary treatment improvements including new aeration basin, anoxic selector basins, blower building, and addition of fine bubble diffusers to the existing oxidation ditch.
 5. Disinfection upgrades of new UV channel and modifications to existing UV channel.
 6. Electrical system improvements including new service, generator, motor control centers, and lighting.
 7. SCADA replacement.
 8. Laboratory remodel.
 9. Minor civil site, non-potable water, and stormwater conveyance utility improvements.
 10. Installation of approximately 900 linear feet of 8" sewer pipe on East Loop Road and Frank Johns Road, with associated laterals and manholes, trench dewatering, excavation of boulders, and restoration of disturbed surfaces
- C. The RECIPIENT will conduct a pre-construction conference and invite ECOLOGY staff to the meeting.
- D. The RECIPIENT will negotiate all change orders to the construction contract necessary for successful completion of the project. The RECIPIENT will submit change orders to ECOLOGY for approval. Change orders that are a significant deviation from the approved plans/specifications must be submitted for approval, prior to execution. All other change orders will be submitted within 30 days after execution.
- E. As a condition of receiving this funding, the RECIPIENT will provide ECOLOGY with a plan for increasing user rates necessary to support this loan. The plan will be provided within six months of signing the loan agreement. The plan will include the total revenue requirement and the user rates necessary for the RECIPIENT to operate and maintain the funded utility, to establish reserves to pay for equipment replacement, and to pay debt service. The plan will identify a schedule of rate increases necessary to achieve the total revenue requirement by the estimated date of loan repayment.
- F. As a condition of receiving this funding, the RECIPIENT will review their energy use looking for cost effective energy savings. The RECIPIENT may also submit documentation of an energy efficiency review conducted within the last 5 years.
- G. As a condition of receiving this funding, the RECIPIENT will develop an asset management program. The RECIPIENT will certify that a program that contains at least the minimum required elements has been developed and is being implemented:
- H. The RECIPIENT will conduct appropriate cultural resources reviews of the project. The RECIPIENT will provide a 21-02/106 Cultural Resources Review form. The RECIPIENT will provide any additional information for ECOLOGY to lead the required cultural resources consultation.
- I. The RECIPIENT will complete an Ecology inadvertent discovery plan template for the project.

Agreement No: WQC-2022-StevPW-00028
 Project Title: Stevenson Clean Water Facility and Collection Improv-Construction Phase
 Recipient Name: City of Stevenson

Task Goal Statement:

Complete the construction in accordance with the approved Plans and Specifications.

Task Expected Outcome:

Complete the construction in accordance with the approved Plans and Specifications.

Project Construction

Deliverables

Number	Description	Due Date
2.1	Documentation of the RECIPIENTS procurement process.	
2.2	Bid Tabs, the Notice of Award, and a copy of the executed construction contract.	
2.3	Minutes of the pre-construction meeting.	
2.4	A copy of all change orders.	
2.5	Sewer Revenue and User Rate plan.	
2.6	Documentation of an energy efficiency review.	
2.7	Certification that the asset management program (fiscal sustainability plan) has been developed and is being implemented.	
2.8	Documentation of an energy efficiency review.	
2.9	21-02/106 Cultural Resources Review form.	
2.10	Inadvertent Discovery Plan.	

Agreement No: WQC-2022-StevPW-00028
Project Title: Stevenson Clean Water Facility and Collection Improv-Construction Phase
Recipient Name: City of Stevenson

SCOPE OF WORK

Task Number: 3 **Task Cost: \$931,177.00**

Task Title: Construction Management

Task Description:

A. The RECIPIENT will provide adequate and competent construction management and inspection for the Project. This may involve procuring the professional services. If professional services are procured, the RECIPIENT will procure them in accordance with state law. The RECIPIENT will include ECOLOGY's specification insert in the contract documents. The RECIPIENT must submit all contracts for construction management services before ECOLOGY will provide reimbursement for work performed under this task.

B. The RECIPIENT will develop a detailed Construction Quality Assurance Plan (WAC 173-240-075) and submit it to ECOLOGY for approval. This plan will describe the activities which the RECIPIENT will undertake to achieve adequate and competent oversight of all construction work.

C. The RECIPIENT will ensure construction progresses according to a timely schedule developed to meet completion dates indicated in the construction contract. The RECIPIENT will revise or update the schedule whenever major changes occur and resubmit to ECOLOGY. In the absence of any major changes, the RECIPIENT will describe progress of the construction in the quarterly progress reports.

D. Upon completion of construction, the RECIPIENT will provide ECOLOGY's Project Manager with a set of "as-built" plans (i.e., record construction drawings which reflect changes, modifications, or other significant revisions made to the project during construction).

E. Upon project completion, the RECIPIENT will submit the Declaration of Construction Completion form to ECOLOGY in accordance with WAC 173-240-090. The form, when signed by a professional engineer, indicates that the project was completed in accordance with the plans, specifications, and major change orders approved by ECOLOGY, and is accurately shown on the as-built plans.

Task Goal Statement:

Provide adequate and competent construction management and inspection for the Project.

Task Expected Outcome:

Provide adequate and competent construction management and inspection for the Project.

Agreement No: WQC-2022-StevPW-00028
 Project Title: Stevenson Clean Water Facility and Collection Improv-Construction Phase
 Recipient Name: City of Stevenson

Construction Management

Deliverables

Number	Description	Due Date
3.1	Executed contract for construction management services.	
3.2	Documentation of the RECIPIENT’s process for procuring engineering services.	
3.3	Construction Quality Assurance Plan.	
3.4	“As-built” plans.	
3.5	Declaration of Construction completion.	

Agreement No: WQC-2022-StevPW-00028

Project Title: Stevenson Clean Water Facility and Collection Improv-Construction Phase

Recipient Name: City of Stevenson

SRF Loan	Task Total
Grant and Loan Administration	\$ 93,760.00
Project Construction	\$ 8,066,457.00
Construction Management	\$ 843,837.00

Total: \$ 9,004,054.00

Agreement No: WQC-2022-StevPW-00028
 Project Title: Stevenson Clean Water Facility and Collection Improv-Construction Phase
 Recipient Name: City of Stevenson

Funding Distribution Summary

Recipient / Ecology Share

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
SRF Loan	0.00 %	\$ 0.00	\$ 9,004,054.00	\$ 9,004,054.00
Centennial Grant	0.00 %	\$ 0.00	\$ 931,946.00	\$ 931,946.00
Total		\$ 0.00	\$ 9,936,000.00	\$ 9,936,000.00

AGREEMENT SPECIFIC TERMS AND CONDITIONS

N/A

SPECIAL TERMS AND CONDITIONS

SECTION 1: DEFINITIONS

Unless otherwise provided, the following terms will have the respective meanings for all purposes of this agreement:

“Administration Charge” means a charge established in accordance with Chapter 90.50A RCW and Chapter 173-98 WAC, to be used to pay Ecology’s cost to administer the State Revolving Fund by placing a percentage of the interest earned in an Administrative Charge Account.

“Administrative Requirements” means the effective edition of ECOLOGY's Administrative Requirements for Recipients of Ecology Grants and Loans at the signing of this agreement.

“Annual Debt Service” for any calendar year means for any applicable bonds or loans including the loan, all interest plus all principal due on such bonds or loans in such year.

“Average Annual Debt Service” means, at the time of calculation, the sum of the Annual Debt Service for the remaining years of the loan to the last scheduled maturity of the loan divided by the number of those years.

“Acquisition” means the purchase or receipt of a donation of fee or less than fee interests in real property. These interests include, but are not limited to, conservation easements, access/trail easements, covenants, water rights, leases, and mineral rights.

“Centennial Clean Water Program” means the state program funded from various state sources.

“Contract Documents” means the contract between the RECIPIENT and the construction contractor for construction of the project.

“Cost Effective Analysis” means a comparison of the relative cost-efficiencies of two or more potential ways of solving a water quality problem as described in Chapter 173-98-730 WAC.

“Defeasement” or “Defeasance” means the setting aside in escrow or other special fund or account of sufficient investments and money dedicated to pay all principal of and interest on all or a portion of an obligation as it comes due.

“Effective Date” means the earliest date on which eligible costs may be incurred.

“Effective Interest Rate” means the total interest rate established by Ecology that includes the Administrative Charge.

“Estimated Loan Amount” means the initial amount of funds loaned to the RECIPIENT.

“Estimated Loan Repayment Schedule” means the schedule of loan repayments over the term of the loan based on the Estimated Loan Amount.

“Equivalency” means projects designated by ECOLOGY to meet additional federal requirements.

“Expiration Date” means the latest date on which eligible costs may be incurred.

Agreement No: WQC-2022-StevPW-00028
Project Title: Stevenson Clean Water Facility and Collection Improv-Construction Phase
Recipient Name: City of Stevenson

“Final Accrued Interest” means the interest accrued beginning with the first disbursement of funds to the RECIPIENT through such time as the loan is officially closed out and a final loan repayment schedule is issued.

“Final Loan Amount” means all principal of and interest on the loan from the Project Start Date through the Project Completion Date.

“Final Loan Repayment Schedule” means the schedule of loan repayments over the term of the loan based on the Final Loan Amount.

“Forgivable Principal” means the portion of a loan that is not required to be paid back by the borrower.

“General Obligation Debt” means an obligation of the RECIPIENT secured by annual ad valorem taxes levied by the RECIPIENT and by the full faith, credit, and resources of the RECIPIENT.

“General Obligation Payable from Special Assessments Debt” means an obligation of the RECIPIENT secured by a valid general obligation of the Recipient payable from special assessments to be imposed within the constitutional and statutory tax limitations provided by law without a vote of the electors of the RECIPIENT on all of the taxable property within the boundaries of the RECIPIENT.

“Gross Revenue” means all of the earnings and revenues received by the RECIPIENT from the maintenance and operation of the Utility and all earnings from the investment of money on deposit in the Loan Fund, except (i) Utility Local Improvement Districts (ULID) Assessments, (ii) government grants, (iii) RECIPIENT taxes, (iv) principal proceeds of bonds and other obligations, or (v) earnings or proceeds (A) from any investments in a trust, Defeasance, or escrow fund created to Defeasance or refund Utility obligations or (B) in an obligation redemption fund or account other than the Loan Fund until commingled with other earnings and revenues of the Utility or (C) held in a special account for the purpose of paying a rebate to the United States Government under the Internal Revenue Code.

“Guidelines” means the ECOLOGY’s Funding Guidelines that that correlate to the State Fiscal Year in which the project is funded.

“Initiation of Operation Date” means the actual date the Water Pollution Control Facility financed with proceeds of the loan begins to operate for its intended purpose.

“Loan” means the Washington State Water Pollution Control Revolving Fund Loan or Centennial Clean Water Fund (Centennial) Loan made pursuant to this loan agreement.

“Loan Amount” means either an Estimated Loan Amount or a Final Loan Amount, as applicable.

“Loan Fund” means the special fund created by the RECIPIENT for the repayment of the principal of and interest on the loan.

“Loan Security” means the mechanism by which the RECIPIENT pledges to repay the loan.

“Loan Term” means the repayment period of the loan.

“Maintenance and Operation Expense” means all reasonable expenses incurred by the RECIPIENT in causing the Utility to be operated and maintained in good repair, working order, and condition including payments to other parties, but will not include any depreciation or RECIPIENT levied taxes or payments to the RECIPIENT in lieu of taxes.

“Net Revenue” means the Gross Revenue less the Maintenance and Operation Expense.

“Original Engineer’s Estimate” means the engineer’s estimate of construction costs included with bid documents.

“Principal and Interest Account” means, for a loan that constitutes Revenue-Secured Debt, the account created in the loan fund to be first used to repay the principal of and interest on the loan.

“Project” means the project described in this agreement.

“Project Completion Date” means the date specified in the agreement on which the Scope of Work will be fully completed. This term is only used in loan agreements.

“Project Schedule” means that schedule for the project specified in the agreement.

“Revenue-Secured Debt” means an obligation of the RECIPIENT secured by a pledge of the revenue of a utility and one not a general obligation of the RECIPIENT.

“Reserve Account” means, for a loan that constitutes a Revenue Secured Debt and if specifically identified as a term and condition of the funding agreement, the account of that name created in the loan fund to secure the payment of the principal

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and interest on the loan.

“Risk-Based Determination” means an approach to sub-recipient monitoring and oversight based on risk factors associated to a RECIPIENT or project.

“Scope of Work” means the tasks and activities constituting the project.

“Section 319” means the section of the Clean Water Act that provides funding to address nonpoint sources of water pollution.

“Senior Lien Obligations” means all revenue bonds and other obligations of the RECIPIENT outstanding on the date of execution of this loan agreement (or subsequently issued on a parity therewith, including refunding obligations) or issued after the date of execution of this loan agreement having a claim or lien on the Gross Revenue of the Utility prior and superior to the claim or lien of the loan, subject only to Maintenance and Operation Expense.

“State Water Pollution Control Revolving Fund (Revolving Fund)” means the water pollution control revolving fund established by Chapter 90.50A.020 RCW.

“Termination Date” means the effective date of ECOLOGY’s termination of the agreement.

“Termination Payment Date” means the date on which the RECIPIENT is required to repay to ECOLOGY any outstanding balance of the loan and all accrued interest.

“Total Eligible Project Cost” means the sum of all costs associated with a water quality project that have been determined to be eligible for ECOLOGY grant or loan funding, including any required recipient match.

“Total Project Cost” means the sum of all costs associated with a water quality project, including costs that are not eligible for ECOLOGY grant or loan funding.

“ULID” means any utility local improvement district of the RECIPIENT created for the acquisition or construction of additions to and extensions and betterments of the Utility.

“ULID Assessments” means all assessments levied and collected in any ULID. Such assessments are pledged to be paid into the Loan Fund (less any prepaid assessments permitted by law to be paid into a construction fund or account). ULID Assessments will include principal installments and any interest or penalties which may be due.

“Utility” means the sewer system, stormwater system, or the combined water and sewer system of the RECIPIENT, the Net Revenue of which is pledged to pay and secure the loan.

SECTION 2: THE FOLLOWING CONDITIONS APPLY TO ALL RECIPIENTS OF WATER QUALITY COMBINED FINANCIAL ASSISTANCE FUNDING.

The Water Quality Financial Assistance Funding Guidelines are included in this agreement by reference and are available on ECOLOGY’s Water Quality Program website.

- A. Architectural and Engineering Services: The RECIPIENT certifies by signing this agreement that the requirements of Chapter 39.80 RCW, “Contracts for Architectural and Engineering Services,” have been, or shall be, met in procuring qualified architectural/engineering services. The RECIPIENT shall identify and separate eligible and ineligible costs in the final architectural/engineering services contract and submit a copy of the contract to ECOLOGY.
- B. Acquisition: The following provisions shall be in force only if the project described in this agreement is an acquisition project:
- a. Evidence of Land Value and Title. The RECIPIENT shall submit documentation of the cost of the property rights and the type of ownership interest that has been acquired.
 - b. Legal Description of Real Property Rights Acquired. The legal description of the real property rights purchased with funding assistance provided through this agreement (and protected by a recorded conveyance of rights to the State of Washington) shall be incorporated into the agreement before final payment.
 - c. Conveyance of Rights to the State of Washington. Upon purchase of real property rights (both fee simple and lesser interests), the RECIPIENT shall execute the document necessary to convey certain rights and responsibilities to ECOLOGY, on behalf of the State of Washington. The documents required will depend on the project type, the real property rights being acquired, and whether or not those rights are being acquired in perpetuity (see options below). The RECIPIENT shall use language provided by ECOLOGY, to record the executed document in the County where the real property lies, and to

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provide a copy of the recorded document to ECOLOGY.

Documentation Options:

1. Deed of Right. The Deed of Right conveys to the people of the state of Washington the right to preserve, protect, and/or use the property for public purposes consistent with the fund source. RECIPIENTS shall use this document when acquiring real property rights that include the underlying land. This document may also be applicable for those easements where the RECIPIENT has acquired a perpetual easement for public purposes. The RECIPIENT must obtain ECOLOGY approval on the draft language prior to executing the deed of right.
2. Assignment of Rights. The Assignment of Rights document transfers certain rights such as access and enforcement to ECOLOGY. The RECIPIENT shall use this document when an easement or lease is being acquired for water quality and habitat conservation. The Assignment of Rights requires the signature of the underlying landowner and must be incorporated by reference in the easement document.
3. Easements and Leases. The RECIPIENT may incorporate required language from the Deed of Right or Assignment of Rights directly into the easement or lease document, thereby eliminating the requirement for a separate document. Language will depend on the situation; therefore, the RECIPIENT must obtain ECOLOGY approval on the draft language prior to executing the easement or lease.
- d. Real Property Acquisition and Relocation Assistance.
 1. Federal Acquisition Policies. See Section 4 of this agreement for requirements specific to Section 319 and SRF funded projects.
 2. State Acquisition Policies. When state funds are part of this agreement, the RECIPIENT agrees to comply with the terms and conditions of the Uniform Relocation Assistance and Real Property Acquisition Policy of the State of Washington, Chapter 8.26 RCW, and Chapter 468-100 WAC.
 3. Housing and Relocation. In the event that housing and relocation costs, as required by federal law set out in subsection (1) above and/or state law set out in subsection (2) above, are involved in the execution of this project, the RECIPIENT agrees to provide any housing and relocation assistance required.
- e. Hazardous Substances.
 1. Certification. The RECIPIENT shall inspect, investigate, and conduct an environmental audit of the proposed acquisition site for the presence of hazardous substances, as defined in RCW 70.105D.020(10), and certify:
 - i. No hazardous substances were found on the site, or
 - ii. Any hazardous substances found have been treated and/or disposed of in compliance with applicable state and federal laws, and the site is deemed “clean.”
 2. Responsibility. Nothing in this provision alters the RECIPIENT's duties and liabilities regarding hazardous substances as set forth in RCW 70.105D.
 3. Hold Harmless. The RECIPIENT will defend, protect and hold harmless ECOLOGY and any and all of its employees and/or agents, from and against any and all liability, cost (including but not limited to all costs of defense and attorneys' fees) and any and all loss of any nature from any and all claims or suits resulting from the presence of, or the release or threatened release of, hazardous substances on the property the RECIPIENT is acquiring.
- f. Restriction On Conversion Of Real Property And/Or Facilities To Other Uses
The RECIPIENT shall not at any time convert any real property (including any interest therein) or facility acquired, developed, maintained, renovated, and/or restored pursuant to this agreement to uses other than those purposes for which funds were approved without prior approval of ECOLOGY. For acquisition projects that are term limited, such as one involving a lease or a term-limited restoration, renovation or development project or easement, this restriction on conversion shall apply only for the length of the term, unless otherwise provided in written documents or required by applicable state or federal law. In such case, the restriction applies to such projects for the length of the term specified by the lease, easement, deed, or landowner agreement.

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- C. Best Management Practices (BMP) Implementation: If the RECIPIENT installs BMPs that are not approved by ECOLOGY prior to installation, the RECIPIENT assumes the risk that part or all of the reimbursement for that activity may be delayed or ineligible. For more details regarding BMP Implementation, please reference the Water Quality Financial Assistance Funding Guidelines available on ECOLOGY’s Water Quality Program funding website.
- D. Electronic Fund Transfers: Payment will be issued through Washington State’s Office of Financial Management’s Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process or electronic fund transfers, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.
- E. Equipment Purchase: Equipment purchases over \$5,000 and not included in the scope of work or the Ecology approved construction plans and specifications, must be pre-approved by ECOLOGY’s project manager before purchase. All equipment purchases over \$5,000 and not included in a contract for work being completed on the funded project, must also be reported on the Equipment Purchase Report in EAGL.
- F. Funding Recognition: The RECIPIENT must inform the public about ECOLOGY or any EPA (see Section 3.B for Section 319 funded or Section 5.E for SRF funded projects) funding participation in this project through the use of project signs, acknowledgement in published materials, reports, the news media, websites, or other public announcements. Projects addressing site-specific locations must utilize appropriately sized and weather-resistant signs. Sign logos are available from ECOLOGY’s Financial Manager upon request.
- G. Growth Management Planning: The RECIPIENT certifies by signing this agreement that it is in compliance with the requirements of Chapter 36.70A RCW, “Growth Management Planning by Selected Counties and Cities.” If the status of compliance changes, either through RECIPIENT or legislative action, the RECIPIENT shall notify ECOLOGY in writing of this change within 30 days.
- H. Interlocal: The RECIPIENT certifies by signing this agreement that all negotiated interlocal agreements necessary for the project are, or shall be, consistent with the terms of this agreement and Chapter 39.34 RCW, “Interlocal Cooperation Act.” The RECIPIENT shall submit a copy of each interlocal agreement necessary for the project to ECOLOGY upon request.
- I. Lobbying and Litigation: Costs incurred for the purposes of lobbying or litigation are not eligible for funding under this agreement.
- J. Post Project Assessment Survey: The RECIPIENT agrees to participate in a brief survey regarding the key project results or water quality project outcomes and the status of long-term environmental results or goals from the project approximately three years after project completion. A representative from ECOLOGY’s Water Quality Program may contact the RECIPIENT to request this data. ECOLOGY may also conduct site interviews and inspections, and may otherwise evaluate the project, as part of this assessment.
- K. Project Status Evaluation: ECOLOGY may evaluate the status at any time. ECOLOGY’s Project Manager and Financial Manager will meet with the RECIPIENT to review spending trends, completion of outcome measures, and overall project administration and performance. If the RECIPIENT fails to make satisfactory progress toward achieving project outcomes, ECOLOGY may change the scope of work, reduce grant funds, or increase oversight measures.
- L. Technical Assistance: Technical assistance for agriculture activities provided under the terms of this agreement shall be consistent with the current U.S. Natural Resource Conservation Service (“NRCS”) Field Office Technical Guide for Washington State and specific requirements outlined in the Water Quality Funding Guidelines. Technical assistance, proposed practices, or project designs that do not meet these standards may be eligible if approved in writing by ECOLOGY.

SECTION 3: THE FOLLOWING CONDITIONS APPLY TO SECTION 319 AND CENTENNIAL CLEAN WATER FUNDED PROJECTS BEING USED TO MATCH SECTION 319 FUNDS.

The RECIPIENT must submit the following documents to ECOLOGY before this agreement is signed by ECOLOGY:

1. Federal Funding Accountability and Transparency Act (FFATA) Form, available on the Water Quality Program website.

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2. “Section 319 Initial Data Reporting” form in EAGL.

A. Data Reporting: The RECIPIENT must complete the “Section 319 Initial Data Reporting” form in EAGL before this agreement can be signed by Ecology. This form is used to gather general information about the project for EPA.

B. Funding Recognition and Outreach: In addition to Section 2.F. of these Special Terms and Conditions, the RECIPIENT shall provide signage that informs the public that the project is funded by EPA. The signage shall contain the EPA logo and follow usage requirements available at <http://www2.epa.gov/stylebook/using-epa-seal-and-logo>. To obtain the appropriate EPA logo or seal graphic file, the RECIPIENT may send a request to their Ecology Financial Manager.

To increase public awareness of projects serving communities where English is not the predominant language, RECIPIENTS are encouraged to provide their outreach strategies communication in non-English languages. Translation costs for this purpose are allowable, provided the costs are reasonable. (Applies to both the Section 319 funded projects and the Centennial match projects)

The RECIPIENT shall use the following paragraph in all reports, documents, and signage developed under this agreement:

(Applies to Section 319 funded projects only)

“This project has been funded wholly or in part by the United States Environmental Protection Agency under an assistance agreement to the Washington State Department of Ecology. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the mention of trade names or commercial products constitute endorsement or recommendation for use.”

C. Load Reduction Reporting: The RECIPIENT shall complete the “Section 319 Annual Load Reduction Reporting” form in EAGL by January 15 of each year and at project close-out. ECOLOGY may hold reimbursements until the RECIPIENT has completed the form. This form is used to gather information on best management practices (BMPs) installed and associated pollutant load reductions that were funded as a part of this project.

D. Time Extension: The RECIPIENT may request a one-time extension for up to 12 months. However, the time extension cannot exceed the time limitation established in EPA’s assistance agreement. In the event a time extension is requested and approved by ECOLOGY, the RECIPIENT must complete all eligible work performed under this agreement by the expiration date. (For Section 319 funded projects only)

SECTION 4: THE FOLLOWING CONDITIONS APPLY TO SECTION 319 AND STATE REVOLVING FUND (SRF) LOAN FUNDED PROJECTS ONLY.

A. Accounting Standards: The RECIPIENT shall maintain accurate records and accounts for the project (PROJECT Records) in accordance with Generally Accepted Accounting Principles (GAAP) as issued by the Governmental Accounting Standards Board (GASB), including standards related to the reporting of infrastructure assets or in accordance with the standards in Chapter 43.09.200 RCW “Local Government Accounting – Uniform System of Accounting.”

B. Acquisitions: Section 319 and SRF Equivalency project RECIPIENTS shall comply with the terms and conditions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 84 Stat. 1894 (1970)--Public Law 91-646, as amended by the Surface Transportation and Uniform Relocation Assistance Act, PL 100-17-1987, and applicable regulations and procedures of the federal agency implementing that Act.

C. Audit Requirements: In accordance with 2 CFR 200.501(a), the RECIPIENT agrees to obtain a single audit from an independent auditor, if their organization expends \$750,000 or more in total Federal funds in their fiscal year. The RECIPIENT must submit the form SF-SAC and a Single Audit Report Package within 9 months of the end of the fiscal year or 30 days after receiving the report from an independent auditor. The SF-SAC and a Single Audit Report Package MUST be submitted using the Federal Audit Clearinghouse’s Internet Data Entry System available at: [https://facweb.census.gov/..](https://facweb.census.gov/)

D. Archaeological Resources and Historic Properties (Section 106): The RECIPIENT shall comply with the additional requirements under section 106 of the National Historic Preservation Act (NHPA, 36 CFR 800).

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E. Data Universal Numbering System (DUNS) and Central Contractor Registration (CCR) Requirements: RECIPIENTS shall have a DUNS number. Unless exempted from this requirement under 2 CFR 25.110, the RECIPIENT must ensure that their organization's information in the System for Award Management (SAM), <https://www.sam.gov>, is kept current through project closeout. This requires that the RECIPIENT reviews and updates the information at least annually after the initial registration, and more frequently if information changes.

F. Disadvantaged Business Enterprise (DBE): General Compliance, 40 CFR, Part 33. The RECIPIENT agrees to comply with the requirements of the Environmental Protection Agency's Program for Utilization of Small, Minority, and Women's Business Enterprises (MBE/WBE) 40CFR, Part 33 in procurement under this agreement.

Six Good Faith Efforts, 40 CFR, Part 33, Subpart C. The RECIPIENT agrees to make the following good faith efforts whenever procuring construction, equipment, services, and supplies under this agreement. Records documenting compliance with the following six good faith efforts shall be retained:

- 1) Ensure Disadvantaged Business Enterprises are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government RECIPIENTS, this shall include placing Disadvantaged Business Enterprises on solicitation lists and soliciting them whenever they are potential sources.
- 2) Make information on forthcoming opportunities available to Disadvantaged Business Enterprises and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by Disadvantaged Business Enterprises in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of thirty (30) calendar days before the bid or proposal closing date.
- 3) Consider, in the contracting process, whether firms competing for large contracts could subcontract with Disadvantaged Business Enterprises. For Indian Tribal, State, and Local Government RECIPIENTS, this shall include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by Disadvantaged Business Enterprises in the competitive process.
- 4) Encourage contracting with a consortium of Disadvantaged Business Enterprises when a contract is too large for one of these firms to handle individually.
- 5) Use services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- 6) If the prime contractor awards subcontracts, require the prime contractor to take the five good faith efforts steps in paragraphs 1 through 5 above.

The RECIPIENT agrees to submit ECOLOGY's Contractor Participation Report Form D with each payment request. Contract Administration Provisions, 40 CFR, Section 33.302. The RECIPIENT agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

Non-discrimination Provision. The RECIPIENT shall not discriminate on the basis of race, color, national origin or sex in the performance of this agreement. The RECIPIENT shall carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the RECIPIENT to carry out these requirements is a material breach of this agreement which may result in the termination of this contract or other legally available remedies.

This does not preclude the RECIPIENT from enacting broader nondiscrimination protections.

The RECIPIENT shall comply with all federal and state nondiscrimination laws, including but not limited to, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Chapter 49.60 RCW, Washington's Law Against Discrimination, and 42 U.S.C. 12101 et seq, the Americans with Disabilities Act (ADA).

In the event of the RECIPIENT's noncompliance or refusal to comply with any applicable nondiscrimination law, regulation, or policy, this agreement may be rescinded, canceled, or terminated in whole or in part and the RECIPIENT may be declared ineligible for further funding from ECOLOGY. The RECIPIENT shall, however, be given a reasonable time in which to cure this noncompliance.

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The RECIPIENT shall include the following terms and conditions in contracts with all contractors, subcontractors, engineers, vendors, and any other entity for work or services pertaining to this agreement.

“The Contractor will not discriminate on the basis of race, color, national origin or sex in the performance of this Contract. The Contractor will carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under Environmental Protection Agency financial agreements. Failure by the Contractor to carry out these requirements is a material breach of this Contract which may result in termination of this Contract or other legally available remedies.”

Bidder List, 40 CFR, Section 33.501(b) and (c). The RECIPIENT agrees to create and maintain a bidders list. The bidders list shall include the following information for all firms that bid or quote on prime contracts, or bid or quote subcontracts, including both MBE/WBEs and non-MBE/WBEs.

1. Entity's name with point of contact
2. Entity's mailing address, telephone number, and e-mail address
3. The procurement on which the entity bid or quoted, and when
4. Entity's status as an MBE/WBE or non-MBE/WBE

G. Electronic and information Technology (EIT) Accessibility: RECIPIENTS shall ensure that loan funds provided under this agreement for costs in the development or purchase of EIT systems or products provide individuals with disabilities reasonable accommodations and an equal and effective opportunity to benefit from or participate in a program, including those offered through electronic and information technology as per Section 504 of the Rehabilitation Act, codified in 40 CFR Part 7.

Systems or products funded under this agreement must be designed to meet the diverse needs of users without barriers or diminished function or quality. Systems shall include usability features or functions that accommodate the needs of persons with disabilities, including those who use assistive technology.

H. Hotel-Motel Fire Safety Act: The RECIPIENT shall ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (15 USC 2225a, PL 101-391, as amended). Recipients may search the Hotel-Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance, or to find other information about the Act. Pursuant to 15 USC 2225a.

I. Trafficking In Persons: The RECIPIENT and RECIPIENT employees that are private entities shall not engage in forms of trafficking in persons during the period of time this agreement is effective. This includes, but is not limited to, the procurement of a commercial sex act or forced labor. The RECIPIENT shall notify ECOLOGY immediately of any information received from any source alleging a violation under this provision.

SECTION 5: THE FOLLOWING CONDITIONS APPLY TO STATE REVOLVING FUND (SRF) LOAN FUNDED PROJECTS ONLY.

The RECIPIENT must submit the following documents/forms to ECOLOGY before this agreement is signed by ECOLOGY:

1. Financial Capability Assessment Documentation
2. Opinion of RECIPIENT's Legal Council
3. Authorizing Ordinance or Resolution
4. Federal Funding Accountability and Transparency Act (FFATA) Form (Required for SRF Equivalency projects only)
5. CWSRF Federal Reporting Information form available in EAGL
6. Fiscal Sustainability Plan (Asset Management) Certification Form in EAGL (Only required if the project includes construction of a wastewater or stormwater facility construction)
7. Cost and Effectiveness Analysis Certification Form in EAGL (Required for all projects receiving SRF Loan funding)
8. State Environmental Review Process (SERP) Documentation (Required for facility projects only)

A. Alteration and Eligibility of Project: During the term of this agreement, the RECIPIENT (1) shall not materially alter the design or structural character of the project without the prior written approval of ECOLOGY and (2) shall take no action which would adversely affect the eligibility of the project as defined by applicable funding program rules and state statutes,

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which would cause a violation of any covenant, condition, or provision herein.

B. American Iron and Steel (Buy American): This loan provision applies to projects for the construction, alteration, maintenance, or repair of a “treatment works” as defined in the Federal Water Pollution Control Act (33 USC 1381 et seq.) The RECIPIENT shall ensure that all iron and steel products used in the project are produced in the United States. Iron and Steel products means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials. The RECIPIENT may request waiver from this requirement from the Administrator of the Environmental Protection Agency. The RECIPIENT must coordinate all waiver requests through ECOLOGY. This provision does not apply if the engineering plans and specifications for the project were approved by ECOLOGY prior to January 17, 2014. ECOLOGY reserves the right to request documentation of RECIPIENT’S compliance with this provision.

C. Authority of RECIPIENT: This agreement is authorized by the Constitution and laws of the state of Washington, including the RECIPIENT’S authority, and by the RECIPIENT pursuant to the authorizing ordinance or resolution. The RECIPIENT shall submit a copy of the authorizing ordinance or resolution to the ECOLOGY Financial Manager before this agreement shall be signed by ECOLOGY.

D. Equivalency Projects: (For designated equivalency projects only)

1. The RECIPIENT must procure architectural and engineering services in accordance with the federal requirements in Chapter 11 of Title 40, U.S.C. (see

www.gpo.gov/fdsys/pkg/USCODE-2011-title40/pdf/USCODE-2011-title40-subtitleI-chap11.pdf).

E. Fiscal Sustainability Plan Certification: The RECIPIENT shall submit a completed Fiscal Sustainability Plan Certification before this agreement is signed by ECOLOGY. The Fiscal Sustainability Plan Certification is available from the ECOLOGY Financial Manager or on the Water Quality Program website.

F. Funding Recognition and Outreach: In addition to Section 2.F of these Terms and Conditions, the RECIPIENT agrees to comply with the EPA SRF Signage Guidance in order to enhance public awareness of EPA assistance agreements nationwide. The signage guidance can be found at:
<https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources>.

G. Insurance: The RECIPIENT shall at all times carry fire and extended insurance coverage, public liability, and property damage, and such other forms of insurance with responsible insurers and policies payable to the RECIPIENT on such of the buildings, equipment, works, plants, facilities, and properties of the Utility as are ordinarily carried by municipal or privately-owned utilities engaged in the operation of like systems, and against such claims for damages as are ordinarily carried by municipal or privately-owned utilities engaged in the operation of like systems, or it shall self-insure or participate in an insurance pool or pools with reserves adequate, in the reasonable judgment of the RECIPIENT, to protect it against loss.

H. Litigation Authority: No litigation is now pending, or to the RECIPIENT’S knowledge, threatened, seeking to restrain, or enjoin:

- (i) the execution of this agreement; or
- (ii) the fixing or collection of the revenues, rates, and charges or the formation of the ULID and the levy and collection of ULID Assessments therein pledged to pay the principal of and interest on the loan (for revenue secured lien obligations); or
- (iii) the levy and collection of the taxes pledged to pay the principal of and interest on the loan (for general obligation-secured loans and general obligation payable from special-assessment-secured loans); or
- (iv) in any manner questioning the proceedings and authority under which the agreement, the loan, or the project are authorized. Neither the corporate existence, or boundaries of the RECIPIENT nor the title of its present officers to their respective offices is being contested. No authority or proceeding for the execution of this agreement has been repealed, revoked, or rescinded.

I. Loan Interest Rate and Terms: This loan agreement shall remain in effect until the date of final repayment of the loan, unless terminated earlier according to the provisions herein.

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When the Project Completion Date has occurred, ECOLOGY and the RECIPIENT shall execute an amendment to this loan agreement which details the final loan amount (Final Loan Amount), and ECOLOGY shall prepare a final loan repayment schedule. The Final Loan Amount shall be the combined total of actual disbursements made on the loan and all accrued interest to the computation date.

The Estimated Loan Amount and the Final Loan Amount (in either case, as applicable, a "Loan Amount") shall bear interest based on the interest rate identified in this agreement as the "Effective Interest Rate," per annum, calculated on the basis of a 365 day year. Interest on the Estimated Loan Amount shall accrue from and be compounded monthly based on the date that each payment is mailed to the RECIPIENT. The Final Loan Amount shall be repaid in equal installments, semiannually, over the term of this loan "Loan Term" as outlined in this agreement.

J. Loan Repayment:

Sources of Loan Repayment

1. Nature of RECIPIENT's Obligation. The obligation of the RECIPIENT to repay the loan from the sources identified below and to perform and observe all other agreements and obligations on its part, contained herein, shall be absolute and unconditional, and shall not be subject to diminution by setoff, counterclaim, or abatement of any kind. To secure the repayment of the loan from ECOLOGY, the RECIPIENT agrees to comply with all of the covenants, agreements, and attachments contained herein.
2. For General Obligation. This loan is a General Obligation Debt of the RECIPIENT.
3. For General Obligation Payable from Special Assessments. This loan is a General Obligation Debt of the RECIPIENT payable from special assessments to be imposed within the constitutional and statutory tax limitations provided by law without a vote of the electors of the RECIPIENT on all of the taxable property within the boundaries of the RECIPIENT.
4. For Revenue-Secured: Lien Position. This loan is a Revenue-Secured Debt of the RECIPIENT's Utility. This loan shall constitute a lien and charge upon the Net Revenue junior and subordinate to the lien and charge upon such Net Revenue of any Senior Lien Obligations.

In addition, if this loan is also secured by Utility Local Improvement Districts (ULID) Assessments, this loan shall constitute a lien upon ULID Assessments in the ULID prior and superior to any other charges whatsoever.

5. Other Sources of Repayment. The RECIPIENT may repay any portion of the loan from any funds legally available to it.
6. Defeasance of the Loan. So long as ECOLOGY shall hold this loan, the RECIPIENT shall not be entitled to, and shall not affect, an economic Defeasance of the loan. The RECIPIENT shall not advance refund the loan.

If the RECIPIENT defeases or advance refunds the loan, it shall be required to use the proceeds thereof immediately upon their receipt, together with other available RECIPIENT funds, to repay both of the following:

- (i) The Loan Amount with interest
- (ii) Any other obligations of the RECIPIENT to ECOLOGY under this agreement, unless in its sole discretion ECOLOGY finds that repayment from those additional sources would not be in the public interest.

Failure to repay the Loan Amount plus interest within the time specified in ECOLOGY's notice to make such repayment shall incur Late Charges and shall be treated as a Loan Default.

7. Refinancing or Early Repayment of the Project. So long as ECOLOGY shall hold this loan, the RECIPIENT shall give ECOLOGY thirty days written notice if the RECIPIENT intends to refinance or make early repayment of the loan.

Method and Conditions on Repayments

1. Semiannual Payments. Notwithstanding any other provision of this agreement, the first semiannual payment of principal and interest on this loan shall be due and payable no later than one year after the project completion date or initiation of operation date, whichever comes first.

Thereafter, equal payments shall be due every six months.

If the due date for any semiannual payment falls on a Saturday, Sunday, or designated holiday for Washington State agencies, the payment shall be due on the next business day for Washington State agencies.

Payments shall be mailed to:

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Recipient Name: City of Stevenson

Department of Ecology

Cashiering Unit

P.O. Box 47611

Olympia WA 98504-7611

In lieu of mailing payments, electronic fund transfers can be arranged by working with ECOLOGY's Financial Manager. No change to the amount of the semiannual principal and interest payments shall be made without a mutually signed amendment to this agreement. The RECIPIENT shall continue to make semiannual payments based on this agreement until the amendment is effective, at which time the RECIPIENT's payments shall be made pursuant to the amended agreement.

2. Late Charges. If any amount of the Final Loan Amount or any other amount owed to ECOLOGY pursuant to this agreement remains unpaid after it becomes due and payable, ECOLOGY may assess a late charge. The late charge shall be one percent per month on the past due amount starting on the date the debt becomes past due and until it is paid in full.
3. Repayment Limitations. Repayment of the loan is subject to the following additional limitations, among others: those on defeasance, refinancing and advance refunding, termination, and default and recovery of payments.
4. Prepayment of Loan. So long as ECOLOGY shall hold this loan, the RECIPIENT may prepay the entire unpaid principal balance of and accrued interest on the loan or any portion of the remaining unpaid principal balance of the Loan Amount. Any prepayments on the loan shall be applied first to any accrued interest due and then to the outstanding principal balance of the Loan Amount. If the RECIPIENT elects to prepay the entire remaining unpaid balance and accrued interest, the RECIPIENT shall first contact ECOLOGY's Revenue/Receivable Manager of the Fiscal Office.

K. Loan Security

Due Regard: For loans secured with a Revenue Obligation: The RECIPIENT shall exercise due regard for Maintenance and Operation Expense and the debt service requirements of the Senior Lien Obligations and any other outstanding obligations pledging the Gross Revenue of the Utility, and it has not obligated itself to set aside and pay into the loan Fund a greater amount of the Gross Revenue of the Utility than, in its judgment, shall be available over and above such Maintenance and Operation Expense and those debt service requirements.

Where collecting adequate gross utility revenue requires connecting additional users, the RECIPIENT shall require the sewer system connections necessary to meet debt obligations and expected operation and maintenance expenses.

Levy and Collection of Taxes (if used to secure the repayment of the loan): For so long as the loan is outstanding, the RECIPIENT irrevocably pledges to include in its budget and levy taxes annually within the constitutional and statutory tax limitations provided by law without a vote of its electors on all of the taxable property within the boundaries of the RECIPIENT in an amount sufficient, together with other money legally available and to be used therefore, to pay when due the principal of and interest on the loan, and the full faith, credit and resources of the RECIPIENT are pledged irrevocably for the annual levy and collection of those taxes and the prompt payment of that principal and interest.

Not an Excess Indebtedness: For loans secured with a general obligation pledge or a general obligation pledge on special assessments: The RECIPIENT agrees that this agreement and the loan to be made do not create an indebtedness of the RECIPIENT in excess of any constitutional or statutory limitations.

Pledge of Net Revenue and ULID Assessments in the ULID (if used to secure the repayment of this loan): For so long as the loan is outstanding, the RECIPIENT irrevocably pledges the Net Revenue of the Utility, including applicable ULID Assessments in the ULID, to pay when due the principal of and interest on the loan.

Utility Local Improvement District (ULID) Assessment Collection (if used to secure the repayment of the loan): All ULID Assessments in the ULID shall be paid into the Loan Fund and used to pay the principal of and interest on the loan.

L. Maintenance and Operation of a Funded Utility: The RECIPIENT shall, at all times, maintain and keep the funded Utility in good repair, working order, and condition.

M. Opinion of RECIPIENT's Legal Counsel: The RECIPIENT must submit an "Opinion of Legal Counsel to the RECIPIENT" to ECOLOGY before this agreement will be signed. ECOLOGY will provide the form.

N. Prevailing Wage (Davis-Bacon Act): The RECIPIENT agrees, by signing this agreement, to comply with the Davis-Bacon

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Act prevailing wage requirements. This applies to the construction, alteration, and repair of treatment works carried out, in whole or in part, with assistance made available by the State Revolving Fund as authorized by Section 513, title VI of the Federal Water Pollution Control Act (33 U.S.C. 1372). Laborers and mechanics employed by contractors and subcontractors shall be paid wages not less often than once a week and at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.

The RECIPIENT shall obtain the wage determination for the area in which the project is located prior to issuing requests for bids, proposals, quotes or other methods for soliciting contracts (solicitation). These wage determinations shall be incorporated into solicitations and any subsequent contracts. The RECIPIENT shall ensure that the required EPA contract language regarding Davis-Bacon Wages is in all contracts and sub contracts in excess of \$2,000. The RECIPIENT shall maintain records sufficient to document compliance with the Davis-Bacon Act, and make such records available for review upon request.

The RECIPIENT also agrees, by signing this agreement, to comply with State Prevailing Wages on Public Works, Chapter 39.12 RCW, as applicable. Compliance may include the determination whether the project involves “public work” and inclusion of the applicable prevailing wage rates in the bid specifications and contracts. The RECIPIENT agrees to maintain records sufficient to evidence compliance with Chapter 39.12 RCW, and make such records available for review upon request.

O. Progress Reports: RECIPIENTS funded with State Revolving Fund Loan or Forgivable Principal shall include the following verification statement in the “General Comments” text box of each progress report.

“We verify that we are in compliance with all the requirements as outlined in our funding agreement(s) with the Department of Ecology. This includes but is not limited to:

- The Davis-Bacon Act, 29 CFR (If applicable)
- Washington State Prevailing Wage Rate, Chapter 39.12 RCW (Pertaining to all recipients)
- The Disadvantaged Business Enterprise (DBE), 40 CFR, Part 33”

P. Representations and Warranties: The RECIPIENT represents and warrants to ECOLOGY as follows:

Application: Material Information. All information and materials submitted by the RECIPIENT to ECOLOGY in connection with its loan application were, when made, and are, as of the date the RECIPIENT signs this agreement, true and correct. There is no material adverse information relating to the RECIPIENT, the project, the loan, or this agreement known to the RECIPIENT, which has not been disclosed in writing to ECOLOGY.

Existence; Authority. It is a duly formed and legally existing municipal corporation or political subdivision of the state of Washington or a federally recognized Indian Tribe. It has full corporate power and authority to execute, deliver, and perform all of its obligations under this agreement and to undertake the project identified herein.

Certification. Each payment request shall constitute a certification by the RECIPIENT to the effect that all representations and warranties made in this loan agreement remain true as of the date of the request and that no adverse developments, affecting the financial condition of the RECIPIENT or its ability to complete the project or to repay the principal of or interest on the loan, have occurred since the date of this loan agreement. Any changes in the RECIPIENT’s financial condition shall be disclosed in writing to ECOLOGY by the RECIPIENT in its request for payment.

Q. Sale or Disposition of Funded Utility: The RECIPIENT shall not sell, transfer, or otherwise dispose of any of the works, plant, properties, facilities, or other part of the funded Utility or any real or personal property comprising a part of the funded Utility unless:

1. The facilities or property transferred are not material to the operation of the funded Utility, or have become unserviceable, inadequate, obsolete, or unfit to be used in the operation of the funded Utility or are no longer necessary, material, or useful to the operation of the funded Utility; or
2. The aggregate depreciated cost value of the facilities or property being transferred in any fiscal year comprises no more than three percent of the total assets of the funded Utility; or
3. The RECIPIENT receives from the transferee an amount equal to an amount which will be in the same proportion to

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the net amount of Senior Lien Obligations and this LOAN then outstanding (defined as the total amount outstanding less the amount of cash and investments in the bond and loan funds securing such debt) as the Gross Revenue of the funded Utility from the portion of the funded Utility sold or disposed of for the preceding year bears to the total Gross Revenue for that period.

4. Expressed written agreement by the ECOLOGY-

The proceeds of any transfer under this paragraph must be used (1) to redeem promptly, or irrevocably set aside for the redemption of, Senior Lien Obligations and to redeem promptly the loan, and (2) to provide for part of the cost of additions to and betterments and extensions of the Utility.

R. Sewer-Use Ordinance or Resolution for Funded Wastewater Facility Projects: If not already in existence, the RECIPIENT shall adopt and shall enforce a sewer-use ordinance or resolution. Such ordinance or resolution shall be submitted to ECOLOGY upon request.

The sewer use ordinance must include provisions to:

- 1) Prohibit the introduction of toxic or hazardous wastes into the RECIPIENT's sewer system.
- 2) Prohibit inflow of stormwater into separated sewer systems.
- 3) Require that new sewers and connections be properly designed and constructed.

S. Termination and Default:

Termination and Default Events

1. For Insufficient ECOLOGY or RECIPIENT Funds. ECOLOGY may terminate this loan agreement for insufficient ECOLOGY or RECIPIENT funds.
2. For Failure to Commence Work. ECOLOGY may terminate this loan agreement for failure of the RECIPIENT to commence project work.
3. Past Due Payments. The RECIPIENT shall be in default of its obligations under this loan agreement when any loan repayment becomes 60 days past due.
4. Other Cause. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance in full by the RECIPIENT of all of its obligations under this loan agreement. The RECIPIENT shall be in default of its obligations under this loan agreement if, in the opinion of ECOLOGY, the RECIPIENT has unjustifiably failed to perform any obligation required of it by this loan agreement.

Procedures for Termination. If this loan agreement is terminated prior to project completion, ECOLOGY shall provide to the RECIPIENT a written notice of termination at least five working days prior to the effective date of termination (the "Termination Date"). The written notice of termination by the ECOLOGY shall specify the Termination Date and, when applicable, the date by which the RECIPIENT must repay any outstanding balance of the loan and all accrued interest (the "Termination Payment Date").

Termination and Default Remedies

No Further Payments. On and after the Termination Date, or in the event of a default event, ECOLOGY may, at its sole discretion, withdraw the loan and make no further payments under this agreement.

Repayment Demand. In response to an ECOLOGY initiated termination event, or in response to a loan default event, ECOLOGY may at its sole discretion demand that the RECIPIENT repay the outstanding balance of the Loan Amount and all accrued interest.

Interest after Repayment Demand. From the time that ECOLOGY demands repayment of funds, amounts owed by the RECIPIENT to ECOLOGY shall accrue additional interest at the rate of one percent per month, or fraction thereof.

Accelerate Repayments. In the event of a default, ECOLOGY may, in its sole discretion, declare the principal of and interest on the loan immediately due and payable, subject to the prior lien and charge of any outstanding Senior Lien Obligation upon the Net Revenue. That is, the loan is not subject to acceleration so long as any Senior Lien Obligations are outstanding.

Repayments not made immediately upon such acceleration will incur Late Charges.

Late Charges. All amounts due to ECOLOGY and not paid by the RECIPIENT by the Termination Payment Date or after

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acceleration following a default event, as applicable, shall incur late charges.

Intercept State Funds. In the event of a default event and in accordance with Chapter 90.50A.060 RCW, "Defaults," any state funds otherwise due to the RECIPIENT may, at ECOLOGY's sole discretion, be withheld and applied to the repayment of the loan.

Property to ECOLOGY. In the event of a default event and at the option of ECOLOGY, any personal property (equipment) acquired under this agreement may, in ECOLOGY's sole discretion, become ECOLOGY's property. In that circumstance, ECOLOGY shall reduce the RECIPIENT's liability to repay money by an amount reflecting the fair value of such property.

Documents and Materials. If this agreement is terminated, all finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by the RECIPIENT shall, at the option of ECOLOGY, become ECOLOGY property. The RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Collection and Enforcement Actions. In the event of a default event, the state of Washington reserves the right to take any actions it deems necessary to collect the amounts due, or to become due, or to enforce the performance and observance of any obligation by the RECIPIENT, under this agreement.

Fees and Expenses. In any action to enforce the provisions of this agreement, reasonable fees and expenses of attorneys and other reasonable expenses (including, without limitation, the reasonably allocated costs of legal staff) shall be awarded to the prevailing party as that term is defined in Chapter 4.84.330 RCW.

Damages. Notwithstanding ECOLOGY's exercise of any or all of the termination or default remedies provided in this agreement, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and/or the state of Washington because of any breach of this agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

T. User-Charge System for Funded Utilities: The RECIPIENT certifies that it has the legal authority to establish and implement a user-charge system and shall adopt a system of user-charges to assure that each user of the funded utility shall pay its proportionate share of the cost of operation and maintenance, including replacement during the design life of the project. The user-charge system will include provisions for a connection charge.

In addition, the RECIPIENT shall regularly evaluate the user-charge system, at least annually, to ensure the system provides adequate revenues necessary to operate and maintain the funded utility, to establish reserves to pay for replacement, and to repay the loan.

GENERAL FEDERAL CONDITIONS

If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY

EXCLUSION:

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set

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out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.

4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than \$25,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than \$25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required DUNS number, at www.frs.gov <http://www.frs.gov> within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov <http://www.usaspending.gov>.

For more details on FFATA requirements, see www.frs.gov <http://www.frs.gov>.

C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;

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2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#) <<https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf>>, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the [System for Award Management \(SAM\)](#) <<https://sam.gov/SAM/>> exclusion list.

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GENERAL TERMS AND CONDITIONS

Pertaining to Grant and Loan Agreements With the state of Washington, Department of Ecology

GENERAL TERMS AND CONDITIONS

For DEPARTMENT OF ECOLOGY GRANTS and LOANS

06/24/2021 Version

1. ADMINISTRATIVE REQUIREMENTS

- a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (<https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>)
- b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
- c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
- d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (<https://ocio.wa.gov/policy/accessibility>) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.

The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

- a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:
 - Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.
- * For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.

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- For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section 106).
- b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:

- Keep the IDP at the project site.
 - Make the IDP readily available to anyone working at the project site.
 - Discuss the IDP with staff, volunteers, and contractors working at the project site.
 - Implement the IDP when Cultural Resources or human remains are found at the project site.
- c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.
- d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.
- e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION

- a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.
- b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.
- c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.
- d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
- e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
- f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
- g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.
- h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
- i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.

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j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

- a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
- b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.
- c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
- d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

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

9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

- a) RECIPIENT notifies the funding program of an appeal request.
- b) Appeal request must be in writing and state the disputed issue(s).
- c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
- d) ECOLOGY reviews the RECIPIENT's appeal.
- e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review.

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The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.

The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:

- Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
- Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
- Submit the QAPP to ECOLOGY for review and approval before the start of the work.

b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at:

<http://www.ecy.wa.gov/eim>.

c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at:

<https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards>. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

Agreement No: WQC-2022-StevPW-00028
Project Title: Stevenson Clean Water Facility and Collection Improv-Construction Phase
Recipient Name: City of Stevenson

16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

- a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
- b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

- a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
- b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
- c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING

Agreement No: WQC-2022-StevPW-00028
Project Title: Stevenson Clean Water Facility and Collection Improv-Construction Phase
Recipient Name: City of Stevenson

- a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.
- b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.
- c) RECIPIENT shall use ECOLOGY's provided progress report format.
- d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.
- e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS

- a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.
- b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.
- c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.
- d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.
- e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.
- f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:
 1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.
 2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.
- g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

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Project Title: Stevenson Clean Water Facility and Collection Improv-Construction Phase
Recipient Name: City of Stevenson

22. RECORDS, AUDITS, AND INSPECTIONS

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

- a) Be kept in a manner which provides an audit trail for all expenditures.
- b) Be kept in a common file to facilitate audits and inspections.
- c) Clearly indicate total receipts and expenditures related to this Agreement.
- d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.

RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced.

Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

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27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

- a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.
- b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.

For more suggestions visit ECOLOGY's web page, Green Purchasing,
<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing>.

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.

Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no

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event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the Agreement and any amendments. If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.

RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

End of General Terms and Conditions

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	November, 2021	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	1,855.00	Program Management Time
	<u>5,029.53</u>	Monthly Reimbursables
	\$ 14,384.53	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	177
Telephone Calls:	73
E-Mails:	32
Business Referrals:	1,062
Tracked Overnight Stays:	19
Mailings (student, relocation, visitor, letters):	5
Chamber Website Pageviews	4,381
COS Website Pageviews	1,610

CHAMBER BUSINESS

Chamber Board Meeting: In November we had an annual board retreat to refresh our strategic plan for 2022 and discussed starting a government affairs program.

Chamber Membership: We had 3 new members join the Chamber and 10 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 1,100 recipients.

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

Chamber Marketing, Projects, Action Items:

- Placed Holiday Happenings, Shop Local and tourism promotional ads
- Update featured events, season photos and winter COVID itineraries on website
- Added new GORge Pass info to website and social media
- Finished new GrowthZone pages (membership directory, membership application and info hub) on website
- Launched new Info Hub for member access
- Submitted letter of support for Port's grant application
- Planned Holiday Open House event with SDA, SBDC, EDC and Port
- Staff development - watched webinar on "Inter-City Tours"
- Submitted article about Chamber's membership survey to The Skamania Observer
- Met with retreat facilitator to go over details of new Government Affairs program
- Booked space at Skamania Lodge for Annual Dinner – looking for entertainment options
- Researched sample E.D. contracts for Executive Committee
- Submitted grant reporting paperwork to Port of Seattle
- Working with Mt. Adams Chamber on collaborative ad in Washington State Visitor Guide
- Bi-weekly meetings with Washington Chamber Executives

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements, attend monthly meetings and manage the WRBA Facebook page. Applied for LTAC funding for new banner project for downtown Carson and Logtoberfest.

Stevenson Downtown Association (SDA): Attend monthly SDA board meeting, promotion committee meetings. Held 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 for progress updates on our marketing plan and to review analytics
- Placed ads
- Continuing to work with Pheonix Technologies on new webcams – looking into new weather cam opportunity with KOIN News
- Promote Stevenson as a travel destination on social media
- Held Community Decorating Day in preparation for Christmas in the Gorge
- Christmas in the Gorge:
 1. Created schedule of festivities – printed and distributed
 2. Printed and distributed posters and decorating letters to businesses
 3. Sent out Christmas in the Gorge Parade invitations/registrations
 4. Placed all ads
 5. Secured tree for Courthouse lawn and organized tree lighting
 6. Lined up cookie, cider & coffee donations, carolers, Santa, judges, music, and more
 7. Ordered 2 new tree decorations for light poles
 8. Send follow up message to all bazaar vendors and create layout map

2021 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2 Promotional Products and Projects		
P2-D1	Website	\$ 317.13
P2-D2	Social Media and Print Ad Creation	\$1,000.00
P2-D5	Ad Placement	\$ 796.00
P3-B	Christmas in the Gorge	<u>\$2,916.40</u>
		\$5,029.53

2021 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	3 hrs	\$ 105.00
P2-D1	Website updates/web cams	7 hrs	\$ 245.00
P2-D7	Ad placement	2 hrs	\$ 70.00
P3-B	Christmas in the Gorge	41 hrs	<u>\$1,435.00</u>
		53 hrs	\$1,855.00

	<i>2021 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	\$80,000.00	\$6,884.53	\$47,587.17	\$32,412.83

TREASURER'S REPORT

Fund Totals

City Of Stevenson

Time: 16:42:16 Date: 12/08/2021

11/01/2021 To: 11/30/2021

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	862,949.43	163,854.52	68,017.52	958,786.43	8,039.32	7,277.53	-18.40	974,084.88
010 General Reserve Fund	332,301.16	6.44		332,307.60	0.00	0.00	0.00	332,307.60
020 Fire Reserve Fund	1,607,652.42	54.09		1,607,706.51	0.00	0.00	0.00	1,607,706.51
030 ARPA Fund	223,677.00	0.00		223,677.00	0.00	0.00	0.00	223,677.00
100 Street Fund	374,375.31	33,692.88	38,942.52	369,125.67	0.00	1,850.24	-48.05	370,927.86
103 Tourism Promo & Develop Fund	802,563.30	59,759.53	19,818.45	842,504.38	4,000.00	935.69	-3.21	847,436.86
105 Affordable Housing Fund	5,331.26	541.73		5,872.99	0.00	0.00	0.00	5,872.99
300 Capital Improvement Fund	158,091.72	3,060.68		161,152.40	0.00	0.00	0.00	161,152.40
311 First Street	-25,430.21	14,839.67		-10,590.54	0.00	0.00	0.00	-10,590.54
400 Water/Sewer Fund	1,741,033.05	173,452.31	93,450.41	1,821,034.95	10,316.65	6,625.00	-749.96	1,837,226.64
406 Wastewater Short Lived Asset Reserve 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	-112,313.80	0.00	4,289.61	-116,603.41	1,143.60	0.00	0.00	-115,459.81
500 Equipment Service Fund	216,373.61	8,940.96	7,234.83	218,079.74	317.19	1,517.18	-22.15	219,891.96
630 Stevenson Municipal Court	0.00	506.45	506.45	0.00	495.28	0.00	0.00	495.28
	6,291,353.25	458,709.26	232,259.79	6,517,802.72	24,312.04	18,205.64	-841.77	6,559,478.63

TREASURER'S REPORT

Account Totals

City Of Stevenson

11/01/2021 To: 11/30/2021

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	994,745.58	443,465.97	225,489.51	1,212,722.04	-799.27	42,517.68	1,254,440.45
10	Xpress Bill Pay	35,854.07	38,240.84	30,000.00	44,094.91	-42.50	0.00	44,052.41
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
20	Pacific Premier (Formerly Opus	71,950.26	0.59	0.00	71,950.85	0.00	0.00	71,950.85
Total Cash:		1,103,049.91	481,707.40	255,489.51	1,329,267.80	-841.77	42,517.68	1,370,943.71
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	3,272,838.79	231.58	0.00	3,273,070.37	0.00	0.00	3,273,070.37
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:		5,188,303.34	231.58	0.00	5,188,534.92	0.00	0.00	5,188,534.92
		6,291,353.25	481,938.98	255,489.51	6,517,802.72	-841.77	42,517.68	6,559,478.63

TREASURER'S REPORT
Fund Investments By Account

City Of Stevenson

11/01/2021 To: 11/30/2021

Time: 16:42:16 Date: 12/08/2021
Page: 3

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	474,130.59		33.55	33.55		474,164.14
010 000 General Reserve Fund	91,036.09		6.44	6.44		91,042.53
020 000 Fire Reserve Fund	764,504.78		54.09	54.09		764,558.87
100 000 Street Fund	277,931.67		19.67	19.67		277,951.34
103 000 Tourism Promo & Develop Fund	407,568.61		28.84	28.84		407,597.45
300 000 Capital Improvement Fund	92,240.69		6.53	6.53		92,247.22
400 000 Water/Sewer Fund	1,011,710.95		71.59	71.59		1,011,782.54
500 000 Equipment Service Fund	153,715.41		10.87	10.87		153,726.28
5 - LGIP	<u>3,272,838.79</u>	<u>0.00</u>	<u>231.58</u>	<u>231.58</u>		<u>3,273,070.37</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>5,188,303.34</u>	<u>0.00</u>	<u>231.58</u>	<u>231.58</u>		<u>5,188,534.92</u>

TREASURER'S REPORT

Fund Investment Totals

City Of Stevenson

11/01/2021 To: 11/30/2021

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	900,175.59		33.55	33.55		900,209.14	58,577.29
010 General Reserve Fund	302,944.47		6.44	6.44		302,950.91	29,356.69
020 Fire Reserve Fund	1,400,229.88		54.09	54.09		1,400,283.97	207,422.54
030 ARPA Fund						0.00	223,677.00
100 Street Fund	277,931.67		19.67	19.67		277,951.34	91,174.33
103 Tourism Promo & Develop Fund	727,986.30		28.84	28.84		728,015.14	114,489.24
105 Affordable Housing Fund						0.00	5,872.99
300 Capital Improvement Fund	117,789.82		6.53	6.53		117,796.35	43,356.05
311 First Street						0.00	-10,590.54
400 Water/Sewer Fund	1,297,311.52		71.59	71.59		1,297,383.11	523,651.84
406 Wastewater Short Lived Asset Reserve Fund						0.00	43,558.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-116,603.41
500 Equipment Service Fund	163,934.09		10.87	10.87		163,944.96	54,134.78
	<u>5,188,303.34</u>		<u>231.58</u>	<u>231.58</u>		<u>5,188,534.92</u>	<u>1,329,267.80</u>

Ending fund balance (Page 1) - Investment balance = Available cash.

6,517,802.72

TREASURER'S REPORT

Outstanding Vouchers

City Of Stevenson

As Of: 11/30/2021 Date: 12/08/2021
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2021	2953	11/29/2021	Util Pay	1		Xpress Billpay	124.87	Xpress Import - CC - 11-29-2021__daily_batch.csv
2021	2954	11/30/2021	Tr Rec	1		Gordon Rosander	319.38	November 2021 Reimbursement
2021	2955	11/30/2021	Util Pay	1		Xpress Billpay	355.02	Xpress Import - CC - 11-30-2021__daily_batch.csv
Receipts Outstanding:							<u>799.27</u>	
2021	2944	11/30/2021	Payroll	1	EFT	Colonial Life	202.27	Pay Cycle(s) 11/30/2021 To 11/30/2021 - Disability; Pay Cycle(s) 11/30/2021 To 11/30/2021 - Life Insurance; Pay Cycle(s) 11/30/2021 To 11/30/2021 - Accident
2021	2948	11/30/2021	Payroll	1	EFT	State of WA Dept of Social & Health Serv	380.26	Pay Cycle(s) 11/30/2021 To 11/30/2021 - WA Child Support
2021	2945	11/30/2021	Payroll	1	EFT	Department of Retirement Systems	11,776.63	Pay Cycle(s) 11/30/2021 To 11/30/2021 - PERS2; Pay Cycle(s) 11/30/2021 To 11/30/2021 - DCP
2021	2820	11/18/2021	Claims	1	15536	City of Hood River	4,553.97	Sludge Hauling July-September 2021
2021	2822	11/18/2021	Claims	1	15538	Clark County Title	1,143.60	Fairgrounds Lift Station-Limited Liability Repair; Cascade Lift Station-Limited Liability Repair
2021	2823	11/18/2021	Claims	1	15539	Class 5	268.73	December 2021 Monthly Phone Service; December 2021 Monthly Fax Service
2021	2826	11/18/2021	Claims	1	15542	Correct Equipment	295.09	T-Cal Plus for Calibration; T-Cal Plus for Calibration
2021	2827	11/18/2021	Claims	1	15543	Dbas Classy Glass Daniel W Bentrup	350.00	Window Cleaning
2021	2837	11/18/2021	Claims	1	15553	MCEDD	1,103.00	MCEDD Dues July 1, 2021- June 30, 2022
2021	2842	11/18/2021	Claims	1	15558	Northwest Graphic Works LLC	3,034.10	1/4 Zip Sweatshirts for Fire Department; 1/4 Zip Pullovers for Fire Department
2021	2843	11/18/2021	Claims	1	15559	Office of State Treasurer - Cash Mgmt Di	495.28	November 2021 Remittance
2021	2850	11/18/2021	Claims	1	15566	Skamania County Fair Board	4,000.00	Lodging Tax Reimb per contract for Bluegrass Bands
2021	2851	11/18/2021	Claims	1	15567	Skamania County Probation	271.62	October 2021 Probation Costs
2021	2858	11/18/2021	Claims	1	15574	US Bank	5,845.67	October 2021 FD Credit Card Statement; October 2021 Card #1 Credit Card Statement; October 2021 Card #2 Credit Card Statement
2021	2859	11/18/2021	Claims	1	15575	Van Pelt Inc	2,950.98	Emergency Sewer Dig-Iman Cemetery Road
2021	2941	11/30/2021	Payroll	1	15580	Mark W Tittle	4,750.81	PP 11.01.21.-11.30.21
2021	2949	11/30/2021	Payroll	1	15581	City of Stevenson	319.38	Pay Cycle(s) 11/30/2021 To 11/30/2021 - City Payback
2021	2950	11/30/2021	Payroll	1	15582	HRA VEBA Trust Contributions	500.00	Pay Cycle(s) 11/30/2021 To 11/30/2021 - HRA VEBA
2021	2951	11/30/2021	Payroll	1	15583	WGAP Washington Gorge Action Program	276.29	Pay Cycle(s) 11/30/2021 To 11/30/2021 - Food Bank
							<u>42,517.68</u>	
2021	2956	11/30/2021	Util Pay	10		Xpress Billpay	42.50	Xpress Import - EFT - 11-30-2021__daily_batch.csv

TREASURER'S REPORT
Outstanding Vouchers

City Of Stevenson

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
Receipts Outstanding:							42.50	
							42,517.68	

Fund	Claims	Payroll	Total
001 General Expense Fund	8,039.32	7,277.53	15,316.85
100 Street Fund	0.00	1,850.24	1,850.24
103 Tourism Promo & Develop Fund	4,000.00	935.69	4,935.69
400 Water/Sewer Fund	10,316.65	6,625.00	16,941.65
410 Wastewater System Upgrades	1,143.60	0.00	1,143.60
500 Equipment Service Fund	317.19	1,517.18	1,834.37
630 Stevenson Municipal Court	495.28	0.00	495.28
	24,312.04	18,205.64	42,517.68

TREASURER'S REPORT

Signature Page

City Of Stevenson

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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

2021 BUDGET POSITION

City Of Stevenson

Time: 10:02:20 Date: 12/08/2021

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001 General Expense Fund Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	785,783.69	770,783.69	15,000.00	98.1%
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
308 Beginning Balances	870,332.64	855,332.64	15,000.00	98.3%
311 Property Tax	486,702.34	468,683.04	18,019.30	96.3%
313 Sales Tax	245,000.00	294,338.55	(49,338.55)	120.1%
316 Utility Tax	35,500.00	37,097.84	(1,597.84)	104.5%
317 Other Tax	16,000.00	28,841.12	(12,841.12)	180.3%
310 Taxes	783,202.34	828,960.55	(45,758.21)	105.8%
321 Licenses	2,900.00	4,341.66	(1,441.66)	149.7%
322 Permits	0.00	80.00	(80.00)	0.0%
320 Licenses & Permits	2,900.00	4,421.66	(1,521.66)	152.5%
330 Grants	261,000.00	210,260.95	50,739.05	80.6%
335 State Shared	11,000.00	6,714.00	4,286.00	61.0%
336 State Entitlements, Impact Payments & Taxe	16,657.25	20,623.62	(3,966.37)	123.8%
330 Intergovernmental Revenues	288,657.25	237,598.57	51,058.68	82.3%
341 Admin, Printing & Probation Fees	126,000.00	7,494.80	118,505.20	5.9%
342 Fire District 2	32,700.00	24,951.46	7,748.54	76.3%
345 Planning	4,500.00	13,200.00	(8,700.00)	293.3%
346 Building	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	163,200.00	45,646.26	117,553.74	28.0%
350 Fines & Penalties	10,700.00	14,637.27	(3,937.27)	136.8%
360 Interest & Other Earnings	5,500.00	2,866.02	2,633.98	52.1%
Fund Revenues:	2,124,492.23	1,989,462.97	135,029.26	93.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	22,000.00	14,607.22	7,392.78	66.4%
512 Judicial	61,200.00	49,683.16	11,516.84	81.2%
513 Executive	113,825.00	104,506.24	9,318.76	91.8%
514 Financial, Recording & Elections	114,450.00	92,936.97	21,513.03	81.2%
515 Legal Services	31,500.00	12,580.39	18,919.61	39.9%
517 Employee Benefit Programs	525.00	(9,668.90)	10,193.90	1841.7%
518 Centralized Services	67,830.29	72,570.11	(4,739.82)	107.0%
521 Law Enforcement	194,205.87	192,471.05	1,734.82	99.1%
202 Fire Department	111,150.00	51,411.71	59,738.29	46.3%
203 Fire District 2	20,750.00	29,342.74	(8,592.74)	141.4%
522 Fire Control	131,900.00	80,754.45	51,145.55	61.2%
528 Dispatch Services	6,000.00	6,002.25	(2.25)	100.0%
551 Public Housing Services	250,000.00	183,280.22	66,719.78	73.3%
553 Conservation	300.00	1,733.10	(1,433.10)	577.7%
554 Environmental Services	0.00	0.00	0.00	0.0%
550 Building	0.00	2,541.54	(2,541.54)	0.0%
560 Planning	167,730.00	142,978.24	24,751.76	85.3%

2021 BUDGET POSITION

City Of Stevenson

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001 General Expense Fund Months: 01 To: 11

Expenditures	Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel				
570 Economic Development	13,890.00	7,548.00	6,342.00	54.3%
558 Planning & Community Devel	181,620.00	153,067.78	28,552.22	84.3%
565 Welfare	10,000.00	6,667.00	3,333.00	66.7%
566 Substance Abuse	150.00	224.87	(74.87)	149.9%
573 Cultural & Community Activities	6,500.00	55.56	6,444.44	0.9%
576 Park Facilities	88,660.00	44,554.47	44,105.53	50.3%
580 Non Expenditures	0.00	(349.40)	349.40	0.0%
597 Interfund Transfers	25,000.00	25,000.00	0.00	100.0%
100 Unreserved	734,276.94	0.00	734,276.94	0.0%
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.0%
104 Custodial Reserve	51,135.13	0.00	51,135.13	0.0%
999 Ending Balance	818,826.07	0.00	818,826.07	0.0%
Fund Expenditures:	2,124,492.23	1,030,676.54	1,093,815.69	48.5%
Fund Excess/(Deficit):	0.00	958,786.43		

2021 BUDGET POSITION

City Of Stevenson

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010 General Reserve Fund Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	326,705.62	326,705.62	0.00	100.0%
360 Interest & Other Earnings	0.00	5,601.98	(5,601.98)	0.0%
Fund Revenues:	326,705.62	332,307.60	(5,601.98)	101.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	326,705.62	0.00	326,705.62	0.0%
Fund Expenditures:	326,705.62	0.00	326,705.62	0.0%
Fund Excess/(Deficit):	0.00	332,307.60		

2021 BUDGET POSITION

City Of Stevenson

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020 Fire Reserve Fund		Months: 01 To: 11			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	1,564,616.67	1,564,616.67	0.00	100.0%	
360 Interest & Other Earnings	0.00	18,089.84	(18,089.84)	0.0%	
397 Interfund Transfers	25,000.00	25,000.00	0.00	100.0%	
Fund Revenues:	1,589,616.67	1,607,706.51	(18,089.84)	101.1%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	1,589,616.67	0.00	1,589,616.67	0.0%	
Fund Expenditures:	1,589,616.67	0.00	1,589,616.67	0.0%	
Fund Excess/(Deficit):	0.00	1,607,706.51			

2021 BUDGET POSITION

City Of Stevenson

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030 ARPA Fund		Months: 01 To: 11		
Revenues	Amt Budgeted	Revenues	Remaining	
330 Intergovernmental Revenues	0.00	223,677.00	(223,677.00)	0.0%
Fund Revenues:	0.00	223,677.00	(223,677.00)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
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	223,677.00		

2021 BUDGET POSITION

City Of Stevenson

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100 Street Fund		Months: 01 To: 11			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	310,691.94	310,691.94	0.00	100.0%	
310 Taxes	275,000.00	324,369.15	(49,369.15)	118.0%	
320 Licenses & Permits	600.00	425.00	175.00	70.8%	
330 Intergovernmental Revenues	70,444.40	39,364.04	31,080.36	55.9%	
360 Interest & Other Earnings	0.00	(31.56)	31.56	0.0%	
390 Other Financing Sources	0.00	5,392.43	(5,392.43)	0.0%	
397 Interfund Transfers	30,000.00	66,995.41	(36,995.41)	223.3%	
Fund Revenues:	686,736.34	747,206.41	(60,470.07)	108.8%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
542 Streets - Maintenance	289,700.00	254,107.44	35,592.56	87.7%	
543 Streets Admin & Overhead	100,350.00	49,460.57	50,889.43	49.3%	
544 Road & Street Operations	39,500.00	20,482.48	19,017.52	51.9%	
566 Substance Abuse	0.00	130.77	(130.77)	0.0%	
594 Capital Expenditures	199,000.00	53,899.48	145,100.52	27.1%	
597 Interfund Transfers	0.00	0.00	0.00	0.0%	
999 Ending Balance	58,186.34	0.00	58,186.34	0.0%	
Fund Expenditures:	686,736.34	378,080.74	308,655.60	55.1%	
Fund Excess/(Deficit):	0.00	369,125.67			

2021 BUDGET POSITION

City Of Stevenson

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103 Tourism Promo & Develop Fund			Months: 01 To: 11	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	616,600.17	631,600.17	(15,000.00)	102.4%
310 Taxes	300,000.00	430,353.07	(130,353.07)	143.5%
360 Interest & Other Earnings	0.00	(1,249.94)	1,249.94	0.0%
Fund Revenues:	916,600.17	1,060,703.30	(144,103.13)	115.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
571 Education & Recreation	0.00	1,598.26	(1,598.26)	0.0%
573 Cultural & Community Activities	368,100.00	214,570.10	153,529.90	58.3%
594 Capital Expenditures	230,000.00	2,030.56	227,969.44	0.9%
999 Ending Balance	318,500.17	0.00	318,500.17	0.0%
Fund Expenditures:	916,600.17	218,198.92	698,401.25	23.8%
Fund Excess/(Deficit):	0.00	842,504.38		

2021 BUDGET POSITION

City Of Stevenson

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105 Affordable Housing Fund Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,215.61	1,215.61	0.00	100.0%
310 Taxes	15,000.00	4,657.38	10,342.62	31.0%
Fund Revenues:	16,215.61	5,872.99	10,342.62	36.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	16,215.61	0.00	16,215.61	0.0%
Fund Expenditures:	16,215.61	0.00	16,215.61	0.0%
Fund Excess/(Deficit):	0.00	5,872.99		

2021 BUDGET POSITION

City Of Stevenson

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300 Capital Improvement Fund		Months: 01 To: 11		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	107,273.57	107,273.57	0.00	100.0%
310 Taxes	20,000.00	53,950.28	(33,950.28)	269.8%
360 Interest & Other Earnings	0.00	(71.45)	71.45	0.0%
Fund Revenues:	127,273.57	161,152.40	(33,878.83)	126.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	73,700.00	0.00	73,700.00	0.0%
999 Ending Balance	53,573.57	0.00	53,573.57	0.0%
Fund Expenditures:	127,273.57	0.00	127,273.57	0.0%
Fund Excess/(Deficit):	0.00	161,152.40		

2021 BUDGET POSITION

City Of Stevenson

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309 Russell Ave		Months: 01 To: 11			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	(119.36)	(119.36)	0.00	100.0%	
330 Intergovernmental Revenues	119.36	67,114.77	(66,995.41)	*****%	
Fund Revenues:	0.00	66,995.41	(66,995.41)	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	0.00	0.00	0.00	0.0%	
597 Interfund Transfers	0.00	66,995.41	(66,995.41)	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	66,995.41	(66,995.41)	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2021 BUDGET POSITION

City Of Stevenson

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311 First Street		Months: 01 To: 11			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	(40,966.57)	(40,966.57)	0.00	100.0%	
330 Intergovernmental Revenues	616,366.57	64,811.70	551,554.87	10.5%	
397 Interfund Transfers	43,700.00	0.00	43,700.00	0.0%	
Fund Revenues:	619,100.00	23,845.13	595,254.87	3.9%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	619,100.00	34,435.67	584,664.33	5.6%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	619,100.00	34,435.67	584,664.33	5.6%	
Fund Excess/(Deficit):	0.00	(10,590.54)			

2021 BUDGET POSITION

City Of Stevenson

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312 Columbia Ave

Months: 01 To: 11

Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	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		

2021 BUDGET POSITION

City Of Stevenson

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400 Water/Sewer Fund		Months: 01 To: 11			
Revenues	Amt Budgeted	Revenues	Remaining		
400 Water/Sewer	215,714.63	215,714.63	0.00	100.0%	
401 Water	368,088.95	368,088.95	0.00	100.0%	
402 Sewer	303,770.27	303,770.27	0.00	100.0%	
308 Beginning Balances	887,573.85	887,573.85	0.00	100.0%	
330 Intergovernmental Revenues	1,000.00	94,923.00	(93,923.00)	9492.3%	
343 Water	647,100.00	732,928.64	(85,828.64)	113.3%	
344 Sewer	906,200.00	968,523.30	(62,323.30)	106.9%	
340 Charges For Goods & Services	1,553,300.00	1,701,451.94	(148,151.94)	109.5%	
343 Water	46,674.00	192,278.00	(145,604.00)	412.0%	
344 Sewer	56,532.00	127,327.20	(70,795.20)	225.2%	
400 Water/Sewer	4,000.00	(587.75)	4,587.75	14.7%	
360 Interest & Other Earnings	107,206.00	319,017.45	(211,811.45)	297.6%	
380 Non Revenues	0.00	0.00	0.00	0.0%	
Fund Revenues:	2,549,079.85	3,002,966.24	(453,886.39)	117.8%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
534 Water Utilities	521,260.00	441,464.03	79,795.97	84.7%	
535 Sewer	809,100.00	505,348.44	303,751.56	62.5%	
534 Water	61,489.07	61,087.28	401.79	99.3%	
535 Sewer	32,670.00	16,335.00	16,335.00	50.0%	
591 Debt Service	94,159.07	77,422.28	16,736.79	82.2%	
594 Capital Expenditures	109,500.00	85,926.17	23,573.83	78.5%	
597 Interfund Transfers	121,779.00	71,770.37	50,008.63	58.9%	
400 Water/Sewer	218,216.56	0.00	218,216.56	0.0%	
401 Water	314,762.95	0.00	314,762.95	0.0%	
402 Sewer	360,302.27	0.00	360,302.27	0.0%	
999 Ending Balance	893,281.78	0.00	893,281.78	0.0%	
Fund Expenditures:	2,549,079.85	1,181,931.29	1,367,148.56	46.4%	
Fund Excess/(Deficit):	0.00	1,821,034.95			

2021 BUDGET POSITION

City Of Stevenson

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406 Wastewater Short Lived Asset Reserve Fund Months: 01 To: 11

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	21,779.00	21,779.00	0.00	100.0%
397 Interfund Transfers	21,779.00	21,779.00	0.00	100.0%
Fund Revenues:	43,558.00	43,558.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	43,558.00	0.00	43,558.00	0.0%
Fund Expenditures:	43,558.00	0.00	43,558.00	0.0%
Fund Excess/(Deficit):	0.00	43,558.00		

2021 BUDGET POSITION

City Of Stevenson

Time: 10:02:20 Date: 12/08/2021

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408 Wastewater Debt Reserve Fund Months: 01 To: 11

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

2021 BUDGET POSITION

City Of Stevenson

Time: 10:02:20 Date: 12/08/2021

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410 Wastewater System Upgrades			Months: 01 To: 11		
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	(57,601.53)	(57,601.53)	0.00	100.0%	
330 Intergovernmental Revenues	1,733,656.00	5,400.00	1,728,256.00	0.3%	
390 Other Financing Sources	833,414.00	228,427.10	604,986.90	27.4%	
397 Interfund Transfers	100,000.00	49,991.37	50,008.63	50.0%	
Fund Revenues:	2,609,468.47	226,216.94	2,383,251.53	8.7%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	2,609,468.47	342,820.35	2,266,648.12	13.1%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	2,609,468.47	342,820.35	2,266,648.12	13.1%	
Fund Excess/(Deficit):	0.00	(116,603.41)			

2021 BUDGET POSITION

City Of Stevenson

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500 Equipment Service Fund		Months: 01 To: 11		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	190,947.57	190,947.57	0.00	100.0%
340 Charges For Goods & Services	150,000.00	115,013.24	34,986.76	76.7%
360 Interest & Other Earnings	0.00	(52.11)	52.11	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
Fund Revenues:	340,947.57	305,908.70	35,038.87	89.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	107,750.00	87,828.96	19,921.04	81.5%
594 Capital Expenditures	45,000.00	0.00	45,000.00	0.0%
999 Ending Balance	188,197.57	0.00	188,197.57	0.0%
Fund Expenditures:	340,947.57	87,828.96	253,118.61	25.8%
Fund Excess/(Deficit):	0.00	218,079.74		

2021 BUDGET POSITION

City Of Stevenson

Time: 10:02:20 Date: 12/08/2021

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630 Stevenson Municipal Court		Months: 01 To: 11			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	0.0%	
380 Non Revenues	0.00	8,409.50	(8,409.50)	0.0%	
Fund Revenues:	0.00	8,409.50	(8,409.50)	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
580 Non Expenditures	0.00	8,409.50	(8,409.50)	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	8,409.50	(8,409.50)	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2021 BUDGET POSITION TOTALS

City Of Stevenson

Months: 01 To: 11

Time: 10:02:20 Date: 12/08/2021

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	2,124,492.23	1,989,462.97	93.6%	2,124,492.23	1,030,676.54	49%
010 General Reserve Fund	326,705.62	332,307.60	101.7%	326,705.62	0.00	0%
020 Fire Reserve Fund	1,589,616.67	1,607,706.51	101.1%	1,589,616.67	0.00	0%
030 ARPA Fund	0.00	223,677.00	0.0%	0.00	0.00	0%
100 Street Fund	686,736.34	747,206.41	108.8%	686,736.34	378,080.74	55%
103 Tourism Promo & Develop Fund	916,600.17	1,060,703.30	115.7%	916,600.17	218,198.92	24%
105 Affordable Housing Fund	16,215.61	5,872.99	36.2%	16,215.61	0.00	0%
300 Capital Improvement Fund	127,273.57	161,152.40	126.6%	127,273.57	0.00	0%
309 Russell Ave	0.00	66,995.41	0.0%	0.00	66,995.41	0%
311 First Street	619,100.00	23,845.13	3.9%	619,100.00	34,435.67	6%
312 Columbia Ave	0.00	0.00	0.0%	0.00	0.00	0%
400 Water/Sewer Fund	2,549,079.85	3,002,966.24	117.8%	2,549,079.85	1,181,931.29	46%
406 Wastewater Short Lived Asset Res	43,558.00	43,558.00	100.0%	43,558.00	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	2,609,468.47	226,216.94	8.7%	2,609,468.47	342,820.35	13%
500 Equipment Service Fund	340,947.57	305,908.70	89.7%	340,947.57	87,828.96	26%
630 Stevenson Municipal Court	0.00	8,409.50	0.0%	0.00	8,409.50	0%
	12,010,985.10	9,867,180.10	82.2%	12,010,985.10	3,349,377.38	27.9%



Skamania County Sheriff's Office

Law Total Incident Report, by Agency, Nature

Agency: Skamania County Sheriff's Dept

<u>Nature of Incident</u>	<u>Total Incidents</u>
Abandon Vehicle Private Prop	1
Abandon Vehicle Right of Way	2
Other Types of Animal Calls	2
Animal - Barking Dog	1
Burglary Non Res Unlawful Ent	1
Business Establishment Alarm	4
Child Abuse or Neglect	1
Citizen Assist	6
Citizen Dispute	2
Civil Standby	1
Criminal Mischief	1
Custodial Interference	1
Dead Body	1
Disorderly Conduct	2
Problems with Dogs	1
Drug Referral	2
Forgery	1
Found Property	1
Fraud	1
Harrass	1
Illegal Burning/Permit Violat	1
Incomplete 9-1-1 Calls	4
Information Report	8
Intoxicated Person	1
Jail Problems/Inmate Problems	2
Juvenile Problem	7
Litter/Pollution/Public Health	1
Lost Property	2
Medical Emergency	27
Mental Health Problems	1
Patrol Request	1
Traffic Collision Prop Damage	3
Public Nuisance/County Ordinan	1
Request Traffic Enforcement	3
Sex Offense/Abuse	1
Shooting Noise	1
Suspicious Substance	1
Suspicious Person/Circumstance	5
Theft Other Property	10
Theft Automobile	2
Threats	1
Traffic Stop	1
Tresspassing	1

<u>Nature of Incident</u>	<u>Total Incidents</u>
Unsecure Premise	1
Power/Gas/Water Problems	1
VIN Number Inspection	1
Violation Court Orders	1
Wanted Person - Warrant	1
Welfare Check	4
Total Incidents for This Agency	127

Total reported: 127

Report Includes:

All dates between `00:00:00 11/01/21` and `00:00:00 12/01/21`, All agencies matching `SCSO`, All natures, All locations matching `21`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Law Total Incident Report, by Agency, Nature

Agency: Skamania County Sheriff's Dept

<u>Nature of Incident</u>	<u>Total Incidents</u>
Theft Automobile	1
Total Incidents for This Agency	1

Total reported: 1

Report Includes:

All dates between `00:00:00 11/01/21` and `00:00:00 12/01/21`, All agencies matching `SCSO`, All natures, All locations matching `22`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Total</u>
46.16.010.1	EXP VEH TAB OV 2 MON	1

Report Totals		1
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Report Includes:

All dates of issue between '00:00:00 11/01/21' and '00:00:00 12/01/21', All agencies matching 'SCSO', All issuing officers, All areas matching '21', All courts, All offense codes, All dispositions, All citation/warning types

2021 Overall												Totals		
	January	February	March	April	May	June	July	August	September	October	November	December		
Mileage														
County	22498	17194	20115	20000	17666	23300	23478	23328	20920	21574	18882	0	228955	
Stevenson	2632	2134	2356	2071	1739	2689	2619	2390	2373	2329	2836	0	26168	
N. Bonneville	1367	1017	1257	1196	732	1241	1188	1099	1089	1128	1207	0	12676	
USFS	2637	2238	2693	2667	949	119	1166	974	1132	1051	2934	0	18580	
Title 3	140	200	437	408	106	125	1892	796	322	208	334	0	4966	
Other	0	165	0	20	2163	492	1643	2343	1987	2194	0	0	11007	
TOTAL	29274	22948	26858	26384	24598	27966	32040	31019	27833	28484	26193	0	303597	
Hourly Report														
Vacation	48.50	0.00	49.75	228.00	125.25	256.25	256.00	117.00	170.00	147.00	295.00	0.00	1696.75	
Sick Leave	10.25	19.25	5.50	133.25	134.25	29.75	46.75	70.75	20.25	32.75	47.00	0.00	549.75	
Training	148.25	96.00	55.00	103.50	54.50	110.00	10.00	344.50	99.00	70.50	94.25	0.00	1185.50	
Administration	56.00	51.00	57.75	52.25	49.25	40.00	54.50	58.25	47.25	49.50	52.00	0.00	567.75	
Patrol/Investigations														
Schools/Com Svc	0.00	0.00	1.25	0.00	0.00	6.00	4.25	0.00	0.00	1.00	1.50	0.00	14.00	
K 9	9.00	15.00	17.00	18.00	15.00	13.00	13.00	16.00	31.00	34.50	25.00	0.00	206.50	
County	949.25	891.75	1093.00	834.25	1080.00	1051.00	1148.75	1148.75	1222.00	1237.00	943.00	0.00	11600.00	
Stevenson	484.25	461.00	583.25	476.00	511.00	522.25	509.25	484.75	478.50	540.50	522.00	0.00	5572.75	
Stev Court	0.00	0.00	5.00	35.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.50	
N. Bonneville	209.25	211.25	233.75	201.25	197.75	218.25	198.25	187.25	195.75	208.75	191.50	0.00	2253.00	
N. Bonn Court	9.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.75	0.00	9.25	
Superior Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.75	
USFS	193.50	163.25	186.75	181.25	44.50	26.50	48.25	56.75	54.75	53.75	178.00	0.00	1187.25	
Gorge Scenic	97.25	87.25	97.25	82.50	83.50	77.25	87.25	88.25	74.00	71.25	71.25	0.00	877.00	
Weyer/Col Timber	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Drug	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	
SDS Patrol	12.75	16.00	13.00	9.50	7.25	13.50	12.50	11.25	10.50	13.00	7.75	0.00	127.00	
Eradication County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
County Traffic Enforce.	374.25	346.50	454.50	352.25	373.75	425.50	374.25	309.00	324.25	345.00	337.25	0.00	4016.50	
SAR County	0.00	2.75	0.00	1.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.25	
Title 3														
Emergency Response	1.00	8.00	10.50	18.00	4.00	8.00	16.00	39.50	19.50	6.00	7.00	0.00	137.50	
SAR Missions	5.00	0.00	10.00	8.25	11.50	2.50	56.75	9.50	5.50	18.00	30.00	0.00	157.00	
County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Stevenson	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
N. Bonneville	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
N. Bonneville Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
District Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Superior Court	0.00	0.00	11.50	0.00	0.00	0.00	10.50	49.00	25.00	24.00	37.00	0.00	294.50	
USFS	0.00	0.00	0.00	1.00	0.00	3.00	0.00	2.00	0.00	4.00	8.00	0.00	18.00	
Training	0.00	4.00	4.00	4.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	
Weyer/Col Timber	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Drug	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
DNR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Eradication County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
County Traffic Enforce.	6.00	19.00	6.00	0.00	0.00	0.00	38.00	17.00	0.00	0.00	0.00	0.00	86.00	
Special Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SAR County	0.00	4.50	0.00	5.00	3.75	0.00	5.50	2.50	1.50	2.50	0.00	0.00	22.75	
SAR Title 3	10.00	0.00	26.50	6.00	1.50	4.00	55.25	38.25	20.50	12.00	41.00	0.00	215.00	
Total Overtime	37.75	143.50	36.50	56.00	48.75	65.25	96.25	106.25	13.75	65.75	74.50	0.00	744.25	
Total Title 3	16.00	8.00	47.00	32.25	17.00	14.50	128.00	87.25	45.50	36.00	78.00	0.00	509.50	
TOT HRS	2655.50	2570.25	2936.25	2796.75	2744.75	2871.00	2976.50	3066.00	2785.50	2901.75	2925.00	0.00	31229.25	

Washington Gorge Action Programs
Skamania County Housing Programs
 Dec-2021
 Submitted by Curt Gray

Rental Assistance

Outputs

	Nov
Number of households served	37
Number of individuals within those households	47
Total Number of bed nights provided	3990

Housing and Essential Needs

Outputs

	Nov
Number of individuals served with Housing/Utilities	2
Number of individuals served with Essential Needs	3
Total Number of bed nights provided	60

Permanent Support Housing

	Nov
Number of individuals obtained employment	0
Number of individuals increasing their income	0
Number of individuals retained employment for 90 days or more	0
Number of HH removed Barriers that hindered individuals in obtaining job	0
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	2
Number of individuals completed Life Skills meeting	2
Number of individuals denied services	0

Outputs PSH

	Nov
Number of households served	4
Number of individuals within those households	4

Shelter

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

Outputs

	Nov
Number of households served	6
Number of individuals within those households	8
Total Number of bed nights provided	118

Total Outcomes for all Programs

	Nov
Number of individuals obtained employment	1
Number of individuals increasing their income	1
Number of individuals retained employment for 90 days or more	0
Number of HH removed Barriers that hindered individuals in obtaining job	1
Number of HH moved into affordable permanent housing	3
Number of HH Received referral to mainstream resources	15
Number of individuals completed Life Skills meeting	28
Number of individuals denied services	0

Success Stories

November 2021:

1. One (1) shelter client has been awarded a MCHA voucher
2. One (1) shelter resident has obtained employment
3. One (1) shelter resident has obtained their driver's license, eliminating a barrier to employment
4. No COVID infections

Minutes
Stevenson Planning Commission Regular Meeting
Monday, October 11, 2021
6:00 PM

In person attendees at City Hall followed current CDC and State guidance regarding use of masks and social distancing.
Webinar: <https://us02web.zoom.us/j/85637388112>

Attending: Planning Commission Chair Valerie Hoy-Rhodehamel Valerie; Commissioners Jeff Breckel, Davy Ray, Mike Beck, Auguste Zettler and Community Development Director Ben Shumaker.
Public participants included Mary Repar, Ann and others unidentified.

Vice-Chair Zettler opened the meeting at 6:02 p.m as **Chair Valerie Hoy-Rhodehamel** was running late. Corrections were made to the September 2021 Planning Commission meeting minutes adding **Commissioners Hoy-Rhodehamel and Zettler** to the ‘aye’ vote regarding approval of the PC meeting minutes from July 2021.

A. Preliminary Matters

1. Approval of Minutes: September 13, 2021 Planning Commission meeting

MOTION to approve the minutes from the September 13th, 2021 Planning Commission meeting with revisions was made by **Commissioner Breckel**, seconded by **Commissioner Beck**.

- **Voting aye: Commissioners Beck, Breckel, Zettler, Ray**

2. Public Comment Expectations:

Vice-Chair Auguste Zettler provided information on participating for remote attendees: Please raise hand to comment, and identify yourself for the record. Use the tools *6 to mute/unmute & *9 to raise hand. Individual comments should be limited to 3 minutes.

3. Public Comment Period: (For items not located elsewhere on the agenda)
> No comments were received.

B. New Business

4. Zoning Amendment: Suburban Residential District: Setback Caveats

Community Development Director Ben Shumaker explained the City’s receipt of an application to amend the text of the Zoning Code. The proposal requests revising the rear interior yard setback requirements of the SR Suburban Residential District to allow a 5 ft setback for residential outbuildings that are both 12 ft in height or less, and 200 sq ft in size or less. This caveat is permitted in other residential districts.

He pointed to a memo in the meeting packet that provides additional information, and asked the Planning Commission to consider initiating a public involvement plan to discuss the proposal in line with the Commission's draft bylaws. He noted two decision points:

- What methods of Public Involvement are appropriate for the review of this proposed change?
- Who is responsible for undertaking the Public Involvement methods selected?

After reviewing the information, Commissioners entered into an extensive discussion. It was agreed by all that while the change requested was relatively minor, public engagement was important based on the recent public feedback regarding the Planning Commission's decision making process.

Commissioner Ray stated he was reluctant to make any decision without community input.

Commissioner Zettler commented he would like to see any protective covenants regarding outbuildings in place prior to making changes. **Commissioner Beck** noted Home Owner Associations may have restrictive rules in place, but questioned how they affect Planning Commission decisions.

(Planning Commission Chair Valerie Hoy-Rhodehamel joined the meeting at 6:06 p.m.)

>Ann, one of the co-applicants spoke on the issue and noted there were no HOA's in place.

Further consideration of the issue and how to initiate the public engagement process led to the following action:

MOTION to invite public engagement by having **Community Development Director Shumaker** send postcards to property owners in the SR district and adjoining property owners notifying them of the proposed change; and publish a notice/ad in the local paper announcing a public hearing on the issue to be scheduled for the December 2021 Planning Commission meeting was made by **Commissioner Beck**, seconded by **Commissioner Ray**.

- Voting aye: **Commissioners Beck, Hoy-Rhodehamel, Ray, Zettler and Breckel.**

C. Old Business

5. Planning Commission Bylaws: Conscientious Public Involvement Amendment (2nd Review)

Following a brief review by **Community Development Director Ben Shumaker** on the proposed amendment adopting the Public Involvement process into the Planning Commission by-laws, the following action occurred:

MOTION to adopt the amendment to the Planning Commission by-laws regarding public involvement was made by **Commissioner Breckel** with a second by **Commissioner Zettler**. Prior to the vote **Commissioner Beck** asked to amend the motion in order to remove the word 'change' from advertising flyers and replace it with the word 'revise'. **Shumaker** stated it could be added to a portfolio of options, and **Commissioner Beck** noted he was in support of that.

- Voting aye: **Commissioners Beck, Hoy-Rhodehamel, Ray, Zettler and Breckel.**

6. Zoning Amendment: Increasing Residential Building Capacity: Public Involvement Expectations

Community Development Director Ben Shumaker provided background information on the previous work performed on the issue. There is a need to form a sub-committee to move forward.

Commissioner Breckel then led a discussion on how to determine the make-up of the sub-committee (IRBC) in order to have good representation from all interested sectors and to help clearly define a response to local housing needs. He asked how members could be solicited in order to keep the sub-committee size manageable, and suggested public notices and or self-nominations. He advised the community at large needs resolution, with zoning being only part of the answer.

Commissioner Breckel asked which questions needed to be developed by the sub-committee in order to learn specific answers. Who has a stake in the issue? How are lands being used? What demand is there, and what is holding developers back?

He suggested a number of possible members, including developers, lenders, apartment managers, those on housing waiting lists, business owners, current property owners, renters, and realtors, and asked who else might be considered. **Shumaker** commented it is important to recognize who is being left out, and noted transit systems, seniors and those interested in ADA issues are not represented in the draft list.

Commissioner Beck pointed out the Planning Commission had just adopted a public involvement policy to reach out to people. He proposed using the next two months to conduct outreach for sub-committee members, and asked to have workers struggling to find housing be included. He also advised setting a definite timeline and suggested the sub-committee finish work by the end of 2022.

Commission Chair Valerie Hoy-Rhodehamel agreed with **Beck**, stating workers needed their voices heard, and questioned how to make the meetings convenient for their schedules.

Community Development Director Shumaker then asked if it would be possible to convene the sub-committee on community involvement prior to the December or January meetings in order to draft some guidelines the sub-committee on Increasing Residential Building Capacity could use.

Commissioner Beck noted it was a great opportunity to put the public engagement process to a test.

Commissioner Breckel stated the sub-committee (IRBC) would need basic parameters spelled out, with deliverables defined. It was agreed the sub-committee (IRBC) would be advisory only, providing recommendations to the Planning Commission regarding affordable housing.

D. Discussion

7. Thought of the Month:

Commissioner Beck thanked **Community Development Director Shumaker** for taking a messy process and refining it for inclusion in the by-laws in order for the Planning Commission to move forward.

8. Staff & Commission Reports:

Community Development Director Ben Shumaker updated Commission members on the following topics:

- Downtown Parking Study

Alex Ralston, UW intern, has nearly finished. He is finalizing the various aspects of the study. The report will contain five chapters analysing existing parking conditions in Stevenson. Once finished the report will be turned over to transportation consultants for using in determining future parking policy. The goal is to present a preliminary report at the October 2021 City Council meeting.

- Shoreline Management Program(SMP)

Shumaker is still waiting for the Department of Ecology to provide a list of changes (required and recommended) which will go to the Shoreline Advisory Committee for their review and recommendations. From there they will send City Council their recommendations.

Commissioner Ray asked about the Cascade Street realignment. It is not impacted by the SMP. The date for the project start is contingent on getting a grant agreement from the City of Stevenson and Department of Ecology. Once the grant agreement is in place, it will initiate public involvement for the project. There may be further environmental considerations regarding the site, including additional remediation such as capping or isolating sections. The assessment will go through 2022.

Commissioner Beck asked if the site was eligible for county brownfield funds and was informed some funding was used by an adjoining private property owner who shared sampling results with the City.

- Chinidere Mountain Estates Phases 2-4

Phase 4 will not be taking place as the permit has expired. Phase 2 & 3 has seen some preliminary work, but the construction window ends on October 31, 2021 and will not re-open until March or April 2022.

E. Adjournment

The meeting was declared adjourned at 7:12 p.m. by **Commission Chair Valerie Hoy-Rhodehamel**.

Minutes recorded by Johanna Roe

CHECK REGISTER

City Of Stevenson

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3076	12/16/2021	Claims	1	EFT	Department of Revenue	6,043.19	November 2021 Taxes
3077	12/16/2021	Claims	1	EFT	Kenneth B Woodrich PC	1,122.00	November 2021 Statement
3078	12/16/2021	Claims	1	15607	Alpine Products Inc	1,856.60	Paint & Solvent for Streets
3079	12/16/2021	Claims	1	15608	DbA Tailored Auto Styling Anthony Fisher	802.00	Design Artwork for Engine 2-3
3080	12/16/2021	Claims	1	15609	Aramark Uniform Services	149.02	November 2021 Statement
3081	12/16/2021	Claims	1	15610	Avista Utilities	904.59	November 2021 Statement
3082	12/16/2021	Claims	1	15611	BSK Associates	1,736.00	November 2021 WTP Sampling; November 2021 WWTP Sampling
3083	12/16/2021	Claims	1	15612	Cascade Columbia Distribution	1,679.76	Chemicals for Water Treatment Plant
3084	12/16/2021	Claims	1	15613	CenturyLink	193.68	December 2021 Firehall Phone Service; December 2021 WWTP Phone Service; December 2021 Kanaka Creek Transfer Station
3085	12/16/2021	Claims	1	15614	Centurylink Comm Inc	46.80	November 2021 WWTP Long Distance
3086	12/16/2021	Claims	1	15615	City of Stevenson	3,027.55	W End Irrigation November 2021 Statement; Triangle Park November 2021 Statement; WWTP November 2021 Statement; Sewer Lift Station November 2021 Statement; Rock Creek Irrigation November 2021 Statement
3087	12/16/2021	Claims	1	15616	Clark County Auditor	6,108.96	Road Striping
3088	12/16/2021	Claims	1	15617	Clark County Title	951.55	Kanaka Creek Lift Station-Limited Liability Certificate; Rock Creek Lift Station & WWTP Force Main Limited Liability Certificate
3089	12/16/2021	Claims	1	15618	Class 5	268.73	January 2022 Monthly Fax Service; January 2022 Monthly Phone Service
3090	12/16/2021	Claims	1	15619	Columbia Cascade Housing Corporation	110,419.72	CDBG Housing Rehab Cont Svc #6
3091	12/16/2021	Claims	1	15620	Columbia Gorge Interpretive Center	20,273.72	2021 Hotel/Motel Tax Contract
3092	12/16/2021	Claims	1	15621	Columbia Gorge News	276.00	Public Works Director Ad
3093	12/16/2021	Claims	1	15622	Columbia Hardware Inc	668.23	November 2021 Statement
3094	12/16/2021	Claims	1	15623	Columbia River Disposal	200.08	November 2021 Garbage Service
3095	12/16/2021	Claims	1	15624	Consolidated Supply Company	1,916.52	Return of Ball Corp Stop; Meter Resetter; Water/Sewer Parts; Meter Resetter & Top Extensions
3096	12/16/2021	Claims	1	15625	DeVaul Publishing	374.66	Legal Ad-RFP for IT Services; Legal Ad-RFP for IT Services; Ad-Public Works Director; Ad-Public Works Director; Ad-Public Works Director; Legal Ad-Ordinance Adoptions; Legal Ad-Zoning Text Amendment;;
3097	12/16/2021	Claims	1	15626	Department of Ecology-Cashiering Unit	196.00	2022 WW Operator Renewal-Gordon Rosander; 2022 Wastewater Operator Renewal-Ian Lofberg
3098	12/16/2021	Claims	1	15627	Jonathon D Dexter	313.99	CDL Physical Reimbursement; 2021 Boot Reimbursement
3099	12/16/2021	Claims	1	15628	Gorge Networks Inc	95.86	December 2021 WTP Broadband
3100	12/16/2021	Claims	1	15629	Grainger	906.95	Pump for WWTP

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3101	12/16/2021	Claims	1	15630	Grayling Engineers	4,018.00	Hegewald Well pH Adjustment Phase 1; Hegewald Well pH Adjustment Phase 1
3102	12/16/2021	Claims	1	15631	Gregory Scott Cheney	637.50	November 2021 Indigent Defense Services
3103	12/16/2021	Claims	1	15632	H2Oregon	20.19	Drinking Water for WWTP; Drinking Water Dispenser for WWTP
3104	12/16/2021	Claims	1	15633	Juan A Randall	350.00	Flagger Re-Certification
3105	12/16/2021	Claims	1	15634	L.N. Curtis & Sons		Printer misfeed.
3106	12/16/2021	Claims	1	15635	Lance D Fitzjarrald		Printer misfeed.
3107	12/16/2021	Claims	1	15636	Les Schwab Tire Center	529.13	Tires for Skid Steer
3108	12/16/2021	Claims	1	15637	Maul Foster Alongi	2,848.75	Columbia Avenue Re-Alignment IPG Agreement & Scoping
3109	12/16/2021	Claims	1	15638	Municipal Code Corp	775.00	Administrative Support Fee 12.1.21-11.30.22; Online Code Hosting 12.1.21-11.30.22
3110	12/16/2021	Claims	1	15639	NAPA Auto Parts	903.90	November 2021 Statement
3111	12/16/2021	Claims	1	15640	NorthShore Medical Group	134.00	DOT Physical-Gordon Rosander
3112	12/16/2021	Claims	1	15641	Office of State Treasurer - Cash Mgmt Di	717.23	December 2021 Remittance
3113	12/16/2021	Claims	1	15642	One Call Concepts Inc	23.54	November 2021 Statement-22 Locates
3114	12/16/2021	Claims	1	15643	PUD No 1 of Skamania County	5,975.92	November 2021 Statement; November 2021 Statement; November 2021 Statement; Frank Johns Blinker-November 2021 Statement
3115	12/16/2021	Claims	1	15644	PacWest Machinery Inc	548.02	Brooms for Sweeper
3116	12/16/2021	Claims	1	15645	Petty Cash	175.19	November 2021 Statement
3117	12/16/2021	Claims	1	15646	Print It! Inc	129.24	Dedication Plaques for Valerie, Robert & Amy
3118	12/16/2021	Claims	1	15647	QCL Inc	162.00	2022 EAP Renewal
3119	12/16/2021	Claims	1	15648	RADCOMP Technologies	1,400.67	December 2021 IT Billing; Support/Labor for Ben's Computer; Sophos Red for Fire Hall
3120	12/16/2021	Claims	1	15649	Ricoh USA Inc	40.48	November 2021 Statement
3121	12/16/2021	Claims	1	15650	Skamania County Chamber of Commerce	14,384.53	November 2021 Contract & Reimbursables
3122	12/16/2021	Claims	1	15651	Skamania County Economic Development	6,445.00	2nd Half 2021 Annual Contract
3123	12/16/2021	Claims	1	15652	Skamania County Probation	121.62	November 2021 Probation Costs
3124	12/16/2021	Claims	1	15653	Skamania County Prosecutor	1,333.00	December 2021 Remittance
3125	12/16/2021	Claims	1	15654	Skamania County Senior Services	1,999.48	Tourism Funds Reimbursement
3126	12/16/2021	Claims	1	15655	Skamania County Treasurer	16,422.34	December 2021 Remittance; December 2021 Remittance
3127	12/16/2021	Claims	1	15656	The F.A. Bartlett Tree Expert Co	14,280.15	Tree Inventory Services; Tree Management Plan
3128	12/16/2021	Claims	1	15657	Timothy Charles Shell	787.20	November 2021 Statement
3129	12/16/2021	Claims	1	15658	Tribeca Transport LLC	2,788.16	November 2021 Sludge Hauling
3130	12/16/2021	Claims	1	15659	US Bank Safekeeping	30.00	November 2021 US Bank Safekeeping Fees
3131	12/16/2021	Claims	1	15660	US Bank	1,389.32	November 2021 FD Credit Card Statement; November 2021 Card #1 Credit Card Statement; November 2021 Card #2 Credit Card Statement

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3132	12/16/2021	Claims	1	15661	USA Bluebook	511.32	WWTP Supplies; Water/Wastewater Supplies; Refund of Tax Overpayment
3133	12/16/2021	Claims	1	15662	Verizon Wireless	102.91	November 2021 Cell Phone Charges
3134	12/16/2021	Claims	1	15663	WEX Bank	1,595.60	November 2021 Statement
3135	12/16/2021	Claims	1	15664	WGAP Washington Gorge Action Program	3,333.00	Contract Payment #3
3136	12/16/2021	Claims	1	15665	Wallis Engineering PLLC	4,974.84	2021 WW Collection System Upgrades
3137	12/16/2021	Claims	1	15666	Washington State Firefighters Assn	100.00	2022 Annual Membership Dues
3138	12/16/2021	Claims	1	15667	Waste Connections Vancouver District 2	46.95	Shredder Carts Service
3139	12/16/2021	Claims	1	15668	Wave Broadband	224.95	November 2021 City Hall Internet Services; December 2021 WWTP Services
3140	12/16/2021	Claims	1	15669	L.N. Curtis & Sons	395.45	Facepiece
3141	12/16/2021	Claims	1	15670	Lance D Fitzjarrald	1,035.00	November 2021 Indigent Defense
						151,058.64	
						25,125.04	
						36,680.35	
						27,697.86	
						5,926.39	
						5,003.05	
						730.41	
						252,221.74	Claims: 252,221.74

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)