

AGENDA
CITY OF STEVENSON COUNCIL MEETING
June 20, 2024
6:00 PM, City Hall and Remote

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

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

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

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

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

a) *6/20 changes include:

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

4. CONSENT AGENDA: The following items 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 Contract Amendment with Understory Landscape Architecture, LLC for Park Plaza Design Services** - City Administrator Leana Kinley presents the staff report and contract amendment with Understory Landscape Architecture, LLC for design services of the Courthouse Park Plaza in the amount of \$349,423 plus expenses not to exceed \$355,000 for a total revised contract amount of \$570,752.
- b) **Approve Skamania County Building Inspector Agreement Addendum #3** - City Administrator Leana Kinley presents the attached addendum #3 to the interlocal agreement for building inspection and plan review services between the City of Stevenson and Skamania County to remove using Cloudpermit Planning and Code Enforcement software services for council discussion and consideration. Council approved a separate contract with Cloudpermit for these services at the May 16th council meeting.
- c) **Water Adjustment** - Sheryn Olson (meter No. 606650) requests a water adjustment of \$398.27 for a water leak which they have since repaired.
- d) **Water Adjustment** - Larry Deski (meter No. 501725) requests a water adjustment of \$597.54 for a water leak which they have since repaired.
- e) **Liquor License Renewals** - Main Street Convenience and Jester and Judge/LDB Beverage Company.
- f) **Approve Resolution 2024-435 Regarding FEMA Representatives** - City Administrator Leana Kinley presents the attached resolution designating city agents for the FEMA disaster 4775-DR-WA for council consideration. This will allow the city to receive an estimated \$10,000 in costs related to the December 2023 winter storm.
- g) ***Approve Resolution 2024-436 Authorizing Road Closure** - Public Works Director Carolyn Sourek presents the attached staff memo and resolution regarding temporary road closures.
- h) **Minutes** of May 16, 2024 Regular Meeting and May 23, 2024 special workshop.

MOTION: To approve consent agenda items a-h.

5. SHERIFF'S OFFICE REPORT:

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

6. PUBLIC HEARINGS:

- a) **Capital Improvement Program Update** - Public Works Director Carolyn Sourek presents the Capital Improvement Program Update for public comment and council consideration. This is the second of two scheduled Public Hearings. Project details may

be found online at <https://www.ci.stevenson.wa.us/meetings> in the May 16th and May 25th meeting packets.

MOTION: To approve Resolution 2024-433 adopting the revised Capital Improvement Program.

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

MOTION: To approve resolution 2024-434 adopting the 2025-2030 Transportation Improvement Plan.

7. COUNCIL BUSINESS:

- a) Discuss Upcoming Fireworks Season** - City Council adopted an ordinance allowing the restriction on the personal use of fireworks at the November 16, 2023 council meeting which will take effect on November 16, 2024. This is to review the process for determining a restriction on recreational use as outlined in the adopted ordinance and what may be done if conditions present themselves this season.

- b) Low-Income Housing Planning Commerce Grant** - City Administrator Leana Kinley presents the Commerce revised scope of work for the low-income housing planning grant offered by the Department of Commerce as discussed at the April 18th meeting. Due to funding restrictions, \$25,000 is available each fiscal year, which ends on June 30, 2024. Staff requests direction from council to reduce the scope to match \$25,000 available, use \$25,000 of City funds and complete the entire scope of work as proposed by Commerce, or to stop pursuing the grant based on the changes in grant amount and scope.

MOTION: To authorize the use of City funds in the amount of \$25,000 to complete the scope of work for the low-income housing planning grant as presented. OR To direct staff to revised the scope of work to meet the \$25,000 budget. OR To direct staff to stop pursuing the grant.

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

MOTION: To approve an ordinance of the City of Stevenson adopting a Complete Streets Policy to better serve all users of the transportation and circulation system provided by the City. OR No motion and moves to a second reading on July 18th.

- d) Review and Discuss Updates to the Strategic Plan** - Council will discuss the revised Strategic Plan and potential actions to move priorities forward.
- e) *Discuss Formation of Transportation Benefit District** - City Administrator Leana Kinley presents the attached staff memo regarding the formation of a Transportation Benefit District as discussed during the utility rate discussions.
- f) *Approve First Street Project Local Agency Agreement Supplement No. 2 and Revised Project Prospectus** - This item will be moved to the June 27th council meeting.

8. INFORMATION ITEMS:

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

9. CITY ADMINISTRATOR AND STAFF REPORTS:

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

10. VOUCHER APPROVAL:

- a) *May 2024 payroll and June 2024 AP checks have been audited and are presented for approval. May payroll check 17839 totals \$134252.86 which includes EFT payments. June 2024 AP checks 17840 thru 17909 total \$588,955.62, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

11. MAYOR AND COUNCIL REPORTS:

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

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

13. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- Wednesday, June 19th, Juneteenth Holiday, City Offices Closed
- Thursday, June 27th, 6pm, Special City Council Meeting
- Thursday, July 4th, Independence Day, City Offices Closed
- Monday, July 8th, 6pm, Planning Commission Meeting
- Thursday, July 18th, 6pm, City Council Meeting



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: Courthouse Park Plaza Design Services Contract
Meeting Date: June 20, 2024

Executive Summary:

In August 2023 Council approved the initial design phase contract for the Courthouse Park Plaza project. The design was phased as the initial design was cost prohibitive. This addendum is for the second phase of design and will get the project to a construction ready project.

Overview of Items:

Initial discussions with Understory were design and engineering costs for a shovel-ready project of \$800,000 for the original design, which was estimated to cost \$8.5M to construct. To bring the design phase cost down, it was decided to move forward in two phases. The initial phase was to engage the public and develop a final schematic design for the plaza and a concept design for upper Russell Street. The second phase consists of further design development, construction documentation, and land use permitting for the plaza.

Design costs make up about 7%-15% of the overall project costs. A total cost of over \$570,000 is in line with a total project cost of \$3.8M-\$8.2M. The current design is estimated to cost \$4.25M to construct and staff are working with grant agencies to come up with funds for the project. Value planning can bring the costs down to \$3.2M and will be pursued depending on the success of the grant applications.

Next steps include finalizing the design based on the latest community survey and presenting the final design to the County Commissioners and City Council for approval as outlined in the interlocal agreement.

Action Needed:

Approve the contract amendment with Understory Landscape Architecture, LLC for design services of the Courthouse Park Plaza in the amount of \$349,423 plus expenses not to exceed \$355,000 for a total revised contract amount of \$570,752.

**CITY OF STEVENSON
PROFESSIONAL SERVICES CONTRACT AMENDMENT #1**

**Between Understory Landscape Architecture
And the City of Stevenson**

For professional design services for the Courthouse Park Plaza.

This agreement entered into this 20th day of June 2024 by and between the CITY OF STEVENSON a municipal corporation located in the County of Skamania, State of Washington (hereinafter referred to as the City) and UNDERSTORY LANDSCAPE ARCHITECTURE, LLC (hereinafter referred to as the Contractor).

The parties recite and declare that:

1. The City and the Contractor entered into a Professional Services Contract on the 24th day of August, 2023 for professional design services for the Courthouse Park Plaza project (“the Contract”);
2. An increased scope and fee prescribed in that agreement is necessary; and
3. The City and the Contractor are desirous of entering into a contract to formalize their relationship.

For the reasons set forth above and in consideration of the mutual promises, covenants and provisions contained herein, and the mutual benefits to be derived therefrom the City and Contractor agree as follows:

**Section 1
Acceptance, Effective Date and Duration**

This amendment shall constitute an increase in scope and fee and an extension of the Contract scheduled to expire on December 31, 2024. The scope and fee increase is outlined in attached exhibit A and the contract is hereby extended through June 30, 2025.

The passage of the Contract expiration date (as recorded above) shall not extinguish, prejudice or limit either party’s right to enforce this amendment with respect to any default or defect in performance that has not been cured.

**Section 2
Complete Agreement**

This amendment constitutes a supplement to the Contract. Except as specifically modified herein, all terms of the Contract remain in full force and effect. The terms of the Contract together with the terms of this Amendment embodies the whole agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by either the City or the Contractor other than contained herein.

**Section 3
Certification of Authority**

The parties hereby certify the person executing this agreement on behalf of the City and the Contractor have legal authority to enter into this agreement on behalf of the City and the Contractor and are able to bind the City and the Contractor in a valid agreement on the terms herein.

[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: _____
_____, its Mayor

By: _____

Andrea Kuns, Principal
Understory Landscape Architecture
Name & Title

320 SW Century Dr. Ste 405-257
Bend, OR 97702

Mailing Address

(541) 241-2130
Telephone Number

Approved as to form

Robert C. Muth,
City Attorney

605-308-908
UBI#

understory

June 6, 2024

Leana Kinley
City of Stevenson
7121 E. Loop Rd/PO Box 371
Stevenson, WA 98648-0371

Courthouse Park Plaza | Phase 2 Design Services

Understory is pleased to submit the following proposal for Design and Engineering Services to the City of Stevenson (Client) to continue work on the Courthouse Park Plaza project. The following Proposal includes advancing the design and documentation through construction documents and land use permitting as outlined in the scope of work below. The proposal is based on the Park Plaza design as shown in the schematic design documents and has an assumed construction budget of \$3.2 Million.

Project Understanding and Team Roles:

1. The project includes full design services for a new public plaza located at the Skamania Courthouse lawn located on 2nd Street in Stevenson Washington. Amenities include gathering and seating areas, an amphitheater, interactive water, a pre-manufactured restroom building, planting and irrigation, and site lighting.
2. Understory will provide landscape architectural design services and proposes the following sub-consultants for the project:
 - Civil Engineering - Akana
 - Structural Engineering - Akana
 - Land Use Permitting - Akana
 - Arborist and Irrigation Design- Akana
 - Water Feature Design - STO Design
 - Lighting Design - Fieldwork Lighting Studio
 - Cost Estimating - DCW
 - Electrical Design - PAE
 - Geotechnical Engineering - GRI
 - Surveying - Emerio
3. Understory's role will be to provide the following:
 - Lead the overall site design for the Courthouse Park Plaza.

- Work directly with the City of Stevenson and the design team during the effort to ensure a comprehensive approach to the work.
 - Document proposed landscape architecture elements including site paving, walls less than 4' high, site grading, planting, furnishings, and tree protection.
4. Akana civil engineers will document all subsurface utilities, erosion and sedimentation control, and stormwater facilities. Understory will transfer detailed grading documents following completion of 75% Construction Documents to the civil engineer for preparation of final construction documentation.
 5. Akana structural engineers will provide review of landscape designed elements including site retaining walls and custom furnishings.
 6. Akana arborists will review tree protection plans for conformance with the arborist report.
 7. Akana landscape architects will provide a basis of design for modifications to the existing irrigation system. The irrigation system will be contractor designed and built.
 8. Akana planners will prepare land use applications as required by the City of Stevenson and prepare the SEPA checklist.
 9. DCW will prepare opinions of probable cost at milestones outlined in the scope of work. Estimates will be prepared in Unifomat II format and a single revision is included for each estimate.
 10. GRI will conduct geotechnical investigations and prepare a detailed report summarizing the findings. Two (2) borings drilled to depths ranging from 20' are included in the proposal.
 11. Fieldwork Lighting Studio will document all site lighting in the plaza. Understory will coordinate with Fieldwork Lighting Studio to select fixtures and will include light fixtures in landscape layout plans. The following areas are excluded from the lighting design scope: the existing courthouse stair, restroom, lighting within the ROW
 12. PAE will provide electrical design. Electrical systems will include permanent power to the restroom building and site, service distribution and branch panels, and review of lighting drawings to review for energy performance and egress code compliance.
 13. STO Design will design and engineer the interactive water feature which will include approximately (15) interactive jets..

Scope of Work:

Based on our understanding of the project, and the information provided, we propose the following scope of work:

1. Project Management

- 1.1 Bi-Weekly Meetings** - Understory will lead bi-weekly project management coordination calls throughout the project with City staff to review project progress and coordinate our work. The bi-weekly meetings are in addition to client / design team meetings outlined in the scope of work.

1.2 Project Management- Understory will provide overall project management for the design team. Understory will manage the overall project schedule, coordinate and manage sub-consultant tasks, provide meeting minutes for meetings listed below, and submit monthly invoices to the City.

Task 1 Deliverables:

- Project schedule identifying critical path items, key project submittals and milestones
- Meeting minutes from bi-weekly meetings

Task 1 Meetings:

- Bi-weekly meetings, held virtually

2. Design Development (3 Months)

At the start of the project, our team will address City comments on the schematic design set, confirm value engineering approach, coordinate the project across disciplines, and develop 100% Design Development Documents.

2.1 Value Engineering - At the completion of the schematic design phase the construction cost estimate was \$4.2 Million and the construction budget is \$3.2 Million. Understory and the City discussed preliminary approaches to value engineer the project; including a reduction in the size of the water feature, changes in site paving and wall materials, and a reduction in site accent lighting. Prior to beginning design development, we will confirm the value engineering approach with the consultant team and City.

2.2 Design Refinement - Our team will develop the plaza design and incorporate City and Community comments from the Schematic Design and Public Engagement phases. We will develop detailed design options for major plaza elements, including the interactive water feature, amphitheater steps, custom furnishings, and planting design. Our team will prepare sketches, plans, and sections as necessary to convey the development of the design to City staff.

2.3 Geotechnical Engineering - GRI will conduct two additional borings located at the base of the amphitheater steps and provide a final geotechnical report.

2.4 Interdisciplinary Review - Prior to finalizing the 100% Design Development Package, our consultant team will submit a 50% draft of the plan set to Understory for consultant review and coordination. The document set will be reviewed per our QA/QC process.

2.5 100% Design Development Package - Produce and submit 100% Design Development Package to the City.

2.6 Cost Estimate - DCW will prepare an opinion of probable construction cost estimate for the 100% Design Development Package. Cost estimates will include all elements as necessary for a complete estimate and be prepared in Unifomat II.

2.7 Review and Respond to Client Comments - Following completion of the 100% Design Development packages City staff will provide consolidated comments. Our team will review and provide written responses to all comments.

2.8 Client / Design Team Meetings - In addition to bi-weekly management meetings, key representatives from the consultant team will meet virtually with City staff and key project stakeholders twice during the DD phase as outlined below:

- Meeting 1: At the start of the design development phase, we will meet to review the SD package, confirm the value engineering approach, and discuss comments and assumptions from the schematic design package.
- Meeting 2: Review design refinements of the plaza prior to presenting an update to the County Commissioners and finalizing the design development package
- Meeting 3: At the completion of the design development phase, we will meet to review City comments on the Design Development Package.

2.9 Preparation of Illustrative Graphics - Following Client / Design Team Meeting #2, Understory will prepare presentation graphics to illustrate the updated plaza design. Graphics are intended for communicating the refined design to County Commissioners and for presenting to the City of Stevenson Planning Commission at the public hearing.

Task 2 Deliverables:

- 100% Design Development Package:
 - Demolition and Tree Protection Plan
 - Erosion Control Plans and Details
 - Utility Plan
 - Stormwater Plans
 - Site Grading Plan
 - Site Materials Plan
 - Planting Area Plan
 - Irrigation Conceptual Zone Plan
 - Site Details and Sections as necessary to convey design intent

- o Water Feature Plans and Details
- o Electrical Plans showing equipment locations and main routings, details, and diagrams
- o Lighting Plans, Fixture schedule and product cut sheets
- One (1) 100% Design Development Cost Estimate
- Final Geotechnical Report
- Written Responses to Client Comments
- Meeting Minutes for Client / Design Team Meetings

Summary List of Task 2 Meetings:

- Three (3) Client / Design Team Meeting, held virtually
- Consultant Coordination Meetings, held virtually

3. Construction Documents (6 Months)

Following the completion of Design Development and in response to Client feedback, our team will address consolidated comments, coordinate the project across disciplines, and develop 75% and 100% Construction Documents for the Courthouse Park Plaza.

3.1 Construction Documentation - Our team will refine and develop the technical documentation of the project to a level of detail sufficient for future bidding, permitting, and construction of the project. This includes the development of typical and custom construction details, plans for construction, and technical specifications.

3.2 75% Construction Document Package - Produce and submit 75% Construction Document Package.

3.3 Cost Estimate - DCW will prepare an opinion of probable construction cost estimate for the 90% submittal. Cost estimates will include all elements as necessary for a complete estimate and be prepared in Unifomat II.

3.4 Review and Respond to Client Comments - Following completion of the 75% Construction Document packages City staff will provide consolidated comments. Our team will review and provide written responses to all comments.

3.5 Client / Design Team Meetings - Key members of our consultant team will meet virtually with City staff and key project stakeholders three times throughout the Construction Document phase. Two meetings will occur prior to the 75% CD submittal to review design progress, and the third meeting will occur following the 75% Construction Document submittal to Review and discuss the cost estimate and Client comments on the 75% Construction Document Set.

3.6 100% Construction Documentation - Produce and submit 100% signed and stamped “shovel ready” Construction Document Package.

Task 3 Deliverables:

- 75% and 100% Construction Documents:
 - Demolition and Tree Protection Plan
 - Erosion Control Plans and Details
 - Utility Plans and Details
 - Stormwater Plans and Details
 - Site Grading Plan
 - Site Materials Plan
 - Site Layout Plan
 - Soils Plan
 - Planting Plan and Details
 - Design-Build Irrigation Plan and Details
 - Site Construction Details
 - Water Feature Plans and Details
 - Lighting and Electrical Plans and Details
 - Technical Specifications in CSI format
- One (1) 75% CD Cost Estimate
- Written Responses to Client Comments
- Meeting Minutes for Client / Design Team Meetings

Summary List of Construction Document Meetings:

- Three (3) Client / Design Team Meeting, held virtually
- Consultant Coordination Meetings, held virtually

4. Land Use Permitting (9 Months)

Our team will assist the City in obtaining necessary Land Use Permits for the project. Based on our understanding of the project we've identified the following permits that will be required: SEPA Checklist, City of Stevenson Conditional Use Permit.

Task 4 Deliverables:

- SEPA Checklist

- City of Stevenson Conditional Use Permit Application (Drawings and Narrative). The design development set will be used for the Conditional Use permit application

Task 4 Meetings:

- One (1) Pre-application Meeting with City / County Staff
- One (1) Public Hearing with the City of Stevenson Planning Commission, held in person

5. Optional Task - Cost Estimating

DCW will prepare an opinion of probable construction cost estimate for the 100% Construction Document Submittal. Cost estimates will include all elements as necessary for a complete estimate and be prepared in Unifomat II.

Task 5 Deliverables:

- 100% CD Cost Estimate

Fees

We propose the following fees:

1. Project Management	\$28,048.00
2. Design Development	\$145,165.00
3. Construction Documents	\$146,795.00
4. <u>Land Use Permitting</u>	<u>\$29,415.00</u>
	Total: \$349,423.00 <i>plus expenses</i>
5. Optional Task - Cost Estimating	\$3,400.00
	Total not to exceed \$355,000.00

We propose to bill monthly on a percentage of completion per phase. Expenses are additional and will be billed at 1.1 times our cost.

Exclusions to Scope of Services

1. Fees associated with obtaining land use permits.
2. Work within the public right of way.
3. Public engagement, including online surveys, graphic preparation, or in-person meetings
4. Services during construction.
5. Division 1 specifications.
6. Any work that extends beyond the limit of work as shown in the Schematic Design Package.
7. Work over Structure.

8. Site signage, interpretive signage, or way-finding except as otherwise indicated herein.
9. Security system design and specification of security equipment.
10. Work involving hazardous soils or soil remediation methods.
11. Preparation of multiple documents for phased permitting or bid packages.
12. Significant design modifications to the approved Design Development or Construction Documentation submittals for any of the following reasons: 1) cost reductions from agreed construction budget, 2) change of scope, 3) change of program or vision.
13. Production of professional renderings or models for marketing or other purposes beyond those outlined in the scope and required for the design process.
14. Production of a 3D model for design or construction, including Revit or similar.
15. Physical models and design mockups.
16. Production of maintenance manuals.
17. Additional meetings, presentation, or public review processes, in excess of anticipated meetings (per phase) as listed above in the scope of work. Preparation and attendance for additional meetings/presentations/public review will be performed at the request of the Client, and billed as time and materials based on Understory's hourly rates.

Assumptions

1. Our proposal is based on the above scope of work and schematic design package issued in March of 2024.
2. Construction Documentation will be based upon Understory's CAD standards.
3. The project is not currently funded for construction and the construction timeline is unknown.
4. The project will be constructed in one phase.
5. This phase of the project is scheduled to be completed by June 2025.

Please contact me or Amy Cragg if you have any questions, require clarification, or if we can be of further assistance. We look forward to continuing to work with you on the Courthouse Park Plaza project.

Sincerely,

Understory Landscape Architecture LLC



Andrea Kuns

Principal, Landscape Architect

andrea@understory.design

541-241-2130

**ADDENDUM #3
INTERLOCAL AGREEMENT FOR BUILDING INSPECTION AND PLAN
REVIEW SERVICES BETWEEN THE CITY OF STEVENSON AND
SKAMANIA COUNTY**

WHEREAS, the City of Stevenson (“City”) has a need for permit software services, and

WHEREAS, Skamania County and the City have an existing interlocal agreement amendment (#2) to piggyback on the county’s existing permitting software for Code Enforcement, Planning and Building modules. The existing interlocal agreement and amendments remain in full force and effect, and

WHEREAS, the City is unable to piggyback on the Planning and Code Enforcement modules as initially understood from the vendor, and

WHEREAS, the County is willing to allow the City access to the County’s permitting software and add to the platform needs for the City under certain terms and conditions.

NOW, THEREFORE, in consideration of the terms and conditions set forth below it is agreed as follows:

The existing 2020 interlocal agreement and amendments shall be amended to remove the Code Enforcement and Planning modules for permitting processes.

- 1) Any amounts previously paid by the City to the County for the Code Enforcement and Planning services will be refunded to the City, including the portion of the Implementation Fee attributed to the County’s implementation of the Planning and Code Enforcement modules.
- 2) The City will maintain necessary records and retain them according to the City’s retention policy.
- 3) This addendum shall take effect upon the signature of the last party signing the same and shall continue in full force and effect thereafter until December 31, 2024, or unless terminated by one of the parties as provided in the interlocal agreement.

[Signatures appear on next page]

IN WITNESS WHEREOF, the parties hereto have executed this addendum as of _____, 2024.

CITY OF STEVENSON, a Washington
Municipal Corporation

SKAMANIA COUNTY, a Legal Subdivision of
the State of Washington

Board of Commissioners

By: _____
Scott Anderson, Mayor

By: _____
Chairman

By: _____
Commissioner

By: _____
Commissioner

ATTEST:

By: _____
Leana Kinley, City Clerk

By: _____
Lisa Sackos,
Clerk of the Board

APPROVED AS TO FORM:

Robert C. Muth
City Attorney

Adam Kick, Prosecuting Attorney

**CITY OF STEVENSON
RESOLUTION NO. 2024-435**

**A RESOLUTION OF THE CITY OF STEVENSON DESIGNATING THE CITY AGENT
FOR FEMA DISASTER 4775-DR-WA FUNDING APPLICATION**

WHEREAS, there was a disaster declared for the sever winter storm in December of 2023; and

WHEREAS, the City has an estimated \$10,000 in overtime and associated costs that may be reimbursed by FEMA due to the disaster declaration; and

WHEREAS, FEMA requires a resolution to authorize others to act on behalf of the City to process the necessary documentation to receive the funds.

NOW, THEREFORE, be it resolved that the City Council of the City of Stevenson, Washington, hereby designates Leana Kinley, City Administrator as an Authorized Representative and Anders Sorestad, Deputy Clerk/Treasurer as an Alternate for an on behalf of the City of Stevenson, a public agency established under the laws of the State of Washington.

The purpose of this designation as the authorized representative is to obtain federal and/or state emergency or disaster assistance funds. These representatives are authorized to act on behalf of the city and council to execute all contracts, certify completion of projects, request payments, and prepare all required documentation for funding requirements.

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 20th day of June, 2024.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

STAFF REPORT

DEPARTMENT: Public Works

DATE: 6/20/2024

REQUESTED ACTION: Approve a resolution for temporary road closures of streets to be resurfaced during the 2024 City Street Resurfacing Project (Foster Creek, H&H, Holly, First Falls, and Lakeview streets).

BACKGROUND

The 2024 City Street Resurfacing Project includes chipseal and paving of multiple streets in the west side neighborhood. The goals of this project are to preserve and maintain existing infrastructure, obtain consistent level of service for users, and increase safety by removing street hazards associated with poor pavement condition.

This project includes preparation as well as the resurfacing itself. Preparation includes improving access for paving equipment (high limbing of trees), subgrade replacement, ditch re-establishment and asphalt grinding and inlaying. These activities are scheduled to be performed from June through August of 2024 at intermittent intervals, lasting from 4 to 8 hours, with the streets being reopened at night.

City and County public works crew members will be completing this project. Carrying out these activities without street closures would create safety concerns for both the travelling public and the crewmembers. Local access will be maintained to the extent practicable, however through traffic will be required to take alternate routes during the activity intervals.

COUNCIL POLICY IMPLICATIONS

None. This agreement supports the City Council's practice of investing in the city street system by providing safe and efficient transportation systems for all residents and tourists.

ADMINISTRATIVE POLICY IMPLICATIONS

None. Specific closure dates and alternate route information will be provided to the public in accordance with RCW 47.48.020 Notice of Closure or Restriction.

COMMUNITY OUTREACH

Public Works will send out a mailer to residents near the closures before the start of any closure. Public Works will issue a news release and post information on its website, including a map showing how drivers can bypass construction, prior to the start of the road closure. Public Works will notify emergency responders and coordinate with other stakeholders as needed.

ATTACHMENTS: (1) Resolution for Road Closure and (2) Detour Routes.

Public Works Director/Engineer

**CITY OF STEVENSON
RESOLUTION NO. 2024-436**

**A RESOLUTION OF THE CITY OF STEVENSON REGARDING THE TEMPORARY
CLOSURE OF A ROAD TO ENSURE PUBLIC SAFETY**

WHEREAS the Stevenson City Council is charged by state law under RCW 47.48.010 with authority to close City streets; and

WHEREAS the City of Stevenson’s Public Work’s Director proposes to improve the west side street network; and

WHEREAS the proposed work will require the entire roadway width for Foster Creek Road, H&H Avenue, Holly Street, First Falls Road, and Lakeview Drive; and

WHEREAS the Director of Public Works believes the safety of contractors and the motoring public will be enhanced by the temporary closure of the street; and

WHEREAS, the Public Works Department intends to timely notify the public, through publication in the Skamania County Pioneer, about the closure and alternate routes to avoid the closure; and

WHEREAS the City Council considered this matter at a duly advertised public meeting and finds and concludes this Resolution will further the public health and welfare.

NOW, THEREFORE, it is hereby ORDERED and RESOLVED by the Stevenson City Council as follows:

Section 1. Findings. The Council hereby adopts as finding those statements contained in the recitals above.

Section 2. Safety. The Council hereby finds good cause to temporarily close the entire roadway width for Foster Creek Road, H&H Avenue, Holly Street, First Falls Road, and Lakeview Drive, specifically to ensure the safety of workers and the motoring public during the term of the proposed work.

Section 3. Notice. The Council directs the Public Works Director to provide appropriate notice of the road closure pursuant to RCW 47.48.020.

Section 4. Road Closure. Upon proper notice, the Council authorizes closure of entire roadway width for Foster Creek Road, H&H Avenue, Holly Street, First Falls Road, and Lakeview Drive for a time period necessary to complete the 2024 City Street Resurfacing Project.

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 20th day of June, 2024.

Mayor of the City of Stevenson

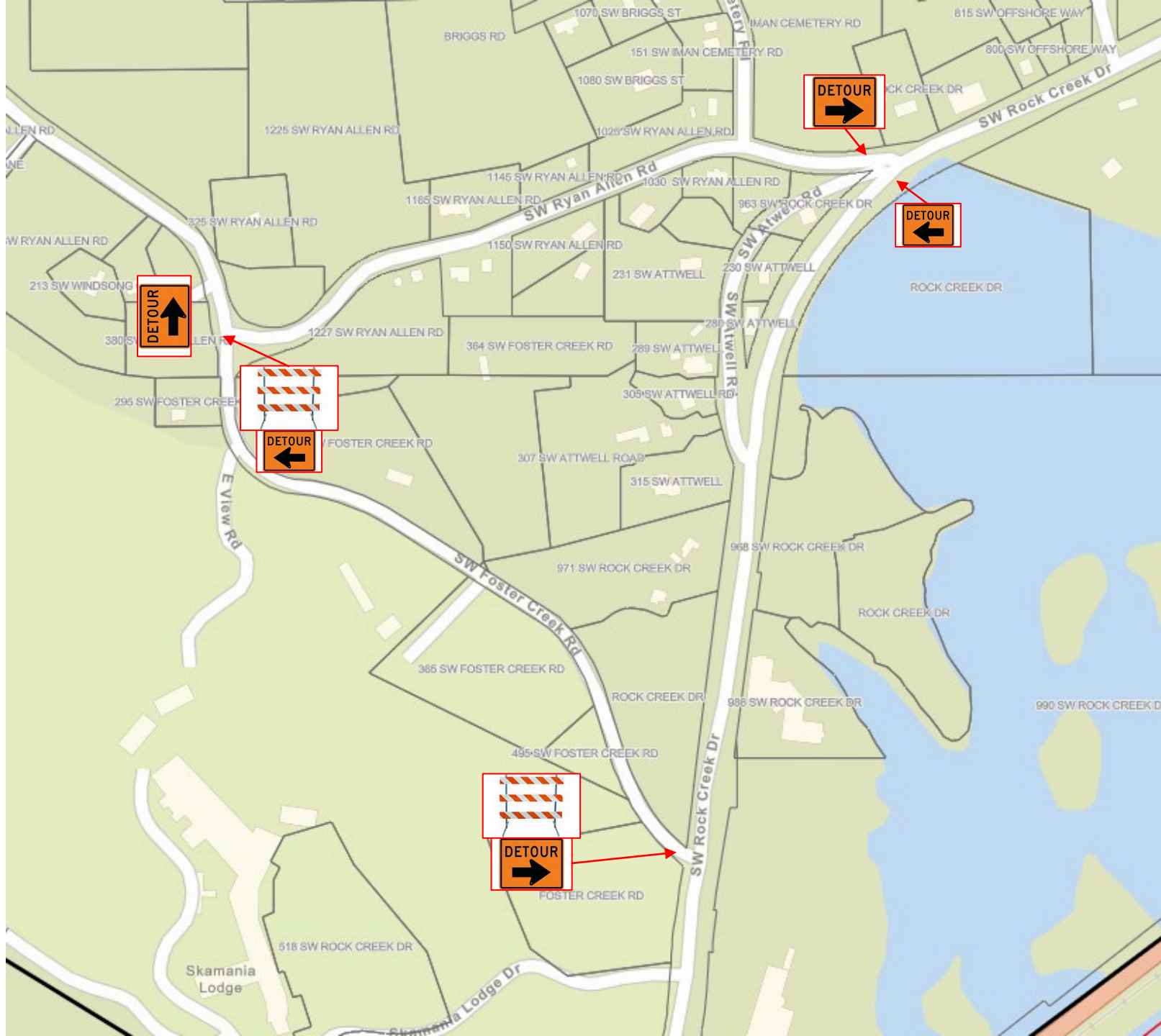
ATTEST:

Clerk of the City of Stevenson

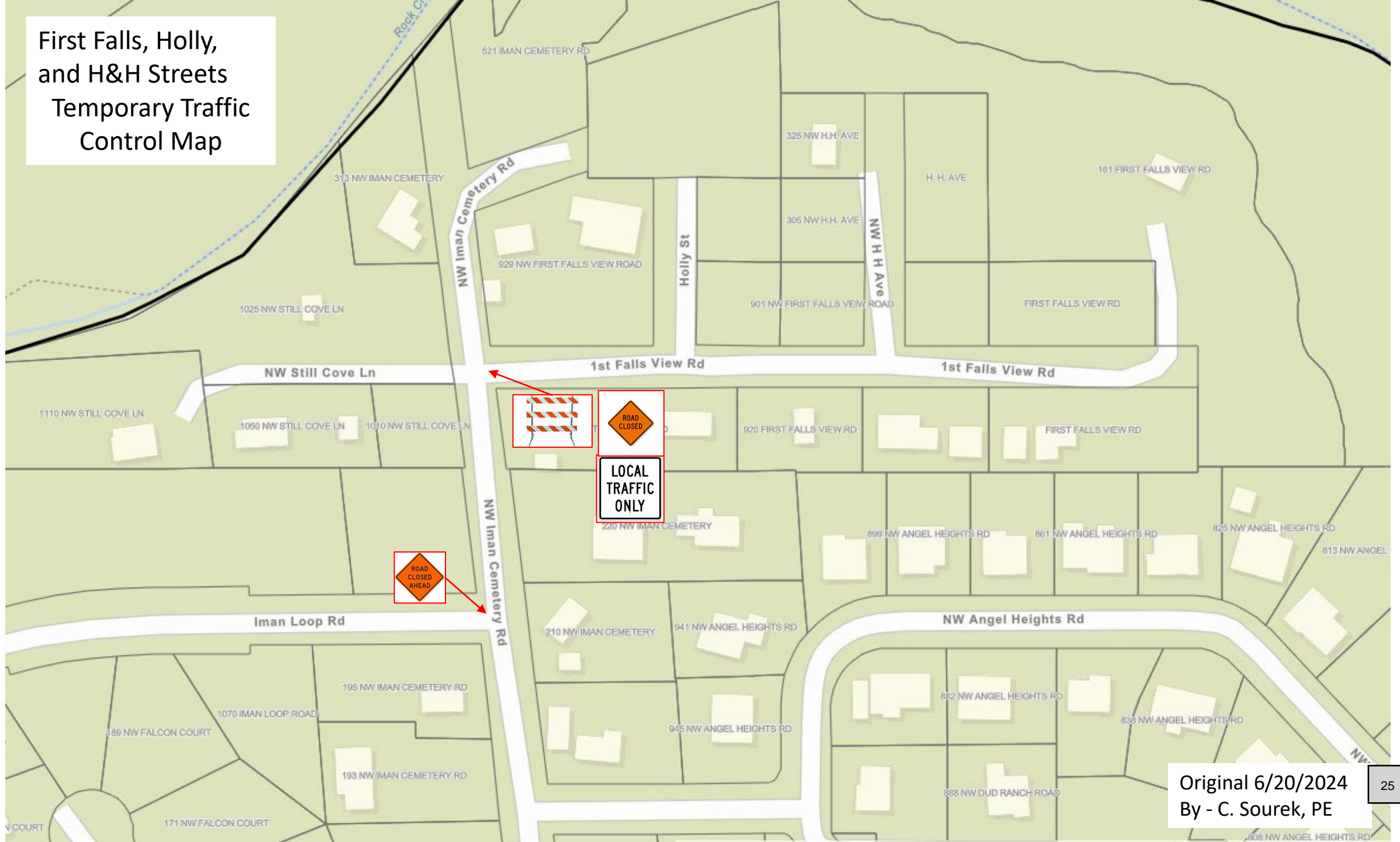
APPROVED AS TO FORM:

Attorney for the City of Stevenson

Foster Creek Road Detour Map

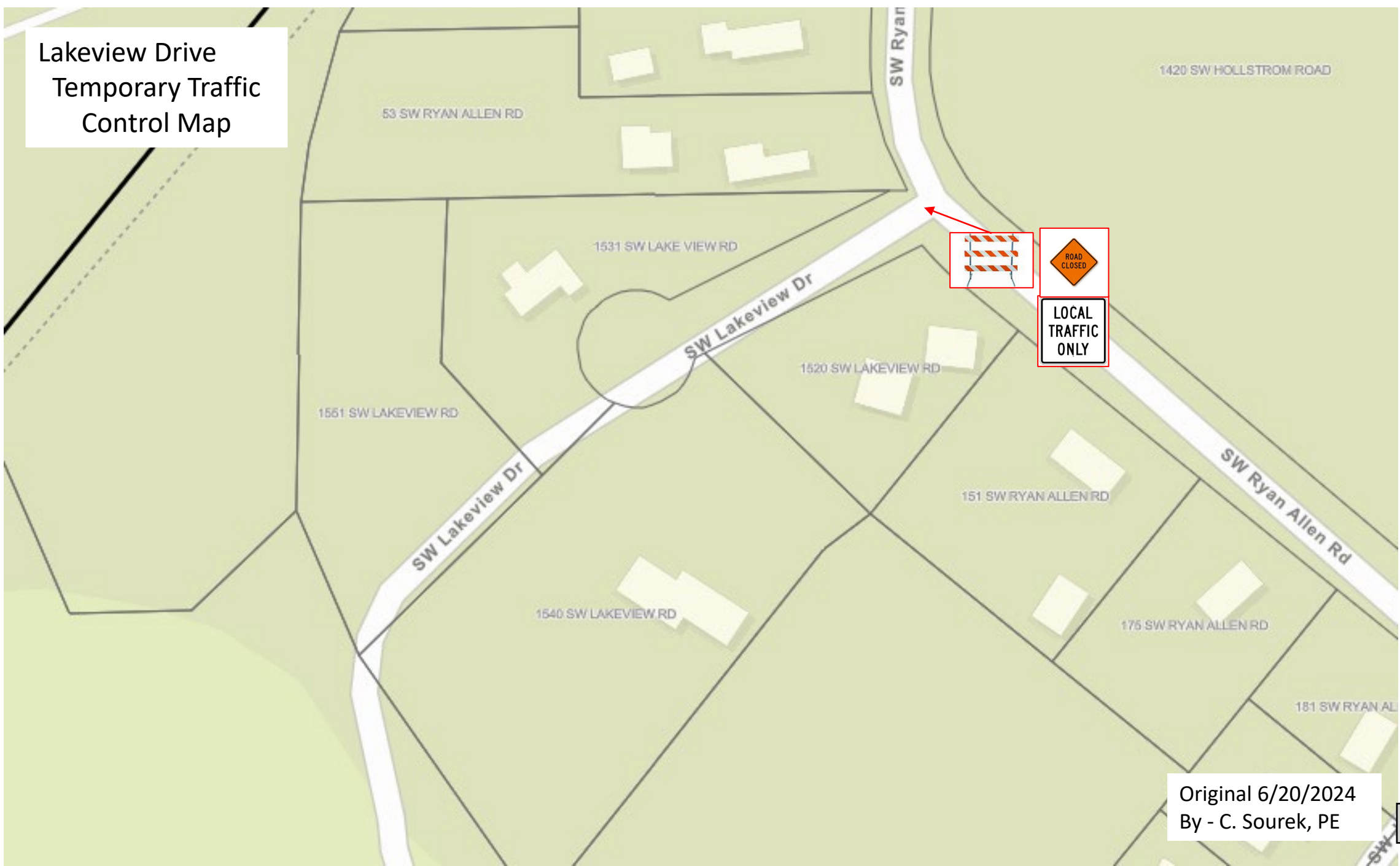


First Falls, Holly, and H&H Streets Temporary Traffic Control Map



Original 6/20/2024
By - C. Sourek, PE

Lakeview Drive
Temporary Traffic
Control Map



Original 6/20/2024
By - C. Sourek, PE

MINUTES
CITY OF STEVENSON COUNCIL MEETING
May 16, 2024
6:00 PM, City Hall and Remote

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

PRESENT

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

City Staff: City Administrator Leana Kinley, Public Works Director Carolyn Sourek, Community Development Director Ben Shumaker, City Attorney Robert Muth

Guests: Skamania County Undersheriff Tracy Wyckoff.

Public attendees: Mary Repar, Rick Jessel, Laurie Wheeler and others unidentified

2. PUBLIC COMMENTS:

- >Rick Jessel provided comments on the fee structure for sewers.
- >Laurie Wheeler commented on city proclamations for specific events.
- >Mary Repar commented on the Park Plaza project and Walnut Park.

3. CHANGES TO THE AGENDA:

- a) *5/14 changes** include:
- Added Liquor License Approval (item 4d)
 - Added minutes from April 18, 2024 (item 4e)
 - Added CIP project detail (item 6c)
 - Added sewer ordinance discussion documents (item 7a)
 - Added Housing Report (item 10c)
- b) **5/15 changes** include:
- Added public comments received (item 2a)
 - Added minutes from May 11, 2024 (item 4e)
 - Added updated Schedule 15 to Annual Financial Report (item 8e)
 - Added awarding First Street construction contract to Ajax NW (item 9d)
 - Added contract for lease of Walnut Park (item 9e)
 - Added Planning Commission meeting minutes (item 10d)
 - Added Vouchers (item 12)

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

- a) **Special Occasion Liquor License Application** - American Legion Auxiliary Post 137 at the Skamania Fairgrounds on August 14th, 2024 from 12:00 p.m.-10:00 p.m., 15th from 12:00 p.m.-10:00 p.m., 16th from 12:00 p.m.-11:00 p.m., and 17th from 11:00 a.m.-11:00 p.m. for the Skamania County Fair.
- b) **Approve Proclamation Recognizing National Pride Month 2024** - Mayor Scott Anderson presented proclamation 2024-01 recognizing the month of June as National Pride Month for council consideration. Evergreen Counseling was added to the list of organizations supporting the proclamation. There will be a panel discussion at the Stevenson Library on June 30th from 2:00 p.m.-4:00 p.m. and a Pride picnic and march on June 15th from 10:00 a.m.-1:00 p.m.
- c) **Approve Proclamation Recognizing Public Works Week 2024** - Mayor Scott Anderson presented proclamation 2024-02 recognizing May 19th - 25th 2024 as Public Works Week for council consideration. Staff will have celebratory events throughout the week and Facebook posts are recognizing our hardworking crew.
- d) ***Liquor License Renewal** - Clark and Lewie's
- e) ****Minutes** of April 18 Regular Meeting, April 25, 2024 Special Meeting, and May 11, 2024 Joint Special Meeting.

MOTION to approve consent agenda items a-e was made by Councilmember Johnson, seconded by Councilmember McCaskell

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

5. SHERIFF'S OFFICE REPORT:

- a) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for the prior month was presented for council review by Undersheriff Tracy Wyckoff. Councilmember Cox asked questions about fire and medical calls and requested information on officers; Councilmember Rice asked about recent hirings.

6. PUBLIC HEARINGS:

- a) **Renaming Fir Street to Doug Fir Street** - Public Works Director Carolyn Sourek presented resolution 2024-432 renaming Fir Street to Doug Fir Street, for public comment and council consideration. All of the residents along the street have been contacted and provided their feedback prior to the resolution being drafted. The purpose is to reduce phonetical confusion between Fir St. and First St.

The public hearing opened at 6:16

>Joe Springfield on Fir Street spoke in favor.

>Mary Repar asked about costs of new street signs and map changes.

The public hearing closed at 6:19

MOTION to approve resolution ordinance 2024-432 renaming Fir Street to Doug Fir Street was made by Councilmember McCaskell, seconded by Councilmember Johnson.

Prior to the vote City Attorney Muth advised the name change needed to be by ordinance, not resolution. Changing the language from resolution to ordinance was approved by consensus.

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

- b) Comprehensive Fee Schedule** - City Administrator Leana Kinley presented the attached staff report and comprehensive fee resolution for public comment and council consideration. If the resolution adopting the comprehensive fee schedule is approved, it is highly recommended council approve the corresponding ordinances at the same meeting. A copy of the documents being repealed were attached, and she noted there had been several past council discussions regarding the fee schedule

The public hearing opened at 6:24

>Mary Repar stated costs should be passed on to developers.

The public hearing closed at 6:25

Councilmembers discussed the proposed fee structure. It was explained the primary focus was on cost recovery for services provided, not revenue to be received as outlined in the current financial policy. Councilmember Lauser asked for clarification regarding the time period when Type A permits for Right of Way usage are required.

MOTION to approve the resolution adopting a comprehensive fee schedule was made by Councilmember Johnson, seconded by Councilmember McCaskell.

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

Voting nay: Councilmember Rice

- c) Capital Improvement Program Update** - City Administrator Leana Kinley presented the Capital Improvement Program Update for public comment and council discussion. This is the first of two scheduled Public Hearings.

The public hearing opened at 6:37 p.m.

>No public comments were received.

The public hearing closed at 6:40 p.m.

Councilmember Cox requested there be further details provided to help the Council understand the full cost of projects. Councilmember Rice asked for and received an explanation of the term scoping.

- d) **Transportation Improvement Program** - City staff presented the six-year Transportation Improvement Program (TIP) for public input and council review. This is the first of two scheduled public hearings for the annual TIP update.

The public hearing opened at 6:52

>No public comments were received.

The public hearing closed at 6:53

Councilmembers held a discussion on the projects and the reason for their placement on the TIP list. It was noted that the city is striving to provide the same level of service throughout the city, and city staff relies on the council as a whole to set the priority list of projects based on staff recommendations.

7. SITUATION UPDATES:

- a) **Sewer Ordinance Discussion** - Staff presented a memo and a revised updated draft ordinance to SMC 13.08 Sewer Pretreatment for council review and direction. A request from staff was made regarding council's readiness to send the draft ordinance out for public comment.

Staff shared where prior requested changes had been made and asked if the document could be released for public review and comment. A discussion followed on clarifying who would be responsible for payments of connections and/or extensions. Further considerations included latecomer fees, administrative appeals, sewer connection timelines/requirements, standby charges, and how raising current rates an additional 1.5% to build a reserve could affect potential funding sources. New changes included retaining footnote 3 at the sections for new development for land divisions of two lots and single-family developments on septic where sewer is not available, while removing footnote 3 elsewhere. Staff reiterated existing septic systems are not the focus of the ordinance. It was agreed by consensus to release the revised draft with current changes for public comment.

8. UNFINISHED BUSINESS:

- a) **Ordinance Amending Chapter 15.01.030 Removing Temporary Construction Water - First Reading** - City Administrator Leana Kinley presented a staff memo and ordinance regarding temporary construction water, which had been presented and discussed at the February 15th and April 18th, 2024 council meetings for council consideration. If the resolution adopting the comprehensive fee schedule is approved, it is highly recommended council approve this ordinance without a formal second reading.

MOTION to approve ordinance amending Chapter 15.01 Construction Codes, Section 15.01.030 General Requirements effective for the June 2024 billing cycle was made by Councilmember Johnson, seconded by Councilmember Lauser.

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

- b) **Ordinance Revising Water and Sewer Charges and Low-Income Rate Eligibility - First Reading** - City Administrator Leana Kinley presented an attached ordinance which amends chapter 13.10 water and sewer service charges regarding the structure of system development charges; removes the senior or disability requirement for low-income rates, and adds another tier for moderate-income rate eligibility, for council review and consideration. This ordinance was presented and discussed at the February 15th and April 18th, 2024 council meetings.

MOTION to approve ordinance amending chapter 13.10 Water and Sewer Service Charges effective for the June 2024 billing cycle was made by Councilmember McCaskell, seconded by Councilmember Johnson.

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

- c) **Ordinance Adopting Utility Rates by Resolution - First Reading** - City Administrator Leana Kinley presented an attached ordinance allowing the adoption of utility rates by resolution, for council review and consideration.

MOTION to approve ordinance authorizing the adoption of water and sewer rates and charges by resolution, and repealing ordinances 2019-1153 and 2024-1208 was made by Councilmember Johnson, seconded by Councilmember McCaskell.

Councilmember Cox's remote connection was lost at some point before this vote.

Voting aye: Councilmembers McCaskell, Lauser, Johnson

Voting nay: Councilmember Rice

- d) **Floodplain Management Program Second Reading** - Community Development Director Ben presented an attached ordinance about amendments to the City's

Floodplain Management Regulations based on FEMA guidance for public comment and council discussion. The First Reading was on March 21, 2024 and this ordinance is time sensitive to remain in the National Flood Insurance Program.

Shumaker shared over two comment periods, no comments received except the state Department of Fish and Wildlife requested a notification process to F&W be included.

MOTION to approve ordinance amending the Floodplain Management Regulations, a component of the Critical Areas Regulations in order to maintain participation in the National Flood Insurance Program and repealing portions of ordinance 864 and 1123 was made by Councilmember Johnson, seconded by Councilmember Rice.

Voting aye: Councilmembers McCaskell, Lauser, Rice, Johnson

Councilmember Cox's remote connection was restored after this vote.

- e) ****Approve 2023 Annual Financial Report** - City Administrator Leana Kinley presented the final draft of the 2023 Annual Financial report for council review and consideration. Schedule 15 was updated on May 15th.

MOTION to approve the 2023 Annual Financial Report as presented was made by Councilmember Lauser, seconded by Councilmember McCaskell.

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

- f) **Discuss Community Survey Results** - City Administrator Leana Kinley presented and explained many of the results and responses from the recent Community Survey. She consolidated the information and graphs to make it easier to review.
- g) **City Hall Hours Ordinance** - City Administrator Leana Kinley presented the attached staff memo and ordinance regarding the hours of operation for city hall for council discussion and consideration. It was noted the current schedule (M-Th, 7:30 a.m. to 5 p.m.) provides 38.5 hours of availability, with Friday appointments an option.

MOTION to approve the ordinance creating SMC Chapter 2.02 City Hall and SMC 2.02.010 City Hall Hours of Operation as amended was made by Councilmember Lauser, seconded by Councilmember McCaskell.

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

Voting nay: Councilmember Rice

9. COUNCIL BUSINESS:

- a) **Discuss Dates for Joint Meeting with Planning Commission** - Staff requested a joint meeting with the Planning Commission to discuss expected level of service standards. This includes whether the developer is required to pay for improvements, the rate/taxpayers pay for improvements, or whether the standards are changed to not have improvements such as sidewalks or sewer. Ben Shumaker explained the purpose of a joint meeting will be to learn about and understand the levels of service standards. The Public Works Department is updating their engineering standards, and having clear language regarding developer responsibilities will be helpful. The Planning Commission spends the time to review applications and zoning changes and recommends actions on items that then come before the Council. It was agreed during the third quarter of the year (2024) to schedule a meeting.

- b) **Approve Agreement with Cloudpermit** - City Administrator Leana Kinley presented the attached contract with Cloudpermit for software services related to their Planning and Code Enforcement modules for council discussion and consideration. Initial discussions considered the city 'piggybacking' on Skamania County for these services, but that is now not an option. The annual cost is \$4,000 and the services allow improved communication and tracking over current tools.

MOTION to approve the contract with Cloudpermit for the Land Use and Code Enforcement modules for a subscription cost of \$2,000 per module and an implementation fee of \$500 per module for a total initial cost of \$5,000 was made by Councilmember Rice, seconded by Councilmember Cox.

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

- c) **Approve Agreement with Restorical Research** - City Administrator Leana Kinley presented the contract with Restorical Research for consulting services for the environmental cost recovery/contribution and/or insurance coverage for potential contamination sites in the amount of \$10 for council discussion and consideration. Restorical Research investigates identified brownfield sites to see if there are insurance policies that help to cover the costs of remediation. If there is, and the city moves to process a claim, Restorical Research will receive 10% of the insurance amount.

MOTION to approve the contract with Restorical Research for consulting services for the environmental cost recovery/contribution and/or insurance coverage for potential contamination sites in the amount of \$10 made by Councilmember Johnson, seconded by Councilmember Lauser.

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

- d) ****Award and Approve First Street Construction Agreement** - Public Works Director Carolyn Sourek presented the First Street construction bid tabulation results with Ajax Northwest being the low bidder in the amount of \$854,853 for council award and approval. She noted the Regional Transportation Council through the Washington Department of Transportation and the Transportation Improvement Program both recommend the contract be awarded to Ajax Northwest.

MOTION to award and approve the First Street construction agreement with Ajax Northwest in the amount of \$854,853 was made by Councilmember Johnson, seconded by Councilmember Cox.

It was clarified the construction was for the First Street Overlook.

Voting aye: Councilmembers McCaskell, Lauser, Johnson, Cox

Voting nay: Councilmember Rice

- e) ****Approve Walnut Park Lease Agreement** - City Administrator Leana Kinley presented the agreement with Justin Gross of Big River Grill for leasing Walnut Park over the summer at a rate of \$600 per month and annual increases at the CPI rate with other terms the same as the original agreement for council review and discussion. Councilmember McCaskell questioned if any other business has asked to lease the site and was advised one other entity had and decided against it. Councilmember Rice suggested revitalizing the site and using it as an example of what the city could do for local parks.

MOTION to approve the agreement with Justin Gross, dba Bigger River Grill, LLC for leasing Walnut Park as presented was made by Councilmember McCaskell, seconded by Councilmember Lauser.

Attorney Muth noted a change would need to be made to the business name, as the lessee is Bigger River Grill, LLC.

Voting aye: Councilmembers McCaskell, Lauser, Johnson,

Voting nay: Councilmembers Cox, Rice.

10. INFORMATION ITEMS:

- a) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month were presented for council review.
- b) **Strategic Plan Status Updates** - City Administrator Leana Kinley and city staff presented updates on the 2022-2025 Strategic Plan in process.

- c) ***Housing Programs Report** for housing services provided by Washington Gorge Action Programs in Skamania County was enclosed for council information.
- d) ****Planning Commission Minutes** from the prior month were attached.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

a) **Ben Shumaker, Community Development Director**

- i. Appeal of Planning Commission's Rock Cove Hospitality Decision, the hearing is next week. He expects a decision within 30 days by Shoreline Board decision. The sole issue remaining to be determined is if the city complied with the Shoreline Master Program and the Shoreline Management Act.
- ii. A pre-school application for a Conditional Use Permit was denied due to being out of harmony and a public safety concern. He is anticipating an appeal.
- iii. Critical areas ordinance update is due. Mandated by state, so funds have been provided for work. It covers regulations that address frequently flooded areas, wetlands, and other sensitive habitat areas.
- iv. Received notice from Department of Natural Resources regarding the tree preservation grant received. The city is working to retain its tree canopy by removing conflicts with utilities to reduce fire hazards.
- v. Downtown parking plan getting ready. No ordinance amendments prepared yet. Data is helpful for Public Works in determining loading zones, painting of intersections, etc.
- vi. Lasher Street project received an \$800K legislative appropriation. A Community Development Block Grant is being sought to help fund expansion of the project to include additional sidewalks and fire hydrants, plus a full rebuild of Lasher Street. Closing the elementary school will not affect current funds. Routes go to the school as well as downtown and the fairgrounds.

b) **Carolyn Sourek, Public Works Director**

- i. Public Works is continuing to address long-term water supplies. A recent pump test demonstrated 612 gallons per minute over 12 hours. Low pH will need to be corrected.
- ii. Lead and copper testing on water lines is taking place. An inventory of consumer and provider service lines in city is taking place with state technical help. There are 800 lines, 300 are not lead. Of the remaining 500, 20% need to be identified as non-lead in order to project remaining 80% as non-lead.
- iii. Wastewater projects: fairground pump station project is advancing. Kanaka Creek pump station is also moving along. Cascade pump station had a change condition, as an unknown storm water outfall was discovered. Estimated cost of \$20K to address.
- iv. Waste Water Treatment Plant: work is moving along, lab remodel is main work item. Becoming a certified lab will allow in house testing.
- v. Pipe inspection: cleaning and repairs taking place.

- vi. Stormwater: outfall located under railroad tracks is rotten.
- vii. Streets: way-finding signs are being repainted.
- viii. Several sick/dying Second street trees removed.
- ix. Dan Black, local driving instructor contacted the City of Stevenson PWD regarding curb painting on Leavens Street intersections.
- x. Equipment: new fleet vehicle purchased \$73K, came in under budget. Two fleet vehicles were surplus and went to Port of Skamania. There are challenges with locating other equipment.
- xi. Staff: Public Works week, wear orange. Thank workers for their work.
- xii. Working with Chinedere developer re issues: groundwater management, crosswalk repairs, painting, and a major water line issue needs addressing.

c) Leana Kinley, City Administrator

- i. Retreat follow up, do you want it on next agenda or hold another special meeting? It was agreed to have it on the June 2024 City Council agenda.
- ii. June 27th, an affordable housing discussion is scheduled.
- iii. With the additional workload for the fire district and creation of a Transportation Benefit district, City Administrator Kinley briefly discussed with the City Council possible approval of consultant to help with the fire district's ballot measure. Councilmember Cox suggested the Fire District perform the work.

Community Development Director Shumaker highlighted City Administrator Leana Kinley's work in organizing, funding and managing the years of work on the pump station projects and the Waste Water Treatment Plant.

12. VOUCHER APPROVAL: Vouchers were presented for council review and approval:

- a) ****April 2024 payroll and May 2024 AP checks** were audited and a presented for approval. April payroll totals \$140,131.12 which included EFT payments. May 2024 AP checks 17776 thru 17838 total \$1,045,153.88, which included EFT payments. The AP check register with fund transaction summary was attached for review.

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

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

13. MAYOR AND COUNCIL REPORTS: none

14. ISSUES FOR THE NEXT MEETING

- a) A list of items staff is working on for future meetings was attached.

15. FINAL PUBLIC COMMENTS:

>None received

16. ADJOURNMENT - Mayor Anderson adjourned the meeting at 9:25 p.m.

Scott Anderson, Mayor

Date

MINUTES
CITY OF STEVENSON SPECIAL COUNCIL MEETING
May 23, 2024
6:00 PM, City Hall and Remote

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

PRESENT

Councilmember Dave Cox, Kristy McCaskell, Michael D. Johnson, Pat Rice, and Lucy Lauser.

Public Works Director Carolyn Sourek and City Administrator Leana Kinley were also present.

2. TOPIC OVERVIEW AND BACKGROUND:

Public Works Director Carolyn Sourek reviewed the projects and timelines, recommending the council focus on the more recent projects.

- a) Capital Improvement Program memo and project information.
- b) 6-Year TIP memo and project information.

3. WORKSHOP:

Council reviewed and discussed the projects.

4. WRAP-UP/SUMMARY:

There were several projects recommended to push out. Staff will provide an updated list at the next meeting with the revised timelines.

5. ADJOURNMENT - Mayor Anderson adjourned the meeting at 7:58pm.

=====

Scott Anderson, Mayor

Date



Summer N. Scheyer
SHERIFF

OFFICE OF THE SKAMANIA COUNTY

SHERIFF

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

Tracy Wyckoff
Undersheriff

Rob Itzen
Chief of Corrections

Steve Minnis
Chief Civil Deputy

May 2024

City of Stevenson

Service Hours

Calls/Patrol

Calls 57

372.25 Hrs.

0 Court Hrs.

Milage

1,418

06/04/24
08:40

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 1

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
24-02646	Medical	AMAS	21	Transferred to Other A
24-02660	Medical	AMAS	21	Transferred to Other A
24-02666	Traffic Stop	TOFF	21	Cleared Adlt Exception
24-02681	Welfare Check	WELF	21	Settled By Contact
24-02683	Traffic Stop	TOFF	21	Cleared Adult Arrest
24-02695	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-02696	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-02700	Medical	AMAS	21	Ambulance Service Prov
24-02703	Patrol Request	INFO	21	INFORMATION
24-02715	Domestic Viol	DOMV	21	Investigation Complete
24-02733	Welfare Check	WELF	21	Settled By Contact
24-02749	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-02758	Mental Subject	MENT	21	INFORMATION
24-02772	Domestic Viol	DOMV	21	Settled By Contact
24-02778	Medical	AMAS	21	Transferred to Other A
24-02792	Parking Problem	PARK	21	CLEARED DRIVER WARNING
24-02833	Vio Court Order	INFO	21	Settled By Contact
24-02834	Traffic Hazard	THAZ	21	Investigation Complete
24-02843	Wanted Person	WANT	21	Cleared Adult Arrest
24-02848	Parking Problem	PARK	21	INFORMATION
24-02864	Civil Process	CIVP	21	Settled By Contact
24-02869	Domestic Viol	DOMV	21	Cleared Adlt Exception
24-02875	Traffic Stop	TOFF	21	Cleared Adlt Exception
24-02936	Smoke, other	FIRE	21	Transferred to Other A
24-02941	Traffic Stop	TOFF	21	Settled By Contact
24-02954	Fraud	FMIP	21	Cleared Adlt Exception
24-02998	Sex Offense	SOFF	21	Cleared Adlt Exception
24-03053	Citizen Dispute	CDIS	21	Investigation Complete
24-03059	Domestic Viol	DOMV	21	Investigation Complete
24-03060	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
24-03067	Patrol Request	INFO	21	INFORMATION
24-03098	Traffic Stop	DUI	21	Cleared Adult Arrest
24-03113	Patrol Request	PATR	21	Unfounded
24-03191	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03194	Welfare Check	WELF	21	Investigation Complete
24-03214	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
24-03217	Welfare Check	WELF	21	INFORMATION
24-03225	Fraud	FRAU	21	INFORMATION
24-03257	Traffic Stop	TOFF	21	Cleared Adlt Exception
24-03264	Traffic Stop	TOFF	21	Cleared Adlt Exception
24-03303	Traffic Stop	TOFF	21	INFORMATION
24-03321	Traffic Stop	TOFF	21	INFORMATION
24-03326	Vandalism	VAND	21	Investigation Complete
24-03329	Domestic Viol	DOMV	21	Investigation Complete
24-03334	Wanted Person	ATL	21	Cleared Adult Arrest
24-03336	Poss. Other	CSPO	21	Investigation Complete
24-03347	Hospice Death	HOSP	21	INFORMATION
24-03362	Citizen Dispute	CDIS	21	Cleared Adlt Exception
24-03385	Dog Call	ANDC	21	INFORMATION
24-03386	Theft-Automobil	TVAU	21	Cleared Adlt Exception
24-03399	Mental Subject	MENT	21	Settled By Contact
24-03406	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03410	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03411	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
24-03416	Fraud	FRAU	21	Cleared Adlt Exception

06/04/24
08:40

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 2

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
24-03419	Wanted Person	WANT	21	Cleared Adult Arrest
24-03420	Mental Subject	AMAS	21	Cleared Adlt Exception

Total Incidents: 57

Report includes:

All dates reported between `00:00:00 05/01/24` and `00:00:00 06/01/24`
All agencies matching `SCSO`
All nature of incidents
All offenses observed
All offenses reported
All offense codes
All dispositions
All responsible officers
All locations matching `21`

*** End of Report /tmp/rpt7VRjMQ-rplwiar.rl_1 ***

**CITY OF STEVENSON
RESOLUTION NO. 2024-433**

**A RESOLUTION OF THE CITY OF STEVENSON ADOPTING THE ANNUAL
UPDATE OF THE CAPITAL IMPROVEMENT PROGRAM FOR 2025-2030**

WHEREAS, ordinance 2022-1187 adopted amendments to the City of Stevenson’s Comprehensive Plan incorporating expectations for a Capital Improvement Program; and

WHEREAS, goal 8B.2 established the adoption of an annual plan to coordinate the capital facility improvement and maintenance projects to reduce costs and disruptive impacts, and to involve the public minimally by holding a public hearing before council; and

WHEREAS, public hearings have been held by the Stevenson City Council on May 16, 2024, and June 20, 2024 to take public input on the proposed CIP update.

NOW, THEREFORE, be it resolved that the City Council of the City of Stevenson, Washington, hereby adopts the updated Stevenson Capital Improvement Program for 2025-2030 in Exhibit A, attached hereto and incorporated by reference.

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 20th day of June, 2024.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

CIP Report

Exhibit A

Primary	Department	2024				2025				2026				2027				2028				2029				2030				2031				2032				2033				2034				2035				2036				2037				2038			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4												
Lasher to School St (SRTS)	Streets Stormwater																																																												
Hegewald Well - Treatment Improvements	Water																																																												
Rock Creek Intake Rehabilitation	Water																																																												
Cascade Avenue Sewer - Phase 1	Sewer																																																												
Cascade Avenue East Waterline Replacement	Water																																																												
Leavens Improvements	Streets Stormwater																																																												
Russell Ave Phase 2 (2nd-Vancouver)	Streets Stormwater																																																												
Church Reservoir Transmission	Water																																																												
School Street Grind and Inlay	Streets Stormwater																																																												
School Street Waterline Replacement	Water																																																												
Columbia Avenue Realignment	Water Sewer Streets Stormwater																																																												
Park Plaza	Parks																																																												
Frank Johns Sidewalk (Loop-Second)	Streets																																																												
Frank Johns South - Waterline Replacement	Water																																																												
Loop Road Pedestrian Improvements - Columbia to E. CL	Streets																																																												
Cascade Interceptor Phase 2	Sewer																																																												
Ryan Allen Road Sewer Extension South (renamed)	Sewer																																																												
Main D Extension - Phase 2 Sewer - Frank Johns North	Sewer																																																												
Vancouver West Waterline Replacement	Water																																																												
East SR-14 Improvements-Interim Phase	Streets																																																												
West SR-14 Improvements-Interim Phase	Streets																																																												
Kanaka Creek Underpass-Gravel	Streets Stormwater																																																												
Ryan Allen Waterline Replacement	Water																																																												
Westbound Right-Turn Lane at SR-14 and Rock Creek Drive	Streets																																																												
Iman Cemetery Road - Sewer Extension - South	Sewer																																																												
SW Atwell Road - Waterline Replacement	Water																																																												
Rock Creek Drive Waterline	Water																																																												

**CITY OF STEVENSON
RESOLUTION NO. 2024-434**

**A RESOLUTION OF THE CITY OF STEVENSON ADOPTING THE SIX-YEAR
TRANSPORTATION IMPROVEMENT PROGRAM FOR 2025-2030**

WHEREAS, as required by State and/or Federal law, the City of Stevenson must adopt a revised Transportation Improvement Program (TIP) annually to determine the City’s current transportation needs; and

WHEREAS, the proposed TIP has been submitted by staff to be reviewed by the City Council; and

WHEREAS, public hearings have been held by the Stevenson City Council on May 16, 2024, and June 20, 2024 to take public input on the proposed TIP update.

NOW, THEREFORE, be it resolved that the City Council of the City of Stevenson, Washington, hereby adopts the updated Stevenson Transportation Improvement Program for 2025-2030 in Exhibit A, attached hereto and incorporated by reference.

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 20th day of June, 2024.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

Cost	Primary	Start	Finish	2022				2023				2024				2025				2026				2027				2028				2029				2030				2031				2032				2033				2034				2035				2036				2037				2038			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4												
\$903,885	First Street	02/06/23	09/18/24																																																																				
\$2,300,000	Lasher to School St (SRTS)	01/01/23	12/01/25																																																																				
\$50,000	Ash Alley - Resurfacing	01/01/24	12/31/25																																																																				
\$612,000	Leavens Improvements	09/01/24	12/30/26																																																																				
\$50,000	Holly Street - Resurfacing	01/01/25	12/31/26																																																																				
\$400,000	Russell Ave Phase 2 (2nd-Vancouver)	09/03/24	12/31/26																																																																				
\$550,000	School Street Grind and Inlay	09/01/24	12/31/26																																																																				
\$2,025,000	Columbia Avenue Realignment	06/01/22	12/31/26																																																																				
\$1,500,300	Frank Johns Sidewalk (Loop-Second)	02/01/24	12/15/27																																																																				
\$50,000	Kanaka Creek Road at School Street and Bulldog Drive	01/01/25	12/31/27																																																																				
\$95,000	Maple Alameda-Gravel	01/01/25	12/31/27																																																																				
\$165,000	Roselawn Ave Overlay	01/01/26	12/31/27																																																																				
\$683,000	Loop Road Pedestrian Improvements - Columbia to E. C/L	02/15/23	12/31/27																																																																				
\$390,000	East SR-14 Improvements-Interim Phase	09/01/26	12/29/28																																																																				
\$390,000	West SR-14 Improvements-Interim Phase	09/01/26	12/29/28																																																																				
\$550,000	Kanaka Creek Underpass-Gravel	01/01/25	12/29/28																																																																				
\$700,000	Westbound Right-Turn Lane at SR-14 and Rock Creek Drive	09/01/25	12/31/29																																																																				
\$95,000	Gropper Park Loop-Gravel	01/01/28	12/31/30																																																																				
\$95,000	H&H Avenue-Gravel	01/01/28	12/31/30																																																																				
\$95,000	Del Ray Avenue-Gravel	01/01/28	12/31/30																																																																				
\$2,450,000	West End Roundabout	09/01/30	12/30/32																																																																				
\$4,200,000	East End Roundabout	09/01/30	12/30/32																																																																				

F r r u g l q d w l q j # 0 r z 0 l q f r p h #
K r x v l q j # \$ a d q q l q j # F O I K S , #
J u d q w # 0 s s o l f d w l r q # r u p #

1. Proposed Budget

Deliverables	Deliverable Due Date	Commerce Funds SFY 2024	Commerce Funds SFY 2025
Deliverable 1: Project plan for grant funds	June 2024	\$5,000	
Deliverable 2: Meeting agendas, attendee lists, and notes from coordination meetings to date, as well as schedule for future meetings	June 2024	\$5,000	
<u>Deliverable 3a: Outline and draft concepts for comprehensive plan housing element (county and city) and 5-year homelessness plan</u>	June 2024	\$5,000	
<u>Deliverable 3b: Engagement Plan for comprehensive plan and 5-year homeless plan</u>	June 2024	\$5,000	
Deliverable 3c: Draft coordinated data, and policy pieces, <u>and strategies</u> for comprehensive plan <u>housing elements</u> , <u>consolidated plan</u> , and 5-year homelessness plan	May 2025		\$10,000
Deliverable 4: Agreement on <u>Develop and agree on</u> countywide planning policies & housing needs allocation (formal adoption to follow w/annual update, data to be included in <u>consolidated comprehensive plans for county and cities</u> and 5-year homelessness plan)	May 2025		\$15,000
Deliverable 5: Matrix of resources that can be shared by different jurisdictions; commitment to sharing.	May 2025 June 2024	\$5,000	\$15,000
Total:			\$50,000

Commented [HL(1): The maximum funds for FY 25 is \$25,000. We suggest that the following deliverables be moved or added to FY 2024 to allow the city/county to receive the full \$50,000 in funds. We are open to other suggestions if these do not work for your needs.

CITY OF STEVENSON, WASHINGTON
ORDINANCE NO. 2024-_____

**AN ORDINANCE OF THE CITY OF STEVENSON ADOPTING A COMPLETE STREETS
POLICY TO BETTER SERVE ALL USERS OF THE TRANSPORTATION AND
CIRCULATION SYSTEM PROVIDED BY THE CITY**

WHEREAS, over the last century Stevenson’s transportation and circulation system has shifted modes and focuses. It originated with a focus on the Columbia River and Stevenson Landing as the place where people and goods entered and left the community. A grid iron, pedestrian-centric system built up around it. The focus shifted northward and uphill when the railroad and state highway provided land-based connections to other communities. The grid-iron system filled the space riverside terrace between Kanaka and Rock creeks. As automobile usage grew, the system expanded and spread along the oddly-aligned logging roads built to navigate the many creekside canyons and ravines cutting through the Gorge slope. Private passenger automobile usage came to dominate the decision-making process for how the transportation and circulation system was built. The needs of pedestrians, cyclists, busses, delivery and emergency service vehicles waned in comparative importance; and

WHEREAS, transportation and circulation system built to be dominated by private passenger automobiles reduces safety, convenience, sustainability, and financial stability for other users of system and the public at large; and

WHEREAS, the City of Stevenson was not alone in a past embrace of decision-making processes prioritizing private passenger vehicles to the detriment of other users, and there has been nation- and state-wide efforts known as “Complete Streets” which intend to adjust how decisions about transportation and circulation systems are made; and

WHEREAS, in addition to the broad public health, safety and welfare benefits involved in adopting local Complete Streets policies, the state incentivizes local agencies’ adoption in the way shares revenues and the City of Stevenson seeks to benefit from this incentive;

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

Section 1. Title 12 of the Stevenson Municipal Code Amended. The Title 12 of the Stevenson Municipal Code entitled "Streets, Sidewalks and Public Places," is hereby amended to add a new Chapter as set forth on Exhibit “A” attached hereto and by this reference incorporated herein:

Section 2. Continuance. This ordinance affects SMC Title 12 only insofar as set forth herein. All provisions not amended shall remain in full force and effect and shall be interpreted as a continuation of those previous provisions and not as a new enactment.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 4. Effective Date. This ordinance shall become effective following passage and publication as provided by law.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2024.

Scott Anderson, Mayor

APPROVED AS TO FORM:

ATTEST:

Robert C. Muth
City Attorney

Leana Kinley, City Clerk

CHAPTER 12.07 – COMPLETE STREETS POLICY

12.07.010 – Purpose.

The purpose of this chapter is to help achieve the goals and objectives of the Stevenson Comprehensive Plan related to Urban Development, Housing, Downtown & Waterfront, Business & Industry, Tourism, Transportation & Circulation, and Parks & Recreation.

12.07.020 - Definitions

For the purposes of this chapter the definitions set forth below shall apply unless the context clearly indicates otherwise:

- A. "Complete street". A corridor designed to be as safe and accessible as possible for drivers, bicyclists, transit vehicles and riders, emergency service providers, and pedestrians of all ages and abilities.
- B. "Complete streets infrastructure". Features established on the basis of sound engineering principles which contribute to a safe, convenient, or comfortable travel experience for users. Such features include but are not limited to sidewalks, shared use paths, bicycle lanes, automobile lanes, paved shoulders, street trees and landscaping, planting strips, curbs, accessible curb ramps, bulb-outs, crosswalks, refuge islands, pedestrian and traffic signals, signage, street furniture, bicycle parking facilities, traffic calming devices such as rotary circles, traffic bumps, surface treatments such as paving blocks, textured asphalt, and concrete, narrow vehicle lanes, and raised medians.
- C. "Street project". The construction, reconstruction, retrofit, maintenance, alteration, or repair of any street, and includes the planning, design, approval, and implementation processes.
- D. "Users". Individuals that use streets, including pedestrians of all ages and abilities, bicyclists, motor vehicle drivers, delivery drivers, freight haulers, and public transportation riders and drivers.

12.07.030 – Complete Streets Principles

The complete streets policy focuses not just on changing individual travel corridors, but on changing the decision-making process so that all users are routinely considered during the planning, designing, building, and operation of all city streets. To achieve this, the City of Stevenson will:

- A. View street projects as opportunities to create safer, more accessible streets for all users.
- B. Consider the context and character of the surrounding built and natural environments and needs identified by local citizens and stakeholders in the identification and prioritization of street projects.
- C. Plan for, design and, as feasible, construct complete streets infrastructure in all street projects.

- D. Incorporate complete streets principles into the city's comprehensive plan, engineering standards, parks, recreation and open space plan, and other plans, manuals, rules, regulations and programs as appropriate.
- E. Foster partnerships with all Washington State transportation funding agencies, including the Washington State Department of Transportation, the Transportation Improvement Board, the Federal Highway Administration, citizens, businesses, interest groups, neighborhoods, and any other potential funding agency.

12.07.040 – Extraordinary Circumstances

Except in unusual or extraordinary circumstances, actions on the basis of complete streets principles are not required when:

- A. Non-motorized uses are prohibited by law;
- B. A documented absence of current or future need exists;
- C. The cost would be disproportionate to documented current and future needs;
- D. The action would be contrary to public health and safety or lead to a significant adverse environmental impact;
- E. Routine maintenance of the transportation network is performed that does not change the roadway geometry or operations, such as mowing, cleaning, sweeping, spot repair and surface treatments such as chip seal, or interim measures on detour or haul routes;
- F. Repairs are made pursuant to pavement opening and restoration allowed by approval of the public works director.



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: Strategic Plan Review
Meeting Date: June 20, 2024

Executive Summary:

The City Council has the opportunity to establish strategic priorities guiding how the City of Stevenson serves the public and how it uses the public's resources. Adopting strategic priorities:

- Articulates the will of the City Council,
- Sets direction for the way the City initiates and undertakes actions,
- Establishes a framework for how the City responds to actions undertaken by others,
- Provides a lens through which the actions of individual City Council members, the Mayor, and appointed City officials may be evaluated.

The top 5 strategic priorities are identified below. Each begins by describing an end-state, a statement of what success looks like in 2027 after the priority is acted upon appropriately. This end-state is then grounded by a description of recent actions related to the priority. Finally, each priority includes a list of potential tasks which may help the city advance the strategy.

If strategic priorities are adopted by the Council, staff will further analyze the potential tasks and use the strategic priorities to guide preparation of the 2025 budget and influence the way staff identifies, prioritizes and carries out its work in service to the public.

Action Needed:

Deliberation on whether to adopt, amend and adopt or abandon the strategic planning process.

Potential Motions: To adopt the Strategic Plan and tasks as presented
To adopt the Strategic Plan with changes as discussed

Overview:

The Stevenson public needs, wants, and deserves more and better services. The cost and effort of providing and improving these services exceeds the resources available. The strategic planning process is about closing that gap in a more effective, efficient, and enjoyable way which builds understanding in the face of frustrations.

The strategic priorities outlined in this memo consolidate a series of City Council discussions about how best to serve the public. A March 2nd retreat was devoted exclusively to this topic, and it was deliberated at the April 25th City Council meeting. The preparation of this memo was also influenced by the 134 respondents of a community questionnaire conducted by the City Administrator in Spring 2024.

A statement of strategic priorities should be viewed as a living document that is both rigid enough to hold the city on a chosen course over the next 3 budget years and flexible enough to accommodate a wide variety of anticipated and unforeseen circumstances. A review cycle ensures the priorities

continually reflect the will of the public as it is understood City Council members they elect. These priorities were last evaluated in 2022. The high-level priorities have changed as outlined below.

Priorities by Strategies Compared	
2022 Strategic Planning Prioritization (Ranked Order of Importance)	2024 Strategic Planning Prioritization (Ranked Order of Importance)
1. Internal Processes	1. Financial Health
2. Utilities (Maintenance of Current & New Growth)	2. Utilities (Maintenance of Current & New Growth)
3. Planning & Zoning	3. Governance
4. Developments with Utilities Partners (gas, electric, broadband, phone)	4. Internal Processes
5. Parks & Outdoor Spaces	5. Planning & Zoning
6. Housing	6. Housing
7. Governance	7. Strategic Land Use & Development
8. Multimodal Transportation	8. Equipment & Assets
9. Partnerships	9. Multimodal Transportation
10. Strategic Land Use & Development	10. Partnerships
11. Financial Health	11. Parks & Outdoor Spaces
12. Equipment & Assets	12. Developments with Utilities Partners (gas, electric, broadband, phone)

What follows is a summary and outline of the top five strategic priorities, along with proposed actions.

Financial Health

End-State: The City understands its revenue-generation limitations, collects adequate revenues within those limitations, and manages expenditures to provide the best levels of service it can. We adopt a sound budget and adhere to financial policies. We build public understanding of the trade-offs necessary to maintain financial health in light of the unsustainable course of municipal service provision in the state and nation.

Context: The action items from the previous Plan have been completed (see attached plan update). Most of the discussion regarding Financial Health in 2024 was around policy, training, and communication.

Potential tasks:

- Workshop with council on knowing tools for revenue diversity (AWC or other training)
- Workshop with council on understanding revenue sources and uses (AWC or other training)
- Workshop to deep dive the Financial Policy
- Research and contract for additional financial reporting tools to improve communication
- Research and contract for support to establish financial communication templates to then be maintained by city staff

Quality Infrastructure

End-State: The City understands the public's need for urban services (those provided by the City and by others) and the infrastructure necessary to provide those services. We are proactive in the way needs are identified and addressed. We time projects of all types to realize efficiencies and avoid disruptions.

- Communications, Gas, and Power – The tree preservation/utility undergrounding plan is complete. A partner is identified to improve broadband services throughout the community. Partnerships are strengthened between urban service providers and the City. Through these partnerships scheduling of improvement and maintenance projects are synchronized. Appropriate maintenance minimizes disruption of each and all urban services.
- Parks – Completion of at least one project from the Parks, Recreation, and Open Space Plan occurred. The level of service for parks and associated assets have been determined and documented. Regular inspections and appropriate maintenance preserve the quality of park assets and enjoyment of the parks' users.
- Sewer – Construction is complete on the wastewater treatment plant, all pump stations, and the Cascade Avenue Sewer (Project S-01). Design or construction of at least one collection system project is underway. Regular inspections and appropriate maintenance protect public health and water quality.
- Stormwater – System improvements have been identified through an assessment of the stormwater system. Improvements are considered as part of street improvement projects. Regular inspections and appropriate maintenance allow the system to function without damaging public assets or private property.
- Streets – Construction is complete on the First Street Overlook and Lasher Street improvement projects. Design or construction of another improvement project is underway. Preservation projects are strategically approached to coincide to the extent practicable with underground utility projects (water, sewer, communication, gas, power) and have occurred in all 5 sectors of town. Regular inspections and appropriate maintenance provide a safe and convenient experience for system users.
- Water – A strategy for long-term water supply is in place. Water projects identified in the Capital Facilities Plan are evaluated for inclusion with sewer and street projects. Regular inspections and appropriate maintenance provide clean, safe, and reliable water to customers.

Context: Maintenance of current infrastructure was identified on the plan and the bulk of these projects are included in the Capital Improvement Facilities Plan. Improvement and maintenance projects above the staff approval authority are further defined in the Capital Improvement Plan. All transportation projects are also included in the Transportation Improvement Plan. Discussion was around funding of infrastructure, which connects back to the Financial Policies and Financial Health priority. There is also a connection with the Community Look & Feel priority.

Potential tasks:

- Hire a consultant to establish the rates to establish a Stormwater Utility (2025)
- Establishing a set of scoring criteria for projects, which may include:
 - Corridor/Dig Once project
 - Opportunity/Development pending
 - Addresses resiliency (included on Hazard Mitigation Plan)
 - Customer/Community support or requested

- Cost
- Timeline
- Effort
- Existing Condition/Need
- Expansion/ Replacement/Maintenance

Community Look & Feel

End-State: The City embraces the challenge of creating a keeping a community which is worthy of our jaw-dropping setting. Sun and rain come and go, forests are grown and harvested, community members are born, move and die. Stevenson is a place of permanence amongst change. Our built environment underscores this.

Context: This priority was not explicitly identified by the City Council in the last plan and its inclusion was the result of the community survey conducted by the City Administrator after the 2023 City Council retreat.

Potential tasks:

- Establish a high enforcement area along Cascade Avenue, First Street, Rock Creek Drive, and Second Street to ensure they are free from the visual blight of unkempt buildings, overgrown vegetation, and accumulated equipment, trash and vehicles.
- Ensure nuisances are enforced—through voluntary and compulsory means.
- Hire a Facilities Maintenance Worker to focus on streetscape, parks and sidewalks (2025).
- Consider new downtown design standards.
- Consider tree preservation and planting standards in land development.

Governance

End-State: The City functions despite dissent. We build trust.

Context: The previous plan focused on providing tools and training for the council to better understand roles and deep dive into topics, leading to the monthly workshops. The recent discussion seemed to focus on knowing and complying with the roles and responsibilities of the position, improving communication, and overall conduct around disagreements. This was also identified in the community survey as an area that needed improvement, encompassing council and staff. It also centered around a lack of trust and causes the most burden for the city. When the City elected officials and staff are viewed as untrustworthy, it stalls everything and impacts morale resulting in a less effective and efficient agency. Meetings get longer, consultant costs increase and staff experiences burnout.

Potential tasks:

- Don't seek unanimity over decisions
- Accept written dissenting opinions by the next council meeting
- Identifying what it takes for a government to be trusted

Internal Processes

End-State: The City employs knowledgeable and capable staff to perform job duties as defined in job descriptions. The City has access to the tools and equipment required to perform tasks efficiently and effectively. Actions occur on the basis of adopted policies, standards and standard operating procedures (SOPs).

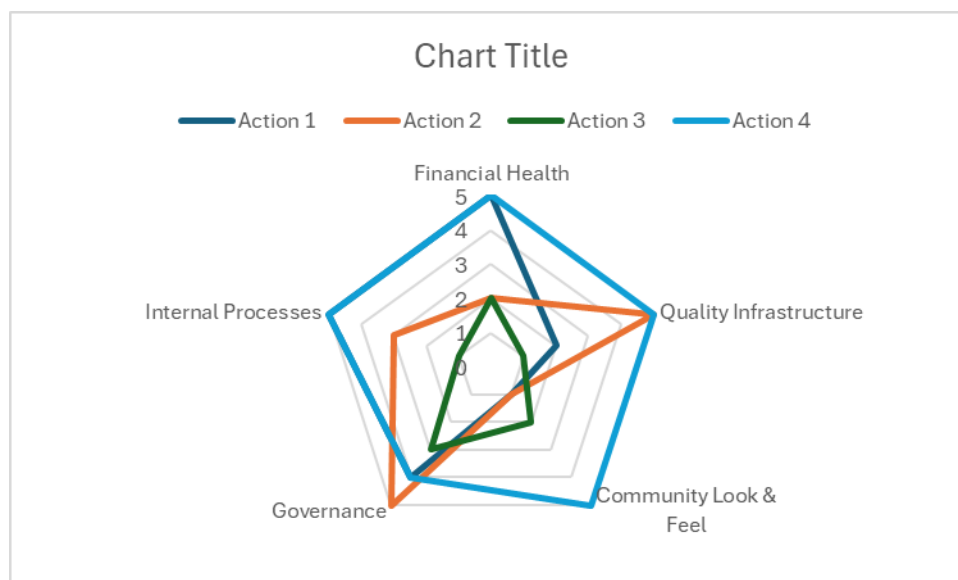
Context: The focus for the prior plan was on staff tools, training and resources, emergency planning and staffing structure. Most of these tasks have been completed and an update is attached. The recent discussion was around having documented processes, procedures, and policies available and understandable for staff, council and the public. This was also reflected in the community survey along with improvements to the website to make finding information easier.

Potential tasks:

- Research and contract for support to improve the website structure and create new webpages for process documentation, policies and procedures. May be combined with Financial Health task.
- Plan and implement a communications strategy as part of every City project.
- Create, review, and revise processes and procedures as needed with priority focused on customer-facing activities such as permitting, code enforcement, and billing.
- Send every employee to at least one professional development training per year.
- Conduct in-house professional development on City equipment, and SOPs.
- Define regular inventory, maintenance and replacement schedules for City-owned tools and equipment.
- Develop and document contract (including grant) management protocol.

Next Steps

Staff will evaluate the potential tasks listed herein, in the context of all 5 strategic priorities for City Council deliberation during the 2025 budget process. Evaluation may include graphics such as that below to depict the relative strategic impact of each task. A similar evaluation can occur as other tasks are identified after the budget is developed.





2022-2025 Strategic Plan

Stevenson, Washington



TABLE OF CONTENTS

Plan Status and Progress	4
Focus Areas	5
Organizational Health and Sustainability	6
Internal Processes/Staffing Structure	7
Utility Clerk hire to backfill when Mary retires	8
Evaluate Org Chart-Add second WWTPO	9
Evaluate Org Chart-Add Planning and Public Works Assistant	10
Internal Processes/Emergency Planning	11
Water/Sewer emergency plans reviewed and updated	12
Skamania County Hazard Mitigation Plan incorporated in the next CIP	13
Fire Department Strategic Plan	14
Internal Processes/Resources, Training and Tools for Staff	15
CloudPermit System Implementation	16
Informed Consent Training	17
Asset Management and Work Order System	18
Evaluate need for additional tools and office equipment and/or office reconfiguratio	19
GIS Technology	20
ClearGov budgeting display tool	21
Financial Health	22
Review development and plan review fees for permits, establish fees for development	23
System Development Charge and Utility Rate Restructuring	24
Governance/Council Training	25
Hold monthly workshops with Council	26
Build and Maintain the Municipal Infrastructure	27
Equipment and Assets	28
Equipment and Fleet Management	29
New Public Works Building	30
New Fire Hall	31
Multimodal Transportation	32
Establish Parking Fee In-Lieu Program	33
Modify parking regulations (loading zones, restricted parking, time limits, etc.)	34
Safe Routes to School walking routes	35
Establish Parking Improvement Plan	36
Utilities (Maintenance and Growth)	37
2023 TIB Maintenance Grants-McEvoy Overlay & East side Chipseal	39
Loop Rd. Waterline	40
Wastewater Treatment Plant Improvements	41
Water Treatment Plant Improvements	43
Leavens Improvements	44
Lasher Corridor	45
Frank Johns South	46
Kanaka Underpass	47
Lakeview Paving	48

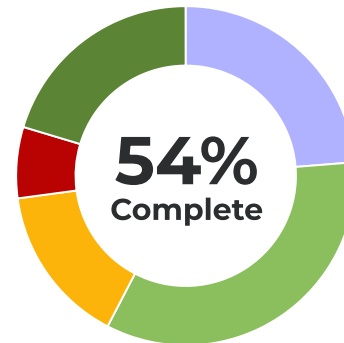
Rock Creek Bridge Replacement	49
Long Term Water Supply Evaluation	50
Columbia Avenue Realignment	51
Cascade Avenue Utility Improvements	52
Collection System Improvements-Phase I	53
Main D Extension	54
First Street Overlook	55
Collection System Improvements-Phase II	56
Identify, Plan and Prioritize Deferred Maintenance	57
Parks and Outdoor Space	58
Develop Shoreline Public Access Plan	59
Develop Parks Plan	60
Park Plaza	61
Improve Overall Parks and Recreation Activities in the City	62
Developments with Utility Partners (gas, electric, broadband, phone, etc.)	63
Develop a Broadband Plan	64
Develop Undergrounding Plan	65
Improve Land Use and Development Planning	66
Planning and Zoning Updates	67
Update Engineering Standards	68
Modify Parking Regulations (loading zones, restricted parking, time limits, etc.)	69
Establish Parking Fee In-Lieu Program	70
Establish Annexation Policy	71
Housing	72
Reduce System Development Charges	73
Workforce Housing	74
Zoning/Minimum Density Requirements	75
Explore Community Land Trust Program and Other Tools	76
Purchase Property for Land Trust or Other Tools Chosen	77
Strengthen Partnerships	78
Improve Partnership with Skamania County on Overall Public Safety	79
Align Zoning and Street Standards with Skamania County for Urban Growth Boundary	80
Coordinate Legislative Visits and Requests with Neighboring Agencies	81
Develop Carson Ridge Road (?)	82

Plan Status and Progress

Staff have been working on the action items within the strategic plan since 2022. The Strategic Plan tool through ClearGov was implemented mid-2023.

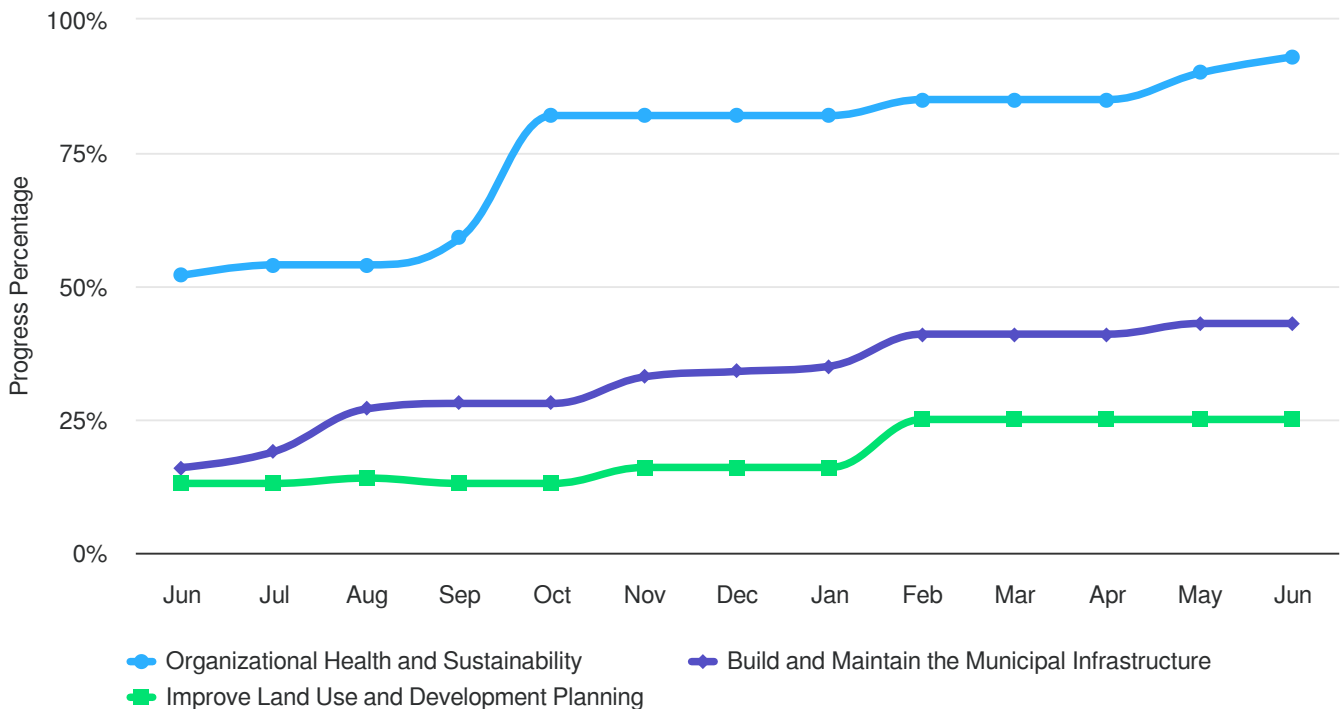
The biggest struggle with plan implementation is staff resources. While we have added a Planning and Public Works Assistant position to shift the workload from those positions, there remains more action items than available staff. The impact on the plan is delays in implementation or project delivery. As projects wrap up, staff and council will reassess action items for future implementation.

Overall Plan Status



● Complete	12 Action Items (20%)
● On Track	20 Action Items (34%)
● Minor Disruption	9 Action Items (15%)
● Major Disruption	4 Action Items (7%)
● Not Started	0 Action Items (0%)
● Future	14 Action Items (24%)

Focus Areas Progress Over Time



Focus Areas



Organizational Health and Sustainability

Overall Progress

93%



Strategies

5



Build and Maintain the Municipal Infrastructure

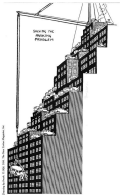
Overall Progress

43%



Strategies

5



Improve Land Use and Development Planning

Overall Progress

25%



Strategies

3

Focus Areas

Organizational Health and Sustainability



Overall Progress



● Complete	9 Action Items (60%)
● On Track	3 Action Items (20%)
● Minor Disruption	3 Action Items (20%)
● Major Disruption	0 Action Items (0%)
● Not Started	0 Action Items (0%)
● Future	0 Action Items (0%)

Strategies

● Complete ● On Track ● Minor Disruption ● Major Disruption ● Not Started ● Future

Strategy	Action Items	Progress	Status
Internal Processes/Staffing Structure	3	100%	Complete
Internal Processes/Emergency Planning	3	83%	On Track
Internal Processes/Resources, Training and Tools for Staff	6	82%	On Track / Minor Disruption
Financial Health	2	100%	Complete
Governance/Council Training	1	100%	Complete



Strategies

Internal Processes/Staffing Structure

Overall Progress  100%

Overall Status 

● Complete ● On Track ● Minor Disruption
● Major Disruption ● Not Started ● Future

Action Items

Utility Clerk hire to backfill when Mary retires

Last Update **09/1/2023**

Progress  100%

Status
● Complete

Evaluate Org Chart-Add second WWTPO

Last Update **09/28/2023**

Progress  100%

Status
● Complete

Evaluate Org Chart-Add Planning and Public Works Assistant

Last Update **06/27/2023**

Progress  100%







Status
● Complete



Action Items

Utility Clerk hire to backfill when Mary retires

Status and Progress

Last Update 09/1/2023	Progress  100%	Status  Complete	Note Complete. Hired Kaitlyn Conrath.
Last Update 07/13/2023	Progress  100%	Status  Complete	Note Kaitlyn Conrath hired and starts July 17, 2023.
Last Update 06/27/2023	Progress  81%	Status  On Track	Note First review of applicants in process.




Action Items

Evaluate Org Chart-Add second WWTPO

Status and Progress

Last Update
09/28/2023


Progress
 **100%**

Status
 Complete

Note
Cody Rosander Hired as WWTPO I

Last Update
06/27/2023

Progress
 **22%**

Status
 On Track

Note
Position description updated and job being posted on July 5th, 2023..




Action Items

Evaluate Org Chart-Add Planning and Public Works Assistant

Status and Progress

Last Update
06/27/2023

Progress
 **100%**

Status
 Complete

Note
Hired Tiffany Anderson mid-February.



Strategies

Internal Processes/Emergency Planning

Overall Progress  83%

Overall Status 


● Complete ● On Track ● Minor Disruption
● Major Disruption ● Not Started ● Future

Action Items

Water/Sewer emergency plans reviewed and updated

Last Update **10/24/2023**


Progress  50%

Status  On Track

Skamania County Hazard Mitigation Plan incorporated in the next CIP

Last Update **06/27/2023**


Progress  100%

Status  Complete

Fire Department Strategic Plan

Last Update **10/5/2023**

Progress  100%

Status  Complete

Action Items

Water/Sewer emergency plans reviewed and updated

Status and Progress

Last Update
10/24/2023



Status
● On Track

Note
Water Emergency Response Plan and Security Vulnerability Assessment reviewed and updated in August, 2022.

Last Update
09/28/2023



Status
● Not Started

Note
Need to locate current plans for review. Staff capacity is a challenge for advancing this task.

Action Items

Skamania County Hazard Mitigation Plan incorporated in the next CIP

Status and Progress

Last Update

06/27/2023

Progress



Status

 Complete

Note

Completed. Hazard Mitigation Plan projects included in the June 20th adoption of the CIP update.


Action Items

Fire Department Strategic Plan

Status and Progress

Last Update
10/5/2023

Progress
 **100%**

Status
 Complete

Note
Fire Department Strategic Plan completed. Implementation efforts underway.

Last Update
06/27/2023

Progress
 **86%**

Status
 Minor Disruption

Note
Consultant site-visit for department and community input completed mid-June. Joint City Council and Fire District 2 meeting held on June 22nd to review initial outcomes of the visit. Initial draft plan in staff review.

Strategies







Internal Processes/Resources, Training and Tools for Staff

Overall Progress  **82%**

Overall Status 

- Complete
- On Track
- Minor Disruption
- Major Disruption
- Not Started
- Future

Action Items

CloudPermit System Implementation	Last Update 02/26/2024	Progress  85%	Status ● On Track
Informed Consent Training	Last Update 10/24/2023	Progress  50%	Status ● Minor Disruption
Asset Management and Work Order System	Last Update 11/7/2023	Progress  86%	Status ● Minor Disruption
Evaluate need for additional tools and office equipment and/or office reconfiguration.	Last Update 02/26/2024	Progress  85%	Status ● On Track
GIS Technology	Last Update 11/7/2023	Progress  85%	Status ● Minor Disruption
ClearGov budgeting display tool	Last Update 10/24/2023	Progress  100%	Status ● Complete



Action Items

CloudPermit System Implementation

Status and Progress

Last Update
02/26/2024

Progress
 85%

Status
 On Track

Note
CloudPermit is fully online for Building Permits. Code Enforcement module is next with the goal of a summer completion date, followed by the Planning module completed by the end of the year.

Last Update
10/24/2023

Progress
 75%

Status
 Not Started

Note
Cloudpermit system is live for building permits. Staff is entering them to start and will transition to public use in the next few months as kinks are worked out. Next phase is the Planning and Code Enforcement modules for 2024.

Last Update
06/27/2023

Progress
 26%

Status
 Minor
Disruption

Note
Staff testing the City database, which was set-up on June 12th. County version ready to go live.

Action Items

Informed Consent Training

Status and Progress

Last Update
10/24/2023



Status
● Minor Disruption

Note
Staff has been sidetracked with other projects. Some training has been completed and access will be extended to complete over the winter months.

Last Update
06/27/2023



Status
● Minor Disruption

Note
Staff attended initial training. Ongoing training is more comprehensive than initially planned. Need to make time to continue and move forward with this training tool.



Action Items

Asset Management and Work Order System

Status and Progress

Last Update
11/7/2023



Status
● Minor Disruption

Note
Need to get through implementation by first getting all assets into GIS and identifying a path forward.

Last Update
09/28/2023



Status
● On Track

Note
Continue to configure and implement. Expected more support from Centricity. Staff capacity is a challenge for completion of configuration and implementation. Will be an ongoing project.

Last Update
06/27/2023



Status
● On Track

Note
Contracted with CityWorks, set-up is being completed and on-site training is scheduled for July 31-Aug 2.


Action Items

Evaluate need for additional tools and office equipment and/or office reconfiguration.

Status and Progress

Last Update
02/26/2024

Progress
 **85%**

Status
 On Track

Note
Desks for staff obtained to improve ergonomics. Cubicals are on their way in the spring, surplus from Insitu. Construction will wait until after digitization of records and space needs are determined.

Last Update
10/24/2023

Progress
 **60%**

Status
 Minor Disruption

Note
Contractor selected through small works roster process. Working on designs for remodeling entryway.

Last Update
06/27/2023

Progress
 **49%**

Status
 Minor Disruption

Note
Have revised office layout from consultant. Need to move forward with procurement of furniture and continue rearranging to accommodate additional staff.

Action Items

GIS Technology

Status and Progress

Last Update
11/7/2023


Progress
 **85%**

Status
 Minor
Disruption

Note
Need to identify all assets and get them input into GIS system. QC still to be completed as well.

Last Update
09/28/2023


Progress
 **80%**

Status
 On Track

Note
GIS consultant staff support changed from Ruth to Grant. Configuration and support ongoing. Need to add buildings, stormwater, WWTP, WTP, and QC sewer and water.

Last Update
06/27/2023

Progress
 **71%**

Status
 On Track

Note
Contracted with FLO Analytics to migrate data, established ESRI account and tablets obtained for field work. Data validation ongoing and may coincide with CityWorks implementation.


Action Items

ClearGov budgeting display tool

Status and Progress

Last Update
10/24/2023


Progress
 **100%**

Status
 Complete

Note
Tool is being used and improvements will continue to be made. Use of the tool will be regularly evaluated to determine if it continues to meet the needs of the city.

Last Update
06/27/2023

Progress
 **85%**

Status
 Minor
Disruption

Note
Data validation complete and in to ClearGov for updates. Once complete will coordinate the publishing and advertising of the Transparency tool.









Strategies

Financial Health

Overall Progress  100%

Overall Status 


-  Complete
-  On Track
-  Minor Disruption
-  Major Disruption
-  Not Started
-  Future

Action Items

Review development and plan review fees for permits, establish fees for development modification process from Engineering Standards.

Last Update **06/6/2024**


Progress  100%

Status  Complete

System Development Charge and Utility Rate Restructuring

Last Update **06/6/2024**

Progress  100%







Status  Complete



Action Items

Review development and plan review fees for permits, establish fees for development modification process from Engineering Standards.





Status and Progress

Last Update 06/6/2024	Progress  100%	Status  Complete	Note Revised rates adopted on May 16, 2024.
Last Update 05/10/2024	Progress  75%	Status  On Track	Note Fees being reviewed and included in Comprehensive Fee Resolution presented to council at the May 16th council meeting for consideration.
Last Update 10/24/2023	Progress  25%	Status  On Track	Note Fees being reviewed. Potential revision by the end of 2024 for council consideration.

Action Items

System Development Charge and Utility Rate Restructuring

Status and Progress







Last Update	Progress	Status	Note
06/6/2024	 100%	● Complete	New rates adopted on May 16, 2024 and in effect as of the June billing cycle (mailed end of June 2024).
02/26/2024	 95%	● Minor Disruption	Rates are being reviewed by Council and approval of new rates is anticipated in the next couple of months.
10/24/2023	 75%	● On Track	Consultant is working on presentation to council regarding the rate changes. This is in line with a November Public Hearing and possible adoption by the end of the year.
06/27/2023	 52%	● On Track	Secured consultant FCS and they have all the data to do the analysis on updating SDCs and Rates. Starting with System Development Charges.

Strategies

Governance/Council Training

Overall Progress  100%

Overall Status 


-  Complete
-  On Track
-  Minor Disruption
-  Major Disruption
-  Not Started
-  Future

Action Items

Hold monthly workshops with Council

Last Update **10/24/2023**

Progress  100%

Status  Complete







Action Items

Hold monthly workshops with Council

This can be used to cover topics for more in-depth discussion and for required trainings, such as the Public Records Act and Open Public Meetings Act.

Status and Progress

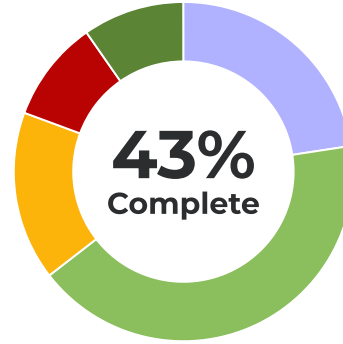
Last Update 10/24/2023	Progress  100%	Status  Complete	Note Council is holding regular monthly workshops in addition to council meetings. They have been to cover deep dives on specific topics and have been beneficial.
Last Update 06/27/2023	Progress  49%	Status  On Track	Note Informed Consent Training completed and regular monthly workshops occurring.

Focus Areas

Build and Maintain the Municipal Infrastructure



Overall Progress



- Complete **3 Action Items (10%)**
- On Track **13 Action Items (42%)**
- Minor Disruption **5 Action Items (16%)**
- Major Disruption **3 Action Items (10%)**
- Not Started **0 Action Items (0%)**
- Future **7 Action Items (23%)**

Strategies

- Complete
- On Track
- Minor Disruption
- Major Disruption
- Not Started
- Future







Strategy	Action Items	Progress (%)	Status
Equipment and Assets	3	18%	On Track, Major Disruption
Multimodal Transportation	4	59%	On Track, Minor Disruption, Major Disruption, Future
Utilities (Maintenance and Growth)	18	42%	Complete, On Track, Minor Disruption, Major Disruption, Future
Parks and Outdoor Space	4	52%	On Track, Minor Disruption
Developments with Utility Partners (gas, electric, broadband, phone, etc.)	2	45%	Minor Disruption, Future

Strategies

Equipment and Assets

Overall Progress  18%

Overall Status 


-  Complete
-  On Track
-  Minor Disruption
-  Major Disruption
-  Not Started
-  Future

Action Items

Equipment and Fleet Management

Last Update **05/1/2024**


Progress  40%

Status  On Track

New Public Works Building

Last Update **04/30/2024**


Progress  5%

Status  On Track

New Fire Hall

Last Update **02/27/2024**







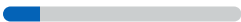



Progress  10%

Status  Major Disruption

Action Items

Equipment and Fleet Management











Status and Progress

<p>Last Update 05/1/2024</p>	<p>Progress  40%</p>	<p>Status  On Track</p>	<p>Note Funding secured for vehicles to be purchased this year. New fleet vehicle purchased. Two fleet vehicles surplus and disposed.</p>
<p>Last Update 02/26/2024</p>	<p>Progress  15%</p>	<p>Status  On Track</p>	<p>Note Funding agency and timeline identified for securing funding.</p>
<p>Last Update 01/26/2024</p>	<p>Progress  15%</p>	<p>Status  On Track</p>	<p>Note \$450k in 2024 budget for initial purchase with low interest loan. PW working to identify loader, sweeper, and fleet vehicle. Dump truck option with County.</p>
<p>Last Update 12/26/2023</p>	<p>Progress  15%</p>	<p>Status  On Track</p>	<p>Note Plan to come up to date on our equipment purchases in place. Identified obsolete equipment to be surplus and replaced (backhoe).</p>
<p>Last Update 11/7/2023</p>	<p>Progress  5%</p>	<p>Status  On Track</p>	<p>Note Plan identified to acquire functional equipment of which the maintenance required will not limit work to be completed. Acquisition and surplus schedule identified. Needed equipment will be purchased via low interest loan to get back on track.</p>

Action Items

New Public Works Building

Status and Progress

Last Update 04/30/2024	Progress  5%	Status  On Track	Note No change
Last Update 02/26/2024	Progress  5%	Status  On Track	Note RFQ for inventory and needs assessment required. Will draft and advertise after First Street project advertisements and awards.
Last Update 01/26/2024	Progress  5%	Status  On Track	Note No change - RFQ for City Property Inventory and Needs Assessment being drafted.
Last Update 12/26/2023	Progress  3%	Status  On Track	Note No change.
Last Update 11/7/2023	Progress  3%	Status  On Track	Note Funding to complete feasibility study and conceptual design is in the 2024 budget.

Action Items

New Fire Hall

Status and Progress

Last Update
02/27/2024

Progress
 **10%**

Status
● Major Disruption

Note
No additional updates, project remains stalled.

Last Update
06/27/2023

Progress
 **11%**

Status
● Major Disruption

Note
Multiple studies have been conducted and property has been purchased. Initial estimates came in at \$6M and progress stalled. It is still a need.

Strategies





Multimodal Transportation

Overall Progress  **59%**

Overall Status 

- Complete
- On Track
- Minor Disruption
- Major Disruption
- Not Started
- Future

Action Items

Establish Parking Fee In-Lieu Program	Last Update 02/27/2024	Progress  85%	Status ● On Track
Modify parking regulations (loading zones, restricted parking, time limits, etc.)	Last Update 02/27/2024	Progress  75%	Status ● Minor Disruption
Safe Routes to School walking routes	Last Update 06/6/2024	Progress  0%	Status ● Future
Establish Parking Improvement Plan	Last Update 02/26/2024	Progress  75%	Status ● Major Disruption

Action Items

Establish Parking Fee In-Lieu Program

Status and Progress

Last Update
02/27/2024



Status
● On Track

Note
As of Feb PC meeting, Parking Committee needs to schedule a meeting to define priorities then will present to PC. Working on Payment In-Lieu for on site, new construction & new businesses. Checking grants for upfront funds.

Last Update
06/27/2023



Status
● On Track

Note
A range of fees has been created and is awaiting a presentation and further discussion with council on how to proceed.

Action Items

Modify parking regulations (loading zones, restricted parking, time limits, etc.)

Status and Progress

Last Update
02/27/2024


Progress
 **75%**

Status
 Minor
Disruption

Note
Summer season and off-season parking dynamics measured. Parking improvement options identified, awaiting advisory committee recommendations. Discussion draft ordinances have been prepared but not circulated for Planning Commission review.

Last Update
06/27/2023

Progress
 **50%**

Status
 On Track

Note
Initial draft of proposed changes presented to council. Next steps include outreach to effected parties and the general public regarding changes before a second presentation to council with any changes.


Action Items

Safe Routes to School walking routes

Status and Progress

Last Update
06/6/2024

Progress
 0%

Status
 Future

Note
--



Action Items

Establish Parking Improvement Plan

Status and Progress

Last Update
02/26/2024

Progress
 **75%**

Status
 Major
Disruption

Note
Summer season and off-season parking dynamics measured. Parking Improvement options identified, awaiting advisory committee recommendations. Discussion draft ordinances have been prepared but not circulated for Planning Commission review.

Last Update
11/13/2023

Progress
 **50%**

Status
 Minor
Disruption

Note
Accessible Parking Improvement Plan identified, awaiting committee review/recommendation. Curbside Parking Plan in process, awaiting committee review/recommendation.

Strategies












Utilities (Maintenance and Growth)

Overall Progress  42%















Overall Status 

- Complete
- On Track
- Minor Disruption
- Major Disruption
- Not Started
- Future

Action Items

2023 TIB Maintenance Grants-McEvoy Overlay & East side Chipseal	Last Update 05/1/2024	Progress  90%	Status ● On Track
Loop Rd. Waterline	Last Update 06/27/2023	Progress  100%	Status ● Complete
Wastewater Treatment Plant Improvements	Last Update 05/1/2024	Progress  90%	Status ● Major Disruption
Water Treatment Plant Improvements	Last Update 05/1/2024	Progress  0%	Status ● Future
Leavens Improvements	Last Update 05/1/2024	Progress  0%	Status ● Future
Lasher Corridor	Last Update 05/1/2024	Progress  10%	Status ● On Track
Frank Johns South	Last Update 05/1/2024	Progress  0%	Status ● Future
Kanaka Underpass	Last Update 05/1/2024	Progress  0%	Status ● Future
Lakeview Paving	Last Update 05/1/2024	Progress  50%	Status ● On Track
Rock Creek Bridge Replacement	Last Update 05/1/2024	Progress  0%	Status ● Future
Long Term Water Supply Evaluation	Last Update 05/1/2024	Progress  15%	Status ● On Track








Columbia Avenue Realignment	Last Update	06/6/2024	Progress  25%	Status  On Track
Cascade Avenue Utility Improvements	Last Update	05/1/2024	Progress  20%	Status  On Track
Collection System Improvements-Phase I	Last Update	07/13/2023	Progress  100%	Status  Complete
Main D Extension	Last Update	07/13/2023	Progress  100%	Status  Complete
First Street Overlook	Last Update	05/1/2024	Progress  50%	Status  On Track
Collection System Improvements-Phase II	Last Update	05/1/2024	Progress  60%	Status  Minor Disruption
Identify, Plan and Prioritize Deferred Maintenance	Last Update	05/1/2024	Progress  40%	Status  Minor Disruption

Action Items

2023 TIB Maintenance Grants-McEvoy Overlay & East side Chipseal

Status and Progress

Last Update 05/1/2024	Progress  90%	Status ● On Track	Note Remaining funds to be used in 2024 on Chinidere streets not completed in 2023.
Last Update 02/26/2024	Progress  95%	Status ● Minor Disruption	Note Questions regarding reimbursement. Reached out to Vaughn @ TIB.
Last Update 11/7/2023	Progress  95%	Status ● On Track	Note Final reimbursement request made to TIB.
Last Update 09/28/2023	Progress  95%	Status ● On Track	Note All work complete and invoices received. Reimbursements requested.
Last Update 06/27/2023	Progress  74%	Status ● On Track	Note McEvoy Overlay has been completed. Prep work is in process for the chipsealing of east side streets.


Action Items

Loop Rd. Waterline

Status and Progress

Last Update
06/27/2023

Progress
 **100%**

Status
 Complete

Note
Project was designed in 2021-2022 and constructed in 2023. Replaced a section of AC pipe and cleaned up some valve clusters.

Action Items

Wastewater Treatment Plant Improvements

Status and Progress

Last Update	Progress	Status	Note
05/1/2024	Progress  90%	Status  Major Disruption	Note Project continues to progress. Lab building demoed and roughed in. ATS switch still delayed and has pushed project completion to Spring 2025.
02/26/2024	Progress  85%	Status  Major Disruption	Note Contractor is out of the ground, working on installing equipment and bringing it online.
02/26/2024	Progress  85%	Status  Minor Disruption	Note Continuing...still waiting on delayed electrical equipment.
01/26/2024	Progress  85%	Status  Major Disruption	Note Project continues. Contractor plans to largely demobilize in March while they wait on delayed electrical equipment.
12/26/2023	Progress  70%	Status  Major Disruption	Note Construction continues. Schedule has been pushed to early 2025.
11/7/2023	Progress  65%	Status  Major Disruption	Note Construction continues. Lead times on critical electrical and control equipment delays the project by 5 months. New proposed finish date in August 2024.
09/28/2023	Progress  50%	Status  On Track	Note Project advances. Basins are poured and cured. Blower building and electrical in the works.



Last Update
06/27/2023



Status
● Major
Disruption








Note
Construction of the aeration basins is wrapping up and work is beginning on the Headworks. A major delay of a key relay switch pushed the project out to August of 2024.



Action Items

Water Treatment Plant Improvements















Status and Progress

Last Update	Progress	Status	Note
05/1/2024	Progress  0%	Status ● Future	Note Improvements contingent on results of Long Term Water Supply Study and the decision whether to transition to groundwater source as our primary.
02/26/2024	Progress  0%	Status ● Future	Note --
02/26/2024	Progress  0%	Status ● Future	Note --
11/7/2023	Progress  0%	Status ● Future	Note --
11/7/2023	Progress  10%	Status ● On Track	Note Backwash mechanism replacement complete. Hold for repainting in the Spring.
09/28/2023	Progress  5%	Status ● On Track	Note Backwash replacement quote received and accepted. Painting request for bids in the Spring for Summer work.
07/13/2023	Progress  0%	Status ● Not Started	Note --

Action Items

Leavens Improvements



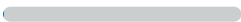











Status and Progress

Last Update	Progress	Status	Note
05/1/2024	 0%	 Future	--
02/26/2024	 0%	 Future	--
01/26/2024	 0%	 Future	No change.
12/26/2023	 0%	 Future	No change
11/7/2023	 5%	 Future	No change
09/28/2023	 3%	 On Track	No change
07/13/2023	 5%	 On Track	Met with PUD to discuss undergrounding utilities and removing pole in the parking lane along Leavens ahead of, or at the same time as the street project takes place. Planned for 2025 construction pending TIB funding.

Action Items

Lasher Corridor





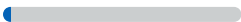


Status and Progress

<p>Last Update 05/1/2024</p>	<p>Progress  10%</p>	<p>Status  On Track</p>	<p>Note Received \$800k in Direct Appropriation funds. Going after additional funding and continuing to scope the project to maximize community benefit. Anticipate Design 2024 and Construction 2025</p>
<p>Last Update 02/26/2024</p>	<p>Progress  0%</p>	<p>Status  Future</p>	<p>Note Updates regarding funding for the Lasher Street project: House passed budget and this project is on a list they propose to fund.</p>
<p>Last Update 01/26/2024</p>	<p>Progress  0%</p>	<p>Status  Future</p>	<p>Note No change.</p>
<p>Last Update 12/26/2023</p>	<p>Progress  0%</p>	<p>Status  Future</p>	<p>Note No change</p>
<p>Last Update 11/7/2023</p>	<p>Progress  3%</p>	<p>Status  Future</p>	<p>Note Lasher funding put off. Construct in 2027 per CIP.</p>
<p>Last Update 09/28/2023</p>	<p>Progress  5%</p>	<p>Status  Minor Disruption</p>	<p>Note No change</p>
<p>Last Update 07/13/2023</p>	<p>Progress  5%</p>	<p>Status  Minor Disruption</p>	<p>Note Initial grant application for part of the project was not successful. Staff will reapply in the next funding cycle and look at other options for project completion.</p>

Action Items

Frank Johns South

Status and Progress





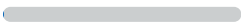



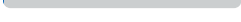





Last Update	Progress	Status	Note
05/1/2024	Progress  0%	Status ● Future	Note Grayling not able to complete the survey and public outreach. Scoping and Funding target schedule is 2025
02/26/2024	Progress  5%	Status ● On Track	Note Still in Scoping/Preliminary Engineering phase. Still in Scoping/Preliminary Engineering phase.
01/26/2024	Progress  5%	Status ● On Track	Note Project with Grayling for next steps. Schedule in smartsheets.
12/26/2023	Progress  3%	Status ● Not Started	Note Discussed with Grayling next steps - survey, ROW, and public engagement are next steps.
11/7/2023	Progress  3%	Status ● Future	Note Funding in Fall 2024, Design in 2025/2026, Construction in 2027.
09/28/2023	Progress  0%	Status ● Not Started	Note No change
07/13/2023	Progress  0%	Status ● Not Started	Note --



Action Items

Kanaka Underpass

Status and Progress

<p>Last Update 05/1/2024</p>	<p>Progress  0%</p>	<p>Status  Future</p>	<p>Note Schedule update - Scoping 2025, Funding 2026, Design 2027, Construction 2028</p>
<p>Last Update 02/26/2024</p>	<p>Progress  0%</p>	<p>Status  Future</p>	<p>Note --</p>
<p>Last Update 01/26/2024</p>	<p>Progress  0%</p>	<p>Status  Future</p>	<p>Note No change</p>
<p>Last Update 12/26/2023</p>	<p>Progress  0%</p>	<p>Status  Future</p>	<p>Note No change</p>
<p>Last Update 11/7/2023</p>	<p>Progress  0%</p>	<p>Status  Future</p>	<p>Note Funding 2025, Design 2026/2027, Construction 2027/2028</p>
<p>Last Update 09/28/2023</p>	<p>Progress  5%</p>	<p>Status  On Track</p>	<p>Note BNSF has an easement request process which we will work towards once staff capacity improves.</p>
<p>Last Update 07/13/2023</p>	<p>Progress  5%</p>	<p>Status  Major Disruption</p>	<p>Note Initial engineering stalled when no easement under the railroad tracks could be found, and the right of way is not on the original plat of the city. The property is owned by BNSF and the next step is to reach out and see if they have documentation.</p>

Action Items

Lakeview Paving

Status and Progress

Last Update
05/1/2024

Progress
 50%

Status
● On Track

Note
Plan to advertise and construct in Summer 2024.

Last Update
02/26/2024

Progress
 52%

Status
● On Track

Note
Public outreach completed December 22, 2023. Moving forward with paving plan.

Last Update
11/7/2023

Progress
 50%

Status
● On Track

Note
Funding in 2024 budget. Next steps to reach out to neighborhood.

Last Update
09/28/2023

Progress
 50%

Status
● Minor Disruption

Note
Design complete and bid package available. Will be discussed for 2024 budget as the cost estimate is higher than could justify for 2023 budget amendment. Next step is to provide to neighborhood for comment.

Last Update
07/13/2023

Progress
 10%

Status
● On Track








Note
Project engineered and estimated costs determined. Working to include in 2023 budget amendment to move forward.



Action Items

Rock Creek Bridge Replacement

Status and Progress











Last Update	Progress	Status	Note
05/1/2024	 0%	● Future	--
02/26/2024	 0%	● Future	--
01/26/2024	 5%	● Future	No change.
12/26/2023	 0%	● Future	No change
11/7/2023	 0%	● Major Disruption	No change
09/28/2023	 5%	● Major Disruption	Note Funding application submitted based upon incorrect information regarding bridge condition and no funding received. This project will not advance.
07/13/2023	 5%	● Minor Disruption	Note Funding applied for and initially denied due to the condition of the bridge not meeting requirements. An on-site meeting with the funding agency is planned for August to review the condition of the bridge to determine need.



Action Items

Long Term Water Supply Evaluation









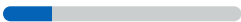



Status and Progress

<p>Last Update 05/1/2024</p>	<p>Progress  15%</p>	<p>Status  On Track</p>	<p>Note Constant Rate Pump Test completed. Grayling working on short term (for this summer) and long term scopes of work.</p>
<p>Last Update 02/26/2024</p>	<p>Progress  5%</p>	<p>Status  On Track</p>	<p>Note Working towards Engineering RFQ.</p>
<p>Last Update 11/7/2023</p>	<p>Progress  5%</p>	<p>Status  On Track</p>	<p>Note Funding for Well Assessment application complete and submitted. Static water level transducer to be installed in the well in early Nov as we await the results of the grant application.</p>
<p>Last Update 09/28/2023</p>	<p>Progress  5%</p>	<p>Status  On Track</p>	<p>Note Funding identified for well stress test and wellhead modeling. Hydrogeo analyses may inform opportunities for modifications to current well. Cost estimates for repair of Rock Creek Intake and Treatment Upgrades for Hegewald Well as Grayling Deliverab</p>
<p>Last Update 07/13/2023</p>	<p>Progress  10%</p>	<p>Status  On Track</p>	<p>Note Contracted with Grayling Engineering to evaluate repairs needed or if it needs to be replaced.</p>

Action Items

Columbia Avenue Realignment

Status and Progress

Last Update 06/6/2024	Progress  25%	Status  On Track	Note No Change. Funding avenues and property acquisition being evaluated.
Last Update 05/1/2024	Progress  0%	Status  On Track	Note No change
Last Update 02/26/2024	Progress  25%	Status  On Track	Note Feasibility study submitted. Land acquisition in process.
Last Update 02/26/2024	Progress  20%	Status  On Track	Note Advancing project forward with Funding Applications.
Last Update 10/24/2023	Progress  20%	Status  On Track	Note Initial feasibility plan almost complete. Expected submission by the end of the year.
Last Update 07/13/2023	Progress  15%	Status  On Track	Note Initial development feasibility is being reviewed to determine whether or not to move forward with the project.

Action Items

Cascade Avenue Utility Improvements

Status and Progress

Last Update	Progress	Status	Note
05/1/2024	Progress 20%	Status ● On Track	Note Design advancing. Survey and geotech investigations completed.
02/26/2024	Progress 17%	Status ● On Track	Note On call engineer developing SOW for design phase. Funding acquired and contract draft provided to City for review.
02/26/2024	Progress 15%	Status ● On Track	Note DAHP Determination - Letter Received 2/7/2024
01/26/2024	Progress 15%	Status ● On Track	Note Funding secured and in 2024 Budget - PWB. RFQ being drafted for consultant services - design with option to extend.
11/7/2023	Progress 10%	Status ● Minor Disruption	Note Funding with better terms be researched.
09/28/2023	Progress 5%	Status ● On Track	Note Funding received from Public Works Board - loan but not distressed. May decide not to accept and push project.
07/13/2023	Progress 5%	Status ● On Track	Note Funding applied for and awaiting decisions. Will know more at the end of August.




Action Items

Collection System Improvements-Phase I

Status and Progress

Last Update
07/13/2023

Progress
 **100%**

Status
 Complete

Note
Project mostly complete. Final USDA on-site inspection for project close-out scheduled for August 17, 2023.



Action Items

Main D Extension

Status and Progress

Last Update
07/13/2023

Progress
 **100%**

Status
 Complete

Note
Project completed and retainage paid.



Action Items

First Street Overlook







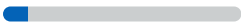







Status and Progress

<p>Last Update 05/1/2024</p>	<p>Progress</p> <p>50%</p>	<p>Status</p> <p>● On Track</p>	<p>Note</p> <p>CEI contract awarded. CN bids in and low bidder identified. Contract to be awarded and NTP this month.</p>
<p>Last Update 02/26/2024</p>	<p>Progress</p> <p>30%</p>	<p>Status</p> <p>● On Track</p>	<p>Note</p> <p>Construction Engineer RFQ on website 2/16, first publication 2/21- Second 2/28. Notification of Successful bidder 3/25.</p>
<p>Last Update 01/26/2024</p>	<p>Progress</p> <p>20%</p>	<p>Status</p> <p>● Minor Disruption</p>	<p>Note</p> <p>WSDOT paperwork efforts continue. WSP deliverables delayed to end of January.</p>
<p>Last Update 12/26/2023</p>	<p>Progress</p> <p>15%</p>	<p>Status</p> <p>● On Track</p>	<p>Note</p> <p>Updated cost estimate received. Updated plans/specs due mid Jan. Communication with WSDOT ongoing. TIB funding contract in place.</p>
<p>Last Update 11/7/2023</p>	<p>Progress</p> <p>12%</p>	<p>Status</p> <p>● On Track</p>	<p>Note</p> <p>Contract signed to complete design with WSP.</p>
<p>Last Update 09/28/2023</p>	<p>Progress</p> <p>12%</p>	<p>Status</p> <p>● On Track</p>	<p>Note</p> <p>Proposal from WSP received for Final Design and Bid Support. Negotiations and Scope clarification in progress.</p>
<p>Last Update 07/13/2023</p>	<p>Progress</p> <p>10%</p>	<p>Status</p> <p>● On Track</p>	<p>Note</p> <p>Major funding for project secured through WSDOT Transportation Alternatives Grant. Working on TIB funding and other sources to complete project. Engineering RFQ will be going out soon.</p>

Action Items

Collection System Improvements-Phase II













Status and Progress

Last Update	Progress	Status	Note
05/1/2024	Progress  60%	Status  Minor Disruption	Note Fairgrounds nearing completion and Kanaka underway. Cascade PS has change impacts due to stormwater outfall repair required
02/26/2024	Progress  45%	Status  On Track	Note Contractor working on Fairgrounds PS. Planned completion is Oct 2024.
01/26/2024	Progress  40%	Status  On Track	Note Construction kick off meetings. Will break ground at Fairgrounds PS last week in Jan. Schedule transition from Cascade PS first due to unforeseen stormwater culvert.
12/26/2023	Progress  10%	Status  On Track	Note Due to start in Feb.
11/7/2023	Progress  10%	Status  On Track	Note No change
09/28/2023	Progress  10%	Status  On Track	Note Project awarded to Ajax NW. Preconstruction Meeting (#1) on 9/28/23. Target start date is end of January with completion October 2024.
07/13/2023	Progress  10%	Status  On Track	Note Project out to bid. Construction anticipated to complete by October of 2024.

Action Items

Identify, Plan and Prioritize Deferred Maintenance

Status and Progress

<p>Last Update 05/1/2024</p>	<p>Progress  40%</p>	<p>Status  Minor Disruption</p>	<p>Note no change</p>
<p>Last Update 02/26/2024</p>	<p>Progress  35%</p>	<p>Status  Minor Disruption</p>	<p>Note PWDept continues to work on configuration with CW staff and consultants.</p>
<p>Last Update 01/26/2024</p>	<p>Progress  25%</p>	<p>Status  Minor Disruption</p>	<p>Note City staff met with CityWorks management to discuss how to move project forward. PW staff dedicating time to advance GIS and Work Order setup.</p>
<p>Last Update 12/26/2023</p>	<p>Progress  25%</p>	<p>Status  Minor Disruption</p>	<p>Note Staff availability continues to be an issue. Plan identify to use some PW field staff to get through configuration and implementation.</p>
<p>Last Update 11/7/2023</p>	<p>Progress  20%</p>	<p>Status  Minor Disruption</p>	<p>Note GIS and Asset Management Software completion and implementation have stalled due to staff availability</p>
<p>Last Update 09/28/2023</p>	<p>Progress  20%</p>	<p>Status  On Track</p>	<p>Note PW Strategic Plan 80% complete. This effort used as a way to advance this task. Feedback provided to staff on the importance of this task. PW crew interested in support in this area. Asset Management software, when fully implemented, will be a tool.</p>

Strategies

Parks and Outdoor Space

Overall Progress  52%

Overall Status 

● Complete ● On Track ● Minor Disruption
● Major Disruption ● Not Started ● Future

Action Items

Develop Shoreline Public Access Plan

Last Update
02/27/2024

Progress  96%

Status
● On Track

Develop Parks Plan

Last Update
02/26/2024

Progress  95%

Status
● Minor Disruption

Park Plaza

Last Update
02/26/2024

Progress  10%

Status
● On Track

Improve Overall Parks and Recreation Activities in the City

Last Update
02/27/2024

Progress  5%

Status
● On Track


Action Items

Develop Shoreline Public Access Plan

Status and Progress

Last Update
02/27/2024

Progress
 **96%**

Status
 On Track

Note
Dec 2023 PC meeting commission approved the permit subject to conditions and findings of fact. Permit holder is negotiating the amt of pymt in lieu of public access and their proportionate share of project cost.

Last Update
08/2/2023

Progress
 **95%**

Status
 Minor Disruption

Note
Updated draft plan is available for public review and comment. SEPA threshold determination has been made. The Planning Commission will hold a public hearing in August whereafter a recommendation of approval could be made.

Last Update
06/27/2023

Progress
 **85%**

Status
 Minor Disruption

Note
The initial draft has been presented and is now undergoing revisions. The revised draft will be presented to council at the July 20th meeting.

Action Items

Develop Parks Plan

Status and Progress

Last Update
02/26/2024


Progress
 **95%**

Status
 Minor
Disruption

Note
Full Draft Plan is currently undergoing public review. SEPA threshold determination has been made. Direct outreach to agency partners and adjacent property owners is underway. Broad public outreach is occurring.

Last Update
11/13/2023


Progress
 **50%**

Status
 On Track

Note
Consultant retained. Public involvement and existing inventory work underway.

Last Update
06/27/2023

Progress
 **10%**

Status
 On Track

Note
The RFP for a consultant has been posted and responses are due June 28th. The goal is to have a consultant chosen and a contract presented to council for approval at the July 20th council meeting.

Attachments

- [Draft Parks, Recreation and Open Space \(PROS\) Plan](#)
- [Draft PROS Plan Appendices](#)




Action Items

Park Plaza

Status and Progress

Last Update
02/26/2024


Progress
 10%

Status
 On Track

Note
Scope of project narrowed to east of the existing stairs. Revised designs and second round of engagement on the project will take place late March/early April. Project continues to be coordinated with Skamania County to address public concerns.

Last Update
10/24/2023

Progress
 5%

Status
 On Track

Note
Kickoff meeting for phase 1 of the design held and plans are coming together for the public engagement portion for the revised design. The initial event will take place on December 1st at the Christmas in the Gorge tree lighting and parade.

Last Update
06/27/2023

Progress
 5%

Status
 Minor Disruption

Note
The RFQ for consultant services is published and responses are due July 12th. The goal is to have a shovel-ready project by the end of 2024 to meet Commerce grant deliverables.

Action Items

Improve Overall Parks and Recreation Activities in the City

This includes possibly adding a dog park, increase green space, support the pool and improving overall the parks in the city. Most of this will be addressed in the Parks Plan and no timeline is set for this Action item.

Status and Progress


Last Update

02/27/2024

Progress



Status

 On Track

Note

Parks Plan is on track. DCGW provided their comprehensive report. There will be more meetings to work on how to move the Parks Plan forward. Will update accordingly.

Strategies

Developments with Utility Partners (gas, electric, broadband, phone, etc.)

Overall Progress  45%

Overall Status 

● Complete ● On Track ● Minor Disruption
● Major Disruption ● Not Started ● Future

Action Items

Develop a Broadband Plan

Last Update
02/26/2024

Progress  90%

Status
● Minor Disruption

Develop Undergrounding Plan

Last Update
02/26/2024

Progress  0%

Status
● Future

Action Items

Develop a Broadband Plan

Status and Progress

Last Update
02/26/2024

Progress
 90%

Status
● Minor
Disruption

Note
Initial contacts with both incumbent and new fiber providers have been made. Awaiting possible legislative action related to the statewide deployment plan/match requirements.

Last Update
08/2/2023

Progress
 90%

Status
● On Track

Note
A countywide Broadband Rapid Design Study completed. The study recommends working with incumbent fiber providers to expand the system with fiber to the premises (FTTP) of Stevenson locations. Next steps are still being developed.

Last Update
06/27/2023

Progress
 13%

Status
● Major
Disruption





Note
The City is partnering with the County for a state-level consultant on Plan development. Unfortunately Stevenson does not qualify to be included in the study this time around and the County needs to lead the projects for funding.

Action Items

Develop Undergrounding Plan

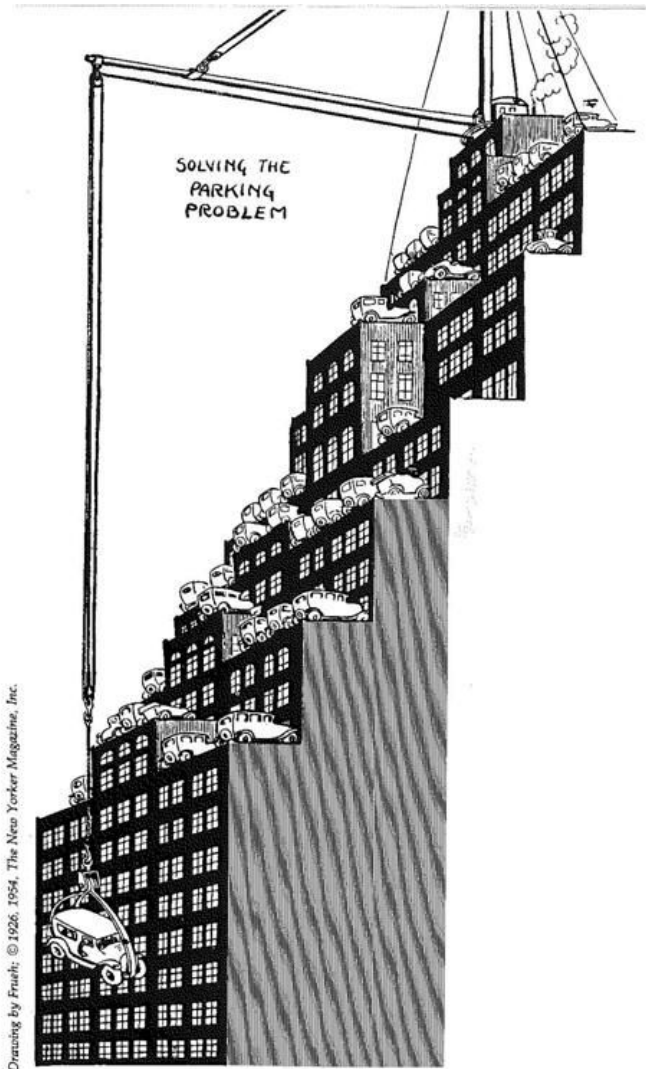
In discussions with Skamania PUD, the city needs to hire a consultant to establish a plan with associated costs for implementation in coordination with the PUD. The PUD cannot develop the plan.

Status and Progress

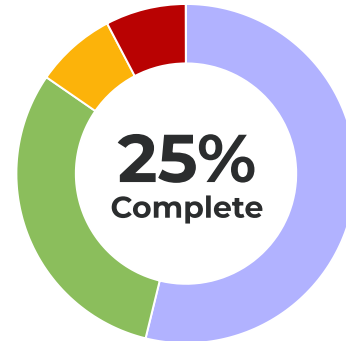
Last Update 02/26/2024	Progress  0%	Status  Future	Note Waiting for DNR grant notification.
Last Update 01/26/2024	Progress  0%	Status  Future	Note Grant application to DNR submitted for Utility Canopy Conflict to identify corridors with tree conflicts and identify concept level costs.

Focus Areas

Improve Land Use and Development Planning



Overall Progress



- Complete
 - On Track
 - Minor Disruption
 - Major Disruption
 - Not Started
 - Future
- 0 Action Items (0%)**
 - 4 Action Items (31%)**
 - 1 Action Items (8%)**
 - 1 Action Items (8%)**
 - 0 Action Items (0%)**
 - 7 Action Items (54%)**

Strategies

- Complete
- On Track
- Minor Disruption
- Major Disruption
- Not Started
- Future

Planning and Zoning Updates

Action Items **4**



Housing

Action Items **5**



Strengthen Partnerships

Action Items **4**



Strategies





Planning and Zoning Updates

Overall Progress  60%

Overall Status 

- Complete
- On Track
- Minor Disruption
- Major Disruption
- Not Started
- Future

Action Items






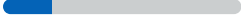

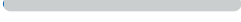
Update Engineering Standards	Last Update 02/27/2024	Progress  50%	Status ● On Track
Modify Parking Regulations (loading zones, restricted parking, time limits, etc.)	Last Update 02/27/2024	Progress  85%	Status ● On Track
Establish Parking Fee In-Lieu Program	Last Update 02/27/2024	Progress  65%	Status ● On Track
Establish Annexation Policy	Last Update 02/27/2024	Progress  41%	Status ● Minor Disruption



Action Items

Update Engineering Standards

Status and Progress

Last Update 02/27/2024	Progress  50%	Status ● On Track	Note Eng Stds are being updated. Updates for Chpts 1-7 have been added to calendar for completion and review.
Last Update 11/7/2023	Progress  10%	Status ● Minor Disruption	Note Staff availability continues to stall this project.
Last Update 09/28/2023	Progress  10%	Status ● Minor Disruption	Note Staff capacity has stalled progress on this project.
Last Update 06/6/2023	Progress  20%	Status ● On Track	Note --
Last Update 06/6/2023	Progress  0%	Status ● Not Started	Note --
Last Update 05/31/2023	Progress  20%	Status ● On Track	Note Updating Status and Progress to reflect current situation.
Last Update 05/30/2023	Progress  20%	Status ● Not Started	Note --
Last Update 05/30/2023	Progress  0%	Status ● On Track	Note Selected City of Washougal Standards to modify to fit the City of Stevenson. First review of document for overall changes and direction has been completed. The next deliverable of a chapter reviewed for detail will be sent next week .


Action Items

Modify Parking Regulations (loading zones, restricted parking, time limits, etc.)

Status and Progress

Last Update
02/27/2024


Progress
 85%

Status
 On Track

Note
As of PC meeting Feb 12, Parking Committee needs to schedule a meeting. Ready to present to the Commission once they decide priorities. Will know more by March meeting.

Last Update
10/24/2023


Progress
 80%

Status
 On Track

Note
A second parking study took place. The second review of a draft ordinance will be presented to council by the end of the year.

Last Update
05/30/2023

Progress
 75%

Status
 On Track

Note
Initial draft ordinance reviewed by Council in April 2023. A second council review is planned for July 20th.

Action Items

Establish Parking Fee In-Lieu Program

Status and Progress

Last Update
02/27/2024



Status
● On Track

Note
Parking Committee working on Payment in Lieu for onsite, new construction and new businesses. Looking into grants, or other ways to get funds upfront, and will look to include "No Action" items.

Last Update
05/30/2023




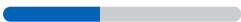


Status
● On Track

Note
The Parking Committee has met and is planning an additional survey in July to further identify the issue. Infrastructure for future improvements are being refined. Estimates are being prepared to present to council.

Action Items

Establish Annexation Policy

Status and Progress

<p>Last Update 02/27/2024</p>	<p>Progress</p>  <p>41%</p>	<p>Status</p> <p>● Minor Disruption</p>	<p>Note</p> <p>As per subcommittee lead, Jeff Breckel, Annexation Committee has not met. There are no updates. Was hoping sewer issues would be resolved, but they have not. Waiting on those decisions to move forward.</p>
<p>Last Update 11/13/2023</p>	<p>Progress</p>  <p>40%</p>	<p>Status</p> <p>● Minor Disruption</p>	<p>Note</p> <p>Committee Created. Guidance on annexation method, area, financial indebtedness gathered. Guidance on utility services on hold.</p>
<p>Last Update 08/2/2023</p>	<p>Progress</p>  <p>10%</p>	<p>Status</p> <p>● Major Disruption</p>	<p>Note</p> <p>Planning Commission subcommittee lead had scheduling conflicts in early 2023. Subcommittee activities resumed in July. A subcommittee draft policy is anticipated in August. The draft will be used to identify the appropriate public outreach strategy.</p>
<p>Last Update 05/30/2023</p>	<p>Progress</p>  <p>5%</p>	<p>Status</p> <p>● Major Disruption</p>	<p>Note</p> <p>Planning Commission has added this to their yearly plan with an initial goal of completion mid-2023. Progress is delayed due to staff turnover at the County Planning Department.</p>

Strategies






Housing

Overall Progress  16%

Overall Status 

- Complete
- On Track
- Minor Disruption
- Major Disruption
- Not Started
- Future

Action Items

Reduce System Development Charges	Last Update 02/26/2024	Progress  75%	Status ● On Track
Workforce Housing	Last Update 06/6/2024	Progress  0%	Status ● Future
Zoning/Minimum Density Requirements	Last Update 02/27/2024	Progress  5%	Status ● Future
Explore Community Land Trust Program and Other Tools	Last Update 06/6/2024	Progress  0%	Status ● Future
Purchase Property for Land Trust or Other Tools Chosen	Last Update 06/6/2024	Progress  0%	Status ● Future




Action Items

Reduce System Development Charges

Status and Progress

Last Update
02/26/2024

Progress
 **75%**

Status
 On Track

Note
System Development Charge updates include option for reduced costs for smaller homes. Currently awaiting further comment and adoption.


Action Items

Workforce Housing

Status and Progress

Last Update
06/6/2024


Progress
 0%

Status
 Future

Note
--

Last Update
02/27/2024

Progress
 0%

Status
 Not Started

Note
Met with Lodge regarding workforce housing possibilities. They will reach out when ready to provide plans.




Action Items

Zoning/Minimum Density Requirements

Status and Progress

Last Update
02/27/2024

Progress
 5%

Status
 Future

Note
Zoning/Density discussion opened during Feb 2024 PC meeting. Community Director provided report on res street side setback req and a periodic zoning use review. More to come.



Action Items

Explore Community Land Trust Program and Other Tools

Status and Progress

Last Update

06/6/2024

Progress



Status

● Future

Note

--



Action Items

Purchase Property for Land Trust or Other Tools Chosen

Status and Progress

Last Update 06/6/2024	Progress  0%	Status ● Future	Note --
---------------------------------	--	--	------------



Strategies

Strengthen Partnerships

Overall Progress  0%

Overall Status 

- Complete
- On Track
- Minor Disruption
- Major Disruption
- Not Started
- Future

Action Items

Improve Partnership with Skamania County on Overall Public Safety

Last Update **06/6/2024**

Progress  0%

Status ● Future

Align Zoning and Street Standards with Skamania County for Urban Growth Boundary

Last Update **02/26/2024**

Progress  0%

Status ● Major Disruption

Coordinate Legislative Visits and Requests with Neighboring Agencies

Last Update **06/6/2024**

Progress  0%

Status ● Future

Develop Carson Ridge Road (?)

Last Update **02/26/2024**

Progress  0%

Status ● Future




Action Items

Improve Partnership with Skamania County on Overall Public Safety

Status and Progress

Last Update
06/6/2024

Progress
 0%

Status
 Future

Note
--



Action Items

Align Zoning and Street Standards with Skamania County for Urban Growth Boundary

Status and Progress

Last Update
02/26/2024

Progress
 0%

Status
● Major Disruption

Note
No update. Timeline still controlled by the County.

Last Update
05/30/2023

Progress
 0%

Status
● Major Disruption

Note
Progress has been stalled due to staff changes with Skamania County Public Works Director and within the Skamania County Planning Department. Timeline controlled by the County.


Action Items

Coordinate Legislative Visits and Requests with Neighboring Agencies

Status and Progress

Last Update
06/6/2024

Progress
 **0%**

Status
 Future









Note
--



Action Items

Develop Carson Ridge Road (?)

Status and Progress

Last Update 02/26/2024	Progress  0%	Status  Future	Note No change.
Last Update 11/7/2023	Progress  0%	Status  Future	Note No change
Last Update 09/28/2023	Progress  0%	Status  Future	Note No change
Last Update 08/24/2023	Progress  0%	Status  Future	Note --





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: Transportation Benefit District
Meeting Date: June 20, 2024

Executive Summary:

At the March 25th council meeting, the council directed staff to move forward with establishing a Transportation Benefit District with the goal of submitting a ballot measure for the November General Election for a .3% sales tax. Below is an outline of actions to take place and associated timeline.

Overview of Items:

The initial intent of establishing a Transportation Benefit District is to allow for the transfer of .3% sales tax from the General Fund to the Water/Sewer fund to decrease the utility rates. The initial plan was to have a resolution prepared for the August 6th deadline to adopt a resolution for Sales Tax by the November ballot. I have not been able to meet that timeline due to other priorities.

The discussion is whether to move forward with the measure at a special election, or to wait for the next general election in 2025. Special elections will be more expensive than a general election as there are less agencies to share the cost.

- December 13, 2024 – Last day to file for February Special Election
- February 11, 2025 – Special Election (tax implemented on July 1, received in September 2025)
- February 21, 2025 – Last day to file for April Special Election
- April 22, 2025 – Special Election (tax implemented on Jan 1, received in March 2026)
- May 2, 2025 – Last day to file for August Primary
- August 5, 2025 – Primary (tax implemented on Jan 1, received in March 2026)
- August 5, 2025 – Last day to file for November General Election
- November 4, 2025 – General Election (tax implemented on April 1, received in June 2026)

Attached is a draft ordinance establishing the Transportation Benefit District. There will also need to be an additional Resolution and Ordinance after the TBD is established to have it be assumed by the City. The entire process from establishing the TBD to final ballot measure resolution would be about three to four months.

Action Needed:

Decide which election to put the Transportation Benefit District sales tax measure.

CITY OF STEVENSON, WASHINGTON
ORDINANCE NO. 2024-_____

**AN ORDINANCE OF THE CITY OF STEVENSON ADOPTING STEVENSON MUNICIPAL
CODE CHAPTER 12.40 STEVENSON TRANSPORTATION BENEFIT DISTRICT,
ESTABLISHING A TRANSPORTATION BENEFIT DISTRICT, SPECIFYING THE
BOUNDARIES FOR THE TRANSPORTATION BENEFIT DISTRICT, SPECIFYING THE
CONSTRUCTION, RECONSTRUCTION, MAINTENANCE AND PRESERVATION OF
EXISTING IMPROVEMENTS, AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE
DATE**

WHEREAS, the City Council of the City of Stevenson has the responsibility under the constitution of the State of Washington for the improvement, maintenance, protection and operation of public ways within the corporate limits of the City pursuant to ECW 35A.11.020 and RCW Chapter 35A.47; and

WHEREAS, the City has limited transportation funding to pay for necessary transportation preservation and maintenance; and

WHEREAS, while dedicated revenues have decreased, the ongoing annual costs to preserve and maintain the City's transportation infrastructure continue to rise leaving the city unable to continue to adequately preserve and maintain the City's transportation infrastructure; and

WHEREAS, RCW Chapter 36.73 provides for the establishment of transportation benefit districts and for levying of additional revenue sources for transportation improvements within the District that are consistent with existing state, regional, and local transportation plans; and

WHEREAS, RCW 35.21.225 authorizes the City Council to establish a transportation benefit district subject to the provisions of RCW Chapter 36.73; and

WHEREAS, the City desires to form a Transportation Benefit District which includes the entire City of Stevenson as the boundaries currently exist or as they may exist following future annexations; and

WHEREAS, prior to establishing a Transportation Benefit District, the City Council conducted the required public hearing on July 18, 2024, which was noticed in accordance with RCW 36.73.050. All persons desiring to comment were given a full and complete opportunity to be heard; and

WHEREAS, the City Council of the City of Stevenson finds it to be in the best interests of the City to establish a Citywide Transportation Benefit District for the preservation and maintenance of the City's transportation infrastructure consistent with RCW Chapter 36.73, to protect the City's long-term investments in that infrastructure, to reduce the risk of transportation facility failure, to improve safety, to continue optimal performance of the infrastructure over time, and to avoid more expensive infrastructure replacements in the future; and

WHEREAS, the City Council of the City of Stevenson shall be the governing body for the Transportation Benefit District acting in an ex officio and independent capacity.

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

Section 1. Title 12 of the Stevenson Municipal Code Amended. The Title 12 of the Stevenson Municipal Code entitled "Stevenson Transportation Benefit District," is hereby amended to add a new Chapter as set forth on Exhibit "A" attached hereto and by this reference incorporated herein.

Section 2. Continuance. This ordinance affects SMC Title 12 only insofar as set forth herein. All provisions not amended shall remain in full force and effect and shall be interpreted as a continuation of those previous provisions and not as a new enactment.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 4. Effective Date. This ordinance shall become effective following passage and publication as provided by law.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2024.

Scott Anderson, Mayor

APPROVED AS TO FORM:

ATTEST:

Robert C. Muth
City Attorney

Leana Kinley, City Clerk

Chapter 12.40

STEVENSON TRANSPORTATION BENEFIT DISTRICT

Sections:

- 12.40.010 Establishing Transportation Benefit District
- 12.40.020 Governing Board
- 12.40.030 Functions of the District
- 12.40.040 Transportation Improvements Funded
- 12.40.050 Dissolution of District

12.40.010 Establishing Transportation Benefit District. There is created a transportation benefit district to be known as the Stevenson Transportation Benefit District or “District” with geographical boundaries comprised of the corporate limits of the City as they currently exist or as they may exist following future annexations.

12.70.020 Governing Board.

A. The governing board or “Board” of the transportation benefit district shall be the Stevenson City Council acting in an ex officio and independent capacity, which shall have the authority to exercise the statutory powers set forth in RCW Chapter 36.73.

B. The treasurer of the transportation benefit district shall be the City Administrator.

C. The Board shall develop a material change policy to address major plan changes that affect project delivery or the ability to finance the plan, pursuant to the requirements set forth in RCW 36.73.160(1). At a minimum, if a transportation improvement exceeds its original cost by more than twenty percent, as identified in the District’s original plan, a public hearing shall be held to solicit public comment regarding how the cost change should be resolved.

D. The Board shall issue an annual report, pursuant to the requirements of RCW 36.73.160(2).

12.70.030 Functions of the District.

A. The District Board may authorize a vehicle tax fee of up to \$20 per vehicle as provided for by RCW 82.80.140. Any expansion of the authorized purposes of the District shall be undertaken only after notice, hearing, and adoption of an ordinance in accordance with RCW 36.73.050(2)(b) or a vote of the people pursuant to RCW 36.73.065(3).

B. When authorized by the voters pursuant to the requirements of Chapter 36.73, other taxes, fees, charges and tolls, or increases in these revenue services may be assessed for the preservation, maintenance, and operations of City streets. Additional transportation improvements may be added to the functions of the District upon compliance with the requirements of said chapter.

C. The Board shall have and exercise all powers and functions provided by Chapter 36.73 to fulfill the functions of the District.

12.07.040 Transportation Improvements Funded. The funds generated by the transportation benefit district shall be used for transportation improvements that preserve, maintain, and operate the existing transportation infrastructure of the City, consistent with the requirements of RCW Chapter 36.73. The funds may be utilized for any lawful purpose under the Chapter; but all funds raised through the TBD shall be expended only for such preservation, maintenance, and operation in accordance with the provisions of RCW Chapter 36.73 as the same exists or is hereafter amended. The funds expended by the District shall preserve, maintain, and operate the City's previous investments in the transportation infrastructure, reduce the risk of transportation facility failure, improve safety, continue the cost-effectiveness of the City's infrastructure investments, and continue the optimal performance of the transportation system. Additional transportation improvement projects may be funded only after compliance with the provisions of RCW 36.73.050(b) following notice, public hearing, and enactment of an authorizing ordinance.

12.07.050 Dissolution of District. The transportation benefit district shall be automatically dissolved when all indebtedness of the District has been retired and when all of the District's anticipated responsibilities have been satisfied. Street preservation, maintenance, and operation are ongoing, long-term obligations of the City.

TREASURER'S REPORT

Fund Totals

City Of Stevenson

Time: 15:03:39 Date: 06/17/2024

05/01/2024 To: 05/31/2024

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	1,542,812.72	328,405.01	107,820.61	1,763,397.12	41.15	33,015.37	-137.36	1,796,316.28
010 General Reserve Fund	347,799.14	578.65		348,377.79	0.00	0.00	0.00	348,377.79
020 Fire Reserve Fund	1,923,839.08	3,935.69		1,927,774.77	0.00	0.00	0.00	1,927,774.77
030 ARPA	298,313.00	0.00		298,313.00	0.00	0.00	0.00	298,313.00
100 Street Fund	65,127.29	42,655.91	38,996.78	68,786.42	0.00	3,014.70	0.00	71,801.12
103 Tourism Promo & Develop Fund	1,426,408.96	43,655.84	14,132.44	1,455,932.36	0.00	7.67	0.00	1,455,940.03
105 Affordable Housing Fund	17,670.42	0.00		17,670.42	0.00	0.00	0.00	17,670.42
107 HEALing SCARS Fund	10,246.39	0.00		10,246.39	0.00	0.00	0.00	10,246.39
300 Capital Improvement Fund	277,984.67	2,104.98		280,089.65	0.00	0.00	0.00	280,089.65
311 First Street	-20,867.21	0.00	234.60	-21,101.81	0.00	0.00	0.00	-21,101.81
313 Park Plaza Fund	-147,981.12	0.00	43,934.41	-191,915.53	0.00	0.00	0.00	-191,915.53
400 Water/Sewer Fund	2,042,476.93	233,750.42	187,175.25	2,089,052.10	7,310.84	8,248.26	-1,049.18	2,103,562.02
406 Wastewater Short Lived Asset Res. Fund	87,116.00	0.00		87,116.00	0.00	0.00	0.00	87,116.00
408 Wastewater Debt Reserve Fund	61,191.00	0.00		61,191.00	0.00	0.00	0.00	61,191.00
410 Wastewater System Upgrades	-963,257.97	0.00	717,091.56	-1,680,349.53	0.00	0.00	0.00	-1,680,349.53
415 Cascade Avenue Utility Improvements	0.00	0.00	1,577.60	-1,577.60	0.00	0.00	0.00	-1,577.60
420 Cascade Avenue Mitigation Fund	19,550.00	0.00		19,550.00	0.00	0.00	0.00	19,550.00
500 Equipment Service Fund	116,383.83	26,904.28	91,830.47	51,457.64	71.65	441.16	0.00	51,970.45
630 Stevenson Municipal Court	0.00	221.33	221.33	0.00	0.00	0.00	0.00	0.00
	7,104,813.13	682,212.11	1,203,015.05	6,584,010.19	7,423.64	44,727.16	-1,186.54	6,634,974.45

TREASURER'S REPORT

Account Totals

City Of Stevenson

05/01/2024 To: 05/31/2024

Time: 15:03:39 Date: 06/17/2024

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	1,698,331.52	599,940.90	1,183,314.57	1,114,957.85	-335.96	52,150.80	1,166,772.69
10	Xpress Bill Pay	28,366.43	50,101.27	0.00	78,467.70	-850.58	0.00	77,617.12
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	400.00	0.00	0.00	400.00	0.00	0.00	400.00
Total Cash:		1,727,197.95	650,042.17	1,183,314.57	1,193,925.55	-1,186.54	52,150.80	1,244,889.81
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	2,719,553.69	12,469.46	0.00	2,732,023.15	0.00	0.00	2,732,023.15
6	US Bank Safekeeping	2,658,061.49	0.00	0.00	2,658,061.49	0.00	0.00	2,658,061.49
Total Investments:		5,377,615.18	12,469.46	0.00	5,390,084.64	0.00	0.00	5,390,084.64
Total Cash and Investments:		7,104,813.13	662,511.63	1,183,314.57	6,584,010.19	-1,186.54	52,150.80	6,634,974.45

TREASURER'S REPORT
Fund Investments By Account

City Of Stevenson

05/01/2024 To: 05/31/2024

Time: 15:03:39 Date: 06/17/2024
Page: 3

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	660,180.87		3,027.00	3,027.00		663,207.87
010 000 General Reserve Fund	126,201.71		578.65	578.65		126,780.36
020 000 Fire Reserve Fund	858,362.54		3,935.69	3,935.69		862,298.23
100 000 Street Fund	23,553.45		108.00	108.00		23,661.45
103 000 Tourism Promo & Develop Fund	651,762.92		2,988.41	2,988.41		654,751.33
300 000 Capital Improvement Fund	186,496.53		855.11	855.11		187,351.64
400 000 Water/Sewer Fund	168,546.38		772.80	772.80		169,319.18
500 000 Equipment Service Fund	44,449.29		203.80	203.80		44,653.09
5 - LGIP	<u>2,719,553.69</u>	<u>0.00</u>	<u>12,469.46</u>	<u>12,469.46</u>		<u>2,732,023.15</u>
001 000 General Expense Fund	785,791.93	30,000.00		30,000.00		815,791.93
010 000 General Reserve Fund	217,710.22					217,710.22
020 000 Fire Reserve Fund	907,665.45					907,665.45
100 000 Street Fund	25,441.74					25,441.74
103 000 Tourism Promo & Develop Fund	605,162.79					605,162.79
300 000 Capital Improvement Fund	57,499.88					57,499.88
500 000 Equipment Service Fund	34,193.51				30,000.00	4,193.51
6 - US Bank Safekeeping	<u>2,633,465.52</u>	<u>30,000.00</u>	<u>0.00</u>	<u>30,000.00</u>	<u>30,000.00</u>	<u>2,633,465.52</u>
	<u>5,353,019.21</u>	<u>30,000.00</u>	<u>12,469.46</u>	<u>42,469.46</u>	<u>30,000.00</u>	<u>5,365,488.67</u>

TREASURER'S REPORT

Fund Investment Totals

City Of Stevenson

05/01/2024 To: 05/31/2024

Time: 15:03:39 Date: 06/17/2024

Page: 4

Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	1,445,972.80	30,000.00	3,027.00	33,027.00		1,478,999.80	284,397.32
010 General Reserve Fund	343,911.93		578.65	578.65		344,490.58	3,887.21
020 Fire Reserve Fund	1,766,027.99		3,935.69	3,935.69		1,769,963.68	157,811.09
030 ARPA						0.00	298,313.00
100 Street Fund	48,995.19		108.00	108.00		49,103.19	19,683.23
103 Tourism Promo & Develop Fund	1,256,925.71		2,988.41	2,988.41		1,259,914.12	196,018.24
105 Affordable Housing Fund						0.00	17,670.42
107 HEALing SCARS Fund						0.00	10,246.39
300 Capital Improvement Fund	243,996.41		855.11	855.11		244,851.52	35,238.13
311 First Street						0.00	-21,101.81
313 Park Plaza Fund						0.00	-191,915.53
400 Water/Sewer Fund	168,546.38		772.80	772.80		169,319.18	1,919,732.92
406 Wastewater Short Lived Asset Res. Fund						0.00	87,116.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-1,680,349.53
415 Cascade Avenue Utility Improvements						0.00	-1,577.60
420 Cascade Avenue Mitigation Fund						0.00	19,550.00
500 Equipment Service Fund	78,642.80		203.80	203.80	30,000.00	48,846.60	2,611.04
	<u>5,353,019.21</u>	<u>30,000.00</u>	<u>12,469.46</u>	<u>42,469.46</u>	<u>30,000.00</u>	<u>5,365,488.67</u>	<u>1,218,521.52</u>

Ending fund balance (Page 1) - Investment balance = Available cash.

6,584,010.19

TREASURER'S REPORT

Outstanding Vouchers

05/01/2024 To: 05/31/2024

As Of: 05/31/2024 Date: 06/17/2024

Time: 15:03:39 Page: 5

City Of Stevenson

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	1352	05/31/2024	Util Pay	1		Xpress Billpay	198.60	Xpress Import - CC - 05-31-2024__daily_batch.csv
2024	1360	05/31/2024	Tr Rec	1		Skamania CO Fair	137.36	Inv 1418 - CS24-043 - 710 Rock Creek
Receipts Outstanding:							335.96	
2024	1349	05/31/2024	Payroll	1	EFT	State of WA Dept of Social & Health Serv	738.43	Pay Cycle(s) 05/31/2024 To 05/31/2024 - WA Child Support
2024	1346	05/31/2024	Payroll	1	EFT	Department of Retirement Systems	15,249.24	Pay Cycle(s) 05/31/2024 To 05/31/2024 - PERS2; Pay Cycle(s) 05/31/2024 To 05/31/2024 - PERS3; Pay Cycle(s) 05/31/2024 To 05/31/2024 - DCP
2024	1348	05/31/2024	Payroll	1	EFT	HRA VEBA Trust Contributions	600.00	Pay Cycle(s) 05/31/2024 To 05/31/2024 - HRA VEBA
2024	1345	05/31/2024	Payroll	1	EFT	Colonial Life	110.97	Pay Cycle(s) 05/31/2024 To 05/31/2024 - Disability; Pay Cycle(s) 05/31/2024 To 05/31/2024 - Life Insurance
2024	1347	05/31/2024	Payroll	1	EFT	EFTPS Tax Payment	27,136.21	941 Deposit for Pay Cycle(s) 05/31/2024 - 05/31/2024
2023	3215	12/11/2023	Payroll	1	17420	Sean M Hietpas	814.53	2023 Volunteer FF Pay
2023	3219	12/11/2023	Payroll	1	17424	Jacob Ledesma	9.23	2023 Volunteer FF Pay
2024	1197	05/16/2024	Claims	1	17785	City of Hood River	7,310.84	Sludge Hauling Jan-Mar 2024
2024	1242	05/16/2024	Claims	1	17830	US Bank Safekeeping	32.00	April 2024 Safekeeping Fees
2024	1248	05/16/2024	Claims	1	17836	Vestis	80.80	Weekly Statement 04/11/2024; Weekly Statement 04/18/2024; Weekly Statement 04/25/2024; Weekly Statement 05/02/2024; Weekly Statement
2024	1350	05/31/2024	Payroll	1	17839	WGAP Washington Gorge Action Program	68.55	Pay Cycle(s) 05/31/2024 To 05/31/2024 - Food Bank
							52,150.80	
2024	1351	05/30/2024	Util Pay	10		Xpress Billpay	334.00	Xpress Import - EFT - 05-30-2024__daily_batch.csv
2024	1353	05/31/2024	Util Pay	10		Xpress Billpay	326.57	Xpress Import - EFT - 05-31-2024__daily_batch.csv
2024	1354	05/31/2024	Util Pay	10		Xpress Billpay	161.17	Xpress Import - Metavante - 05-31-2024__daily_batch.csv
2024	1355	05/31/2024	Util Pay	10		Xpress Billpay	28.84	Xpress Import - CheckFree - 05-31-2024__daily_batch.csv
Receipts Outstanding:							850.58	
							52,150.80	

Fund	Claims	Payroll	Total
001 General Expense Fund	41.15	33,015.37	33,056.52
100 Street Fund	0.00	3,014.70	3,014.70
103 Tourism Promo & Develop Fund	0.00	7.67	7.67
400 Water/Sewer Fund	7,310.84	8,248.26	15,559.10

TREASURER'S REPORT

Outstanding Vouchers

05/01/2024 To: 05/31/2024

As Of: 05/31/2024 Date: 06/17/2024

Time: 15:03:39 Page: 6

City Of Stevenson

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
Fund							Claims	Payroll	Total
500 Equipment Service Fund							71.65	441.16	512.81
							7,423.64	44,727.16	52,150.80

TREASURER'S REPORT

Signature Page

City Of Stevenson

05/01/2024 To: 05/31/2024

Time: 15:03:39 Date: 06/17/2024

Page: 7

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

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

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 1

001 General Expense Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	930,756.45	1,499,109.80	(568,353.35)	161.1%
102 Unemployment Reserve	33,413.82	33,414.00	(0.18)	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
308 Beginning Balances	1,015,305.40	1,583,658.93	(568,353.53)	156.0%
311 Property Tax	551,865.92	285,765.73	266,100.19	51.8%
313 Sales Tax	480,000.00	156,918.03	323,081.97	32.7%
316 Utility Tax	32,000.00	37,641.80	(5,641.80)	117.6%
317 Other Tax	16,000.00	15,496.87	503.13	96.9%
310 Taxes	1,079,865.92	495,822.43	584,043.49	45.9%
321 Licenses	2,900.00	2,990.82	(90.82)	103.1%
322 Permits	0.00	5.00	(5.00)	0.0%
320 Licenses & Permits	2,900.00	2,995.82	(95.82)	103.3%
330 Grants	25,000.00	90,000.00	(65,000.00)	360.0%
335 State Shared	11,000.00	0.00	11,000.00	0.0%
336 State Entitlements, Impact Payments & Taxe	19,657.15	10,462.65	9,194.50	53.2%
337 Interlocal Loan Repayments	20,200.00	0.00	20,200.00	0.0%
330 Intergovernmental Revenues	75,857.15	100,462.65	(24,605.50)	132.4%
341 Admin, Printing & Probation Fees	290,445.71	3,488.65	286,957.06	1.2%
342 Fire District 2	19,620.00	40,106.26	(20,486.26)	204.4%
345 Planning	4,500.00	1,905.00	2,595.00	42.3%
376 Parks	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	314,565.71	45,499.91	269,065.80	14.5%
350 Fines & Penalties	12,700.00	3,328.03	9,371.97	26.2%
000	0.00	50.00	(50.00)	0.0%
100 General Interest Income	5,500.00	22,206.59	(16,706.59)	403.8%
376 Parks	2,500.00	0.00	2,500.00	0.0%
360 Interest & Other Earnings	8,000.00	22,256.59	(14,256.59)	278.2%
380 Non Revenues	0.00	12,628.96	(12,628.96)	0.0%
390 Other Financing Sources	0.00	5,074.25	(5,074.25)	0.0%
Fund Revenues:	2,509,194.18	2,271,727.57	237,466.61	90.5%

Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	37,000.00	9,051.93	27,948.07	24.5%
512 Judicial	60,510.00	20,544.83	39,965.17	34.0%
513 Executive	153,889.18	54,593.12	99,296.06	35.5%
514 Financial, Recording & Elections	142,465.57	54,907.99	87,557.58	38.5%
515 Legal Services	16,500.00	6,599.24	9,900.76	40.0%
517 Employee Benefit Programs	10,525.00	73.11	10,451.89	0.7%
518 Centralized Services	122,173.32	76,644.93	45,528.39	62.7%
521 Law Enforcement	278,860.00	115,945.77	162,914.23	41.6%
202 Fire Department	167,207.50	44,907.03	122,300.47	26.9%
203 Fire District 2	90,750.00	21,151.98	69,598.02	23.1%

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 2

001 General Expense Fund Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining	
522 Fire Control				
522 Fire Control	257,957.50	66,059.01	191,898.49	25.6%
524 Protective Inspections	0.00	0.00	0.00	0.0%
528 Dispatch Services	6,000.00	3,243.96	2,756.04	54.1%
553 Conservation	500.00	449.00	51.00	89.8%
560 Planning	297,398.75	80,661.87	216,736.88	27.1%
570 Economic Development	27,685.00	0.00	27,685.00	0.0%
558 Planning & Community Devel	325,083.75	80,661.87	244,421.88	24.8%
562 Public Health	10,000.00	0.00	10,000.00	0.0%
565 Welfare	10,000.00	0.00	10,000.00	0.0%
566 Substance Abuse	150.00	109.15	40.85	72.8%
573 Cultural & Community Activities	500.00	676.81	(176.81)	135.4%
576 Park Facilities	70,392.00	14,278.48	56,113.52	20.3%
580 Non Expenditures	0.00	4,491.25	(4,491.25)	0.0%
597 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%
100 Unreserved	897,138.73	0.00	897,138.73	0.0%
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.0%
104 Custodial Reserve	51,135.13	0.00	51,135.13	0.0%
999 Ending Balance	981,687.86	0.00	981,687.86	0.0%
Fund Expenditures:	2,509,194.18	508,330.45	2,000,863.73	20.3%
Fund Excess/(Deficit):	0.00	1,763,397.12		

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 3

010 General Reserve Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	335,258.75	344,042.65	(8,783.90)	102.6%
360 Interest & Other Earnings	0.00	4,335.14	(4,335.14)	0.0%
Fund Revenues:	335,258.75	348,377.79	(13,119.04)	103.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	335,258.75	0.00	335,258.75	0.0%
Fund Expenditures:	335,258.75	0.00	335,258.75	0.0%
Fund Excess/(Deficit):	0.00	348,377.79		

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 4

020 Fire Reserve Fund		Months: 01 To: 05			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	1,778,960.29	1,902,519.12	(123,558.83)	106.9%	
360 Interest & Other Earnings	0.00	25,255.65	(25,255.65)	0.0%	
397 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%	
Fund Revenues:	1,803,960.29	1,927,774.77	(123,814.48)	106.9%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	1,803,960.29	0.00	1,803,960.29	0.0%	
Fund Expenditures:	1,803,960.29	0.00	1,803,960.29	0.0%	
Fund Excess/(Deficit):	0.00	1,927,774.77			

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 5

030 ARPA Months: 01 To: 05

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

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 6

100 Street Fund		Months: 01 To: 05		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	268,025.50	81,567.58	186,457.92	30.4%
313 Sales Tax	458,000.00	145,280.24	312,719.76	31.7%
316 Utility Tax	70,000.00	30,536.54	39,463.46	43.6%
310 Taxes	528,000.00	175,816.78	352,183.22	33.3%
320 Licenses & Permits	600.00	789.00	(189.00)	131.5%
330 Grants	77,085.85	0.00	77,085.85	0.0%
336 State Entitlements, Impact Payments & Taxe	41,958.50	14,010.23	27,948.27	33.4%
330 Intergovernmental Revenues	119,044.35	14,010.23	105,034.12	11.8%
360 Interest & Other Earnings	0.00	992.98	(992.98)	0.0%
390 Other Financing Sources	0.00	7,528.44	(7,528.44)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	915,669.85	280,705.01	634,964.84	30.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Roadway	395,190.43	88,968.16	306,222.27	22.5%
543 Stormwater	34,330.00	17,354.94	16,975.06	50.6%
545 Lights, Signs, Paths, Landscaping	39,150.00	12,968.98	26,181.02	33.1%
546 Snow Removal	34,957.00	21,234.39	13,722.61	60.7%
542 Streets - Maintenance	503,627.43	140,526.47	363,100.96	27.9%
543 Streets Admin & Overhead	156,296.63	65,307.77	90,988.86	41.8%
544 Road & Street Operations	25,000.00	6,025.28	18,974.72	24.1%
566 Substance Abuse	0.00	59.07	(59.07)	0.0%
594 Capital Expenditures	145,000.00	0.00	145,000.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
999 Ending Balance	85,745.79	0.00	85,745.79	0.0%
Fund Expenditures:	915,669.85	211,918.59	703,751.26	23.1%
Fund Excess/(Deficit):	0.00	68,786.42		

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 7

103 Tourism Promo & Develop Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	862,978.52	1,384,100.01	(521,121.49)	160.4%
310 Taxes	487,190.00	166,009.92	321,180.08	34.1%
360 Interest & Other Earnings	0.00	21,478.84	(21,478.84)	0.0%
Fund Revenues:	1,350,168.52	1,571,588.77	(221,420.25)	116.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	477,139.30	92,361.41	384,777.89	19.4%
594 Capital Expenditures	10,000.00	23,295.00	(13,295.00)	233.0%
597 Interfund Transfers	332,252.00	0.00	332,252.00	0.0%
999 Ending Balance	530,777.22	0.00	530,777.22	0.0%
Fund Expenditures:	1,350,168.52	115,656.41	1,234,512.11	8.6%
Fund Excess/(Deficit):	0.00	1,455,932.36		

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 8

105 Affordable Housing Fund Months: 01 To: 05

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

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 9

107 HEALing SCARS Fund Months: 01 To: 05

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

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 10

300 Capital Improvement Fund			Months: 01 To: 05	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	205,190.20	265,030.70	(59,840.50)	129.2%
310 Taxes	20,000.00	10,501.41	9,498.59	52.5%
360 Interest & Other Earnings	0.00	4,557.54	(4,557.54)	0.0%
Fund Revenues:	225,190.20	280,089.65	(54,899.45)	124.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	19,699.00	0.00	19,699.00	0.0%
999 Ending Balance	205,491.20	0.00	205,491.20	0.0%
Fund Expenditures:	225,190.20	0.00	225,190.20	0.0%
Fund Excess/(Deficit):	0.00	280,089.65		

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 11

311 First Street		Months: 01 To: 05			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	0.0%	
330 Intergovernmental Revenues	884,186.00	0.00	884,186.00	0.0%	
397 Interfund Transfers	19,699.00	0.00	19,699.00	0.0%	
Fund Revenues:	903,885.00	0.00	903,885.00	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	903,885.00	21,101.81	882,783.19	2.3%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	903,885.00	21,101.81	882,783.19	2.3%	
Fund Excess/(Deficit):	0.00	(21,101.81)			

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 12

312 Columbia Ave Months: 01 To: 05

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

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 13

313 Park Plaza Fund		Months: 01 To: 05			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	(82,612.07)	82,612.07	0.0%	
330 Intergovernmental Revenues	50,000.00	0.00	50,000.00	0.0%	
397 Interfund Transfers	332,252.00	0.00	332,252.00	0.0%	
Fund Revenues:	382,252.00	(82,612.07)	464,864.07	21.6%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
576 Park Facilities	0.00	3,859.05	(3,859.05)	0.0%	
594 Capital Expenditures	382,252.00	105,444.41	276,807.59	27.6%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	382,252.00	109,303.46	272,948.54	28.6%	
Fund Excess/(Deficit):	0.00	(191,915.53)			

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 14

400 Water/Sewer Fund		Months: 01 To: 05		
Revenues	Amt Budgeted	Revenues	Remaining	
400 Water/Sewer	1,446,600.22	1,050,601.86	395,998.36	72.6%
401 Water	575,571.75	607,546.75	(31,975.00)	105.6%
402 Sewer	225,830.18	247,035.18	(21,205.00)	109.4%
308 Beginning Balances	2,248,002.15	1,905,183.79	342,818.36	84.8%
343 Water	0.00	318.00	(318.00)	0.0%
344 Sewer	0.00	168.00	(168.00)	0.0%
320 Licenses & Permits	0.00	486.00	(486.00)	0.0%
343 Water	873,361.25	341,586.44	531,774.81	39.1%
344 Sewer	1,520,609.34	622,007.83	898,601.51	40.9%
340 Charges For Goods & Services	2,393,970.59	963,594.27	1,430,376.32	40.3%
343 Water	46,674.00	14,704.29	31,969.71	31.5%
344 Sewer	56,532.00	31,233.00	25,299.00	55.2%
400 Water/Sewer	4,000.00	1,101.71	2,898.29	27.5%
360 Interest & Other Earnings	107,206.00	47,039.00	60,167.00	43.9%
380 Non Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	4,749,178.74	2,916,303.06	1,832,875.68	61.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	931,036.15	345,392.40	585,643.75	37.1%
535 Sewer	1,192,732.10	408,472.25	784,259.85	34.2%
534 Water	60,738.17	41,701.87	19,036.30	68.7%
535 Sewer	82,249.18	24,789.60	57,459.58	30.1%
591 Debt Service	142,987.35	66,491.47	76,495.88	46.5%
534 Water	170,464.80	6,894.84	163,569.96	4.0%
535 Sewer	150,000.00	0.00	150,000.00	0.0%
594 Capital Expenditures	320,464.80	6,894.84	313,569.96	2.2%
597 Interfund Transfers	1,020,922.90	0.00	1,020,922.90	0.0%
400 Water/Sewer	446,427.51	0.00	446,427.51	0.0%
401 Water	562,245.75	0.00	562,245.75	0.0%
402 Sewer	132,362.18	0.00	132,362.18	0.0%
999 Ending Balance	1,141,035.44	0.00	1,141,035.44	0.0%
Fund Expenditures:	4,749,178.74	827,250.96	3,921,927.78	17.4%
Fund Excess/(Deficit):	0.00	2,089,052.10		

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 15

406 Wastewater Short Lived Asset Res. Fund Months: 01 To: 05

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

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 16

408 Wastewater Debt Reserve Fund Months: 01 To: 05

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

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 17

410 Wastewater System Upgrades			Months: 01 To: 05	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(1,080,600.53)	(759,760.33)	(320,840.20)	70.3%
330 Intergovernmental Revenues	4,771,374.53	550,270.09	4,221,104.44	11.5%
390 Other Financing Sources	2,672,048.05	821,533.75	1,850,514.30	30.7%
397 Interfund Transfers	999,143.90	0.00	999,143.90	0.0%
Fund Revenues:	7,361,965.95	612,043.51	6,749,922.44	8.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service	0.00	8,207.54	(8,207.54)	0.0%
594 Capital Expenditures	7,361,965.95	2,284,185.50	5,077,780.45	31.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	7,361,965.95	2,292,393.04	5,069,572.91	31.1%
Fund Excess/(Deficit):	0.00	(1,680,349.53)		

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 18

415 Cascade Avenue Utility Improvements Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	0.00	1,577.60	(1,577.60)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	1,577.60	(1,577.60)	0.0%
Fund Excess/(Deficit):	0.00	(1,577.60)		

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 19

420 Cascade Avenue Mitigation Fund Months: 01 To: 05

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

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 20

500 Equipment Service Fund		Months: 01 To: 05			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	85,317.74	84,171.92	1,145.82	98.7%	
340 Charges For Goods & Services	220,000.00	111,730.00	108,270.00	50.8%	
360 Interest & Other Earnings	0.00	1,226.95	(1,226.95)	0.0%	
390 Other Financing Sources	450,000.00	7,000.00	443,000.00	1.6%	
Fund Revenues:	755,317.74	204,128.87	551,188.87	27.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
548 Public Works - Centralized Services	176,272.10	79,301.23	96,970.87	45.0%	
591 Debt Service	29,000.00	210.00	28,790.00	0.7%	
594 Capital Expenditures	530,000.00	73,160.00	456,840.00	13.8%	
999 Ending Balance	20,045.64	0.00	20,045.64	0.0%	
Fund Expenditures:	755,317.74	152,671.23	602,646.51	20.2%	
Fund Excess/(Deficit):	0.00	51,457.64			

2024 BUDGET POSITION

City Of Stevenson

Time: 17:00:43 Date: 06/17/2024

Page: 21

630 Stevenson Municipal Court Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	853.80	(853.80)	0.0%
Fund Revenues:	0.00	853.80	(853.80)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	853.80	(853.80)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	853.80	(853.80)	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2024 BUDGET POSITION TOTALS

City Of Stevenson

Months: 01 To: 05

Time: 17:00:43

Date: 06/17/2024

Page: 22

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	2,509,194.18	2,271,727.57	90.5%	2,509,194.18	508,330.45	20%
010 General Reserve Fund	335,258.75	348,377.79	103.9%	335,258.75	0.00	0%
020 Fire Reserve Fund	1,803,960.29	1,927,774.77	106.9%	1,803,960.29	0.00	0%
030 ARPA	298,313.00	298,313.00	100.0%	298,313.00	0.00	0%
100 Street Fund	915,669.85	280,705.01	30.7%	915,669.85	211,918.59	23%
103 Tourism Promo & Develop Fund	1,350,168.52	1,571,588.77	116.4%	1,350,168.52	115,656.41	9%
105 Affordable Housing Fund	22,435.11	17,670.42	78.8%	22,435.11	0.00	0%
107 HEALing SCARS Fund	10,190.57	10,246.39	100.5%	10,190.57	0.00	0%
300 Capital Improvement Fund	225,190.20	280,089.65	124.4%	225,190.20	0.00	0%
311 First Street	903,885.00	0.00	0.0%	903,885.00	21,101.81	2%
312 Columbia Ave	0.00	0.00	0.0%	0.00	0.00	0%
313 Park Plaza Fund	382,252.00	-82,612.07	-21.6%	382,252.00	109,303.46	29%
400 Water/Sewer Fund	4,749,178.74	2,916,303.06	61.4%	4,749,178.74	827,250.96	17%
406 Wastewater Short Lived Asset Res.	108,895.00	87,116.00	80.0%	108,895.00	0.00	0%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	100.0%	61,191.00	0.00	0%
410 Wastewater System Upgrades	7,361,965.95	612,043.51	8.3%	7,361,965.95	2,292,393.04	31%
415 Cascade Avenue Utility Improvem	0.00	0.00	0.0%	0.00	1,577.60	0%
420 Cascade Avenue Mitigation Fund	19,550.00	19,550.00	100.0%	19,550.00	0.00	0%
500 Equipment Service Fund	755,317.74	204,128.87	27.0%	755,317.74	152,671.23	20%
630 Stevenson Municipal Court	0.00	853.80	0.0%	0.00	853.80	0%
	<u>21,812,615.90</u>	<u>10,825,067.54</u>	<u>49.6%</u>	<u>21,812,615.90</u>	<u>4,241,057.35</u>	<u>19.4%</u>

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

Rental Assistance

Outputs

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

Housing and Essential Needs

Outputs

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

Permanent Support Housing

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

Outputs PSH

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

Shelter

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

Outputs

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

Total Outcomes for all Programs

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

Success Stories

May 2024:

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

DRAFT Minutes
Stevenson Planning Commission Meeting
Monday, May 13, 2024
6:00 PM

Planning Commission Chair Breckel called the meeting to order at 6:16 p.m. A quorum was present.

MEMBERS PRESENT

PC Chair Jeff Breckel; Commissioner Anne Keesee. Commissioner Hales attended via Zoom.

STAFF PRESENT

Community Development Director Ben Shumaker, Planning & Public Works Assistant Tiffany Andersen

GUESTS PRESENT

Glen Daman, Cole Butler, Ron Mitchell, Kara Owens. Courtney Wheeler via Zoom.

PUBLIC PRESENT

Mary Repar, Art Yeoman, Greg Stafford, Debbie Taylor, Valerie Kelly-Ginter, Phil Ginter

A. Preliminary Matters

1. Public Comment Expectations

Shumaker explained use of tools for remote participants: *6 to mute/unmute & *9 to raise hand. Commenters must raise their hand and be acknowledged by the Chair. Individual comments may be limited to 3 minutes. Disruptive individuals may be required to leave the meeting. Persistent disruptions may result in the meeting being recessed and continued at a later date.

2. Public Comment Period

(For items not located elsewhere on the agenda)

Mary Repar commented about the shoreline appeal she initiated and invited the group to the board site visit on Friday, at noon.

3. March 11, 2024 Minutes (No Meeting in April)

The Planning Commission meeting minutes from March 11, 2024, were approved unanimously as presented.

B. New Business

4. CUP2024-01 (The River Church)

a. Appearance of Fairness Disclosures

Shumaker explained and administered the Appearance of Fairness Doctrine. The Appearance of Fairness Doctrine is a rule of law requiring government decision-makers to conduct non-court hearings and proceedings in a way that is fair, impartial, and unbiased in both appearance and fact. Any conflicts of interest must be disclosed to ensure fairness and impartiality. Disclosures include any financial interest in the final outcome, any outside (ex-parte) communications made with any party of interest or anything else that could be construed as a conflict or affects any decision making. Decision

makers can be challenged regarding any perceived conflicts of interest.

None of the Planning Commissioners present disclosed any ex-parte communications concerning the application, and none reported any financial conflicts or other matters that would impede a fair and impartial decision. There were no challenges by the applicant or the public.

Shumaker explained the details of the Conditional Use Permit application.

Glen Dahman provided a description of the project. Preschool for approximately 10 children, aged 3-5, three days a week, from 9am to 11am. The church had new playground equipment donated, which will be used. There will be a certified teacher, Courtney Wheeler, and one assistant on staff. The maximum head count of children would be 12.

Courtney Wheeler spoke in favor of the school, as young children need early education programs in Stevenson. They wish to provide this option, on a small scale.

Breckel explained the rules for Public Comment.

Public Comment began with those in opposition.

Art Yeoman, 293 NW Roosevelt, expressed opposition as per relevant conditional requirement #1: Will not endanger the public health or safety. **Yeoman** stated there are currently no sidewalks, the road is narrow, and the intersection at the base of the road has a negative curve. Suggested moving to a place with better infrastructure.

Commissioner Keesee stated she drove the road prior to this meeting and noted there were no sidewalks, which could be a concern.

Greg Stafford, 291 NW Roosevelt, stated the application was submitted with incorrect zone listed. His opposition as per relevant conditional requirement #1: Will not endanger the public health or safety. Opposition is due to inadequate parking, the road being too narrow, and no sidewalk. Opposition for many of the same reasons stated as per relevant conditional requirement #2: Will not substantially reduce the value of adjoining or abutting property.

Debbie Taylor, 291 NW Roosevelt, expressed opposition as per relevant conditional requirement #1: Will not endanger the public

health or safety. **Taylor** believes traffic flow would be dangerous, drivers' vision is impeded by the narrow road and entry onto Roosevelt. Opposition as per relevant conditional requirement #2: Will not substantially reduce the value of adjoining or abutting property. **Taylor** believes the children will be noisy, as the proposed playground is located near their property, lowering the value for potential future buyers.

Phil Ginter, 205 NW Roosevelt, expressed opposition as per relevant conditional requirement #1: Will not endanger the public health or safety. **Ginter** believes there is a question of traffic safety and suggests finding an alternate location.

Coleen Kelly-Ginter, 205 NW Roosevelt, expressed opposition as per relevant conditional requirement #1: Will not endanger the public health or safety. **Ginter** believes this is a good idea, just not in the proposed location, as there is a street safety issue.

Mary Repar, Stevenson, expressed opposition as per relevant conditional requirement #1: Will not endanger the public health or safety. **Repar** believes Roosevelt is a dangerous street. Suggested moving the program over to the elementary school.

Breckel closed the Public Hearing at 6:50 PM.

Breckel opens up for deliberations.

Commissioner Hales expressed issues with relevant conditional requirements #1: Will not endanger the public health or safety and #3: Will be in harmony with the area in which it is located. **Hales** believes this is a poor decision based on the road safety issues. He also has reservations about approving this venture in the zone Residential 1. This appears to be compounding a previous poor decision.

Commissioner Keesee expressed issues with relevant conditional requirement #1: Will not endanger the public health or safety. After driving to the school herself, she agrees there are safety concerns.

Commissioner Breckel expressed concerns with relevant conditional requirement #1: Will not endanger the public health or safety. While he applauds the church for wanting to provide this service, he worries about access, as the road is very narrow and not very safe. He is also concerned about issues in line with relevant conditional requirements #3: Will be in harmony with the area in which it is located. **Breckel** does not see a workable option, due to the neighborhood expressing their concerns.

MOTION: Commissioner Hales moves to deny application pending adoption of findings of fact relative to requirements #1 and #3.

Commissioner Keesee seconds.

Voting aye: **Commissioners Breckel, Hales, Keesee.**

Shumaker states the findings will provide a framework to withstand appeal, should there be one. **Commissioner Breckel** underscored the need to ensure specific rationale used for denial, so there is a record.

5. Zoning Interpretation – Seasonal Employee Housing in the CR Commercial Recreation District

Shumaker informed the Planning Commission of the process and criteria involved in conducting use interpretations under the Zoning Code. The specific use involves Skamania Lodge’s proposal to construct temporary employee housing. The Planning Commission is asked to interpret the zoning code based on its understanding of a) whether Seasonal Employee Housing is consistent with the purpose of the R3 District and b) whether the use is the same general character as other uses in the district. Secondly, the Planning Commission can determine whether the use is customary and incidental to an instant principal use.

Kara Owens relays the plan is to expand an area onsite to house seasonal workers. Employees find it difficult to find living accommodation while working at the lodge. The addition of employee housing helps with that hurdle.

Ron Mitchell has been arguing for employee housing for years. This perk is part of the hospitality culture, especially in areas where employers have a difficult time keeping full staff during peak times. Because the units will be located on lodge property, employees will be able to reside and walk to work.

Breckel believes this to be a good idea and asked fellow commissioners to weigh in.

Keesee agreed.

Hales believes the issues surrounding affordable housing for employees is a problem and this is a huge need.

MOTION: Commissioner Hales moves to approve the interpretation as drafted. **Commissioner Keesee** seconds.

Voting aye: **Commissioners Breckel, Hales, Keesee.**

6. Joint Meeting Request

Shumaker informs the Planning Commission of a staff suggestion to bring the City Council and Planning Commission together to discuss level of service standards. Expectations are not consistent between types of service or public expectations. A joint meeting series would evaluate whether to create/revise the existing standards.

Planning Commissioners all agree to Joint Meeting. Will determine date at a later time.

C. Old Business

7. December Parking Study:

Shumaker updated Planning Commission on the Parking Study results from December. Visuals compared usage in December and August and display seasonal changes in demand. Zoning Code amendments will be put forward for consideration when the Parking Advisory Committee concludes its work.

D. Discussion

8. Staff & Commission Reports

Shumaker presented brief updates on the following items:

Zoning Code Update related to setbacks has been adopted and is in effect. City Council will look to approve floodplain federally backed insurance this month.

Tree Preservation Planning is beginning. The City received a grant through the Washington State Department of Natural Resources Urban Forestry program. Options are being explored to preserve tree canopy by working with the PUD to underground overhead utilities, hopefully to also reduce loss of trees to fires.

Parks Projects are currently being developed. Two grant applications for RCO WWRP/Local Parks Grants are being created to fund two projects identified in the Parks Plan. One is regarding the splash pad addition to the Courthouse Plaza. The City is also moving forward on buying land for a path, per the Parks Plan.

1st Street Overlook will break ground soon. The bids are in and tabulated. The winner of the bid will be introduced soon, and work will begin shortly after.

Sewer System Upgrades are still under construction due to equipment and parts delays.

8. Adjournment

PC Chair Breckel declared the meeting adjourned at 7:55 p.m.

Minutes recorded by Tiffany Andersen.



Risk MAP Project Quarterly Report for Skamania County, WA

RSCX <RXProjectUpdates@starr-team.com>

Tue, May 21, 2024 at 2:23 PM

To: Leana Kinley - City Administrator - City of Stevenson <leana@ci.stevenson.wa.us>

Greetings,

My name is Jonathan Johnson, and I am part of the Skamania County Risk Mapping, Assessment, and Planning (Risk MAP) Project Team, working with the Strategic Alliance for Risk Reduction (STARR II), a contractor for the Federal Emergency Management Agency (FEMA). This email is being sent to you as a status update for work completed on this project as of May 21, 2024.

Detailed status updates like this have been sent quarterly and include the overall project status, changes to the scope or schedule of the project, and a detailed overview of the individual technical tasks associated with the project. **This will be the final quarterly report for this project. The updated Flood Insurance Rate Maps (FIRMs) and Flood Insurance Study (FIS) will become effective on May 22, 2024.**

Project History

The State of Washington identified Skamania County as a priority for FEMA's Risk MAP program. The State determines its priorities based on population at risk to hazards, recent events, and community interest. FEMA, State, and Local stakeholders participated in a Risk MAP Discovery Meeting and a Scoping Meeting, where community concerns were identified. These concerns were captured in the Risk MAP Discovery Report and delivered to the communities in the watershed. After the Discovery and Scoping Meetings, community concerns were researched and analyzed, in order to develop a scope of work that includes multi-hazard risk assessment products and updates to the communities' regulatory flood maps based on community-identified resilience needs.

Project Milestones and Deliverables

Meeting/Deliverable	Point of Contact	Date
Risk MAP Discovery Meeting	Kara Jacobacci	July 20, 2015
Scoping Meeting	Kara Jacobacci	August 30, 2017
Flood Study Kick-Off Meeting	Jonathan Johnson	March 5, 2019
Draft Map Release	Jonathan Johnson	May 20, 2020
Flood Risk Review (FRR) Meeting	Jonathan Johnson	July 1, 2020
Preliminary DFIRM/FIS Release	Jonathan Johnson	April 30, 2021
Community Coordination (CCO) Meeting	Kara Jacobacci	June 17, 2021
Online StoryMap	Kara Jacobacci/ Jerry Franklin	October 18, 2021
Revised Preliminary DFIRM/FIS Release	Jonathan Johnson	October 26, 2021
Skamania County Board of Commissioners Meeting	Kara Jacobacci	January 25, 2022
Appeal Period Starts	Jonathan Johnson	April 20, 2022
Appeal Period Ends	Jonathan Johnson	July 18, 2022
Revised Preliminary DFIRM/FIS Release	Jonathan Johnson	May 31, 2023
Letter of Final Determination	Jonathan Johnson	November 22, 2023

Recent Activity

The Letter of Final Determination (LFD) was issued on November 22, 2023. An LFD is a letter FEMA sends to the Chief Executive Officer of a community stating that a new or updated FIRM or Digital FIRM (DFIRM) will become effective in six months.

Next Steps

The FIRMs and FIS will become effective on May 22, 2024, six months following the issuance of the LFD. Effective maps will be available for download on FEMA's Flood Map Service Center website (<https://msc.fema.gov/portal/advanceSearch>). Around this date, your community officials will receive in the mail the Revalidation Letter that lists previously issued Letters of Map Change (LOMCs) that have been reaffirmed for the new FIRM. The Revalidation Letter becomes effective one day after the publication of a community's new or revised final FIRM. The Revalidation Letter does not list LOMCs that have been incorporated into the revised panel, LOMCs that are superseded by new or revised mapping, or LOMCs that are no longer valid. While the Summary of Map Actions (SOMA) is a preliminary assessment of which LOMCs may still be valid after the new maps are issued, the Revalidation Letter is the final, effective determination of the LOMCs which remain valid. The SOMA and the Revalidation Letter are meant to assist community officials in the maintenance of the community's FIRM.

At this point, the Risk MAP flood study for Skamania County is complete. Please note that this will be the final status update for this project. For further questions, please contact FEMA Region 10 Risk Analyst and Project Monitor Kara Jacobacci at kara.jacobacci@fema.dhs.gov or (202) 215-8229.

Ordinance Updates are Required

Each time FEMA provides a community with new or revised flood hazard data, the community must adopt the new or revised FIS and associated FIRMs (by title and effective date) and assure the community's regulations are compliant with the NFIP and applicable state regulations. In some cases, communities may have to adopt additional floodplain management requirements if a new type of flood hazard data is provided, such as a new flood zone (e.g., going from a Zone A without Base Flood Elevations (BFEs) to a Zone AE with BFEs or adding a Zone VE – the coastal high hazard area), or with the addition of a regulatory floodway designation.

A community must adopt the new FIS report and FIRM and assure their floodplain regulations are compliant and effective with the NFIP and applicable state regulations before the effective date of the FIS report and FIRM, which is identified in the LFD. A community which fails to do so will be suspended from the NFIP. Communities are encouraged to update and adopt the appropriate floodplain management regulations as soon as possible to avoid suspension; and may begin their ordinance update and adoption process before the LFD is issued. The adopted regulations with authorized signatures must be submitted to FEMA or the State and be approved by FEMA before the FIRM/FIS effective date. Communities are encouraged to submit draft regulations for review to the State NFIP Coordinator and/or FEMA for review prior to community adoption to assure compliance. To assist you with ordinance updates, model floodplain development regulatory language has been developed by the Washington Department of Ecology: [Planning & regulation - Washington State Department of Ecology](#).

Contact your State Floodplain Management Specialist Matt Gerlach at matt.gerlach@ecy.wa.gov and a FEMA Regional NFIP Specialist at FEMA-R10-MIT-FMI@fema.dhs.gov for assistance on the specific requirements your community will need to adopt.

For additional information on this project, please refer to the following links:

- **FEMA GeoPlatform (Risk MAP Study Lifecycle):**
[Skamania County, Washington - Flood Study Lifecycle - Overview \(arcgis.com\)](#)
- **Project Deliverables (Risk MAP contacts and project area scope map)**:**
[Skamania County, Washington - Risk MAP Project Deliverables \(starr-team.com\)](#)

***NOTE: If you have trouble downloading or are prompted for credentials when clicking the file name on the website, cancel the prompt and instead right-click the file name and choose "Save As" or "Save Target As".*

General Information

If you have questions about this Risk MAP project, please contact FEMA Region 10 Risk Analyst and Project Monitor Kara Jacobacci (kara.jacobacci@fema.dhs.gov, (202) 215-8229) or Washington State Risk MAP Coordinator Jerry Franklin (jerry.franklin@ecy.wa.gov, (360) 407-7470).

The STARR II Region 10 Help Desk is another resource available to answer project-related questions. STARR II staff will route and research your question and respond within three business days. Submit your questions via email, the address is RegionXHelpDesk@starr-team.com.

If you want to keep up with what's happening around Region 10, get project status updates, or learn about upcoming events and training opportunities, subscribe to the Region 10 monthly newsletter. For more information or to subscribe, email rxnewsletter@starr-team.com.

Current and past issues of the newsletter, project status updates, announcements, upcoming events, and training opportunities are also available online at the STARR II website, www.starr-team.com.

I hope you found this status update email helpful. Because maps will go effective on May 22, 2024, this will be the final update for this project. It has been a pleasure working with you. If you have any questions, please feel free to contact FEMA Region 10 Risk Analyst and Project Monitor Kara Jacobacci at kara.jacobacci@fema.dhs.gov or (202) 215-8229.

Sincerely,

Jonathan Johnson, PMP, CFM
Senior Project Manager

STARR II – Strategic Alliance for Risk Reduction

Direct +1 (720) 475-7132

Email: jonathan.johnson@atkinsrealis.com

This message was sent by RSC 10 to the following:

Adrienne Grimm - Hydrologist - Yakama Nation Fisheries
 Amanda Richardson - Washington State NFIP Coordinator - Washington Department of Ecology
 Amelia Petersen - Floodplain Planner - Washington Department of Ecology
 Anil Nampally - Project Engineer - STARR II
 Arnold Bell - Building Official/Fire Marshal - Skamania County
 Asa Leckie - Commissioner, District 3 - Skamania County
 Ashley Zacherle - Tribal Affairs Lead - FEMA Region 10
 Ashlie Chandler - External Affairs Branch Chief - FEMA Region 10
 Ben Shumaker - Community Development Director - City of Stevenson
 Bobbak Talebi - SEA Coastal Program Planner - Washington Department of Ecology
 Brian Sabo - Mayor - City of North Bonneville
 Carmen Burducea - Region 10 Task Order Manager - STARR II

Carolyn Sourek - Public Works Director - City of Stevenson
CERC Region 10 - Resilience Action Partners
Corina Allen - Chief Hazards Geologist - Washington Department of Natural Resources
Dale Meck - Regional Engineer - FEMA Region 10 RAB
Danyal Shahroz - Region 10 RPML - Deloitte
Dave Nail - Building Inspector - City of Stevenson
David Waymire - Public Works & Community Development Director - Skamania County
FEMA Region 10 FMI
Ferrin Affleck - Region 10 Project Director - STARR II
Greyson Rudd - Engineering Technician/Data & Asset Management - Skamania County
Jeanette Burkhardt - Watershed Planner - Yakama Nation Fisheries
Jerry Franklin - Washington State Risk MAP Coordinator - Washington Department of Ecology
Joe Green - Community Planner - FEMA Region 10 RAB
John Carlson - Emergency Management Coordinator - Skamania County
Jonathan Johnson - Project Manager - STARR II
Kara Jacobacci - Risk Analyst - FEMA Region 10 RAB
Kate Mickelson - Landslide Hazards Program Manager - Washington Department of Natural Resources
Leana Kinley - City Administrator - City of Stevenson
Marshall Rivers - Risk MAP Section Chief - FEMA Region 10 RAB
Matt Gerlach - Floodplain Management Planner, SW Washington - Washington Department of Ecology
Meghan Tait - Shoreline Permit Reviewer - Washington Department of Ecology
Michelle Blankas - Community Planner - FEMA Region 10 RAB
Michelle McConnell - Shoreline Planner - Washington Department of Ecology
Paul Sclafani - Floodplain Management Program Manager - USACE, Portland District
Peter Chaput - Section Chief, River and Hydrologic Engineering Section - USACE, Portland District
Region 10 Service Center - STARR II
Richard Hall - Planning Advisor - City of North Bonneville
Richard Mahar - Commissioner, District 1 - Skamania County
Rick Hollatz - GIS Coordinator - Skamania County
Rick Mraz - Wetland Policy Lead - Washington Department of Ecology
Rucker Alex - Community Planner - FEMA Region 10 RAB
Rynn Lamb - Risk Analyst GIS - FEMA Region 10 RAB
Sadi' Pettenger - County Engineer - Skamania County
Sandy Floyd - Floodplain Management Planner, Central Washington - Washington Department of Ecology
Scott Anderson - Mayor - City of Stevenson
Scott Ladd - Hydrologist, Water Resources Program - Yakama Nation
Tim Cook - State Hazard Mitigation Officer - Washington Emergency Management Division
Tom Lannen - Commissioner, District 2 & Board Chair - Skamania County
Trevor Contreras - Landslide Hazards Geologist - Washington Department of Natural Resources
Tribal Affairs - FEMA Region 10
Tricia Sears - Geologic Planning Liaison, Washington Geological Survey - Washington Department of Natural Resources
Wendy Shaw - Risk Analysis Branch Chief - FEMA Region 10 RAB

Kristy Arnett McCaskell

7042 East Loop Rd.
Stevenson WA 98648
Kristymccaskell@gmail.com
June 20, 2024

Stevenson City Council

Dear Members of the Stevenson City Council,

It is with a heavy heart that I submit my resignation from my position as a member of the Stevenson City Council, effective immediately.

Over the course of my tenure, I have strived to serve the interests of our community with dedication and integrity. I have worked diligently to address the concerns of our citizens and to contribute positively to the growth and development of our city. However, recent events and ongoing issues within the Council have led me to conclude that I can no longer effectively serve in this capacity.

My decision to resign stems from a deep-seated discontent with the behavior and attitudes of some of my fellow council members. It has become increasingly clear that the collaborative spirit and shared commitment to our community's well-being, which are essential for the effective functioning of this body, are not being upheld. The persistent lack of respect, cooperation, and ethical conduct among certain members has not only hindered our ability to make sound decisions but has also created an environment that is counterproductive and distressing.

I believe that a city council should be a place where diverse perspectives are respected, constructive dialogue is encouraged, and the collective goal is the betterment of our city. Unfortunately, the current dynamics within our council do not reflect these values. This discord undermines the trust placed in us by the citizens of Stevenson and prevents us from fulfilling our responsibilities effectively.

I want to express my gratitude to the residents of Stevenson for their support and trust in me. Serving on this council has been an honor, and I remain committed to contributing to our community in other ways. I also wish to thank the council members who have maintained their dedication and professionalism throughout these challenging times.

It is my hope that my departure will prompt a necessary reflection and encourage positive changes within the council, leading to a more respectful and effective governance for the benefit of all Stevenson residents.

Sincerely, Kristy McCaskell

CHECK REGISTER

City Of Stevenson

Time: 13:59:22 Date: 06/20/2024

05/17/2024 To: 06/20/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1469	06/20/2024	Claims	1	EFT	Department of Revenue	7,768.53	June 2024 Taxes
1470	06/20/2024	Claims	1	EFT	Xpress Billpay	367.83	May 2024 Statement
1471	06/20/2024	Claims	1	17840	A&J Select	189.22	May 2024 Statement
1472	06/20/2024	Claims	1	17841	Ajax Northwest LLC	211,818.75	Waste Water Collection System Construction
1473	06/20/2024	Claims	1	17842	Altec Industries Inc	43.56	Equipment Services Manlift Supplies
1474	06/20/2024	Claims	1	17843	Avista Utilities	519.36	June 13, 2024 Statement; WWTP Upgrades-Permitting
1475	06/20/2024	Claims	1	17844	Azteca Systems Holdings, LLC	8,000.00	Contract for 9/15/2024-3/14/2025
1476	06/20/2024	Claims	1	17845	BSK Associates	1,485.50	May 2024 Water Testing; WWTP Lab Testing
1477	06/20/2024	Claims	1	17846	Cascade Columbia Distribution	1,774.16	Water Treatment Plant Supplies
1478	06/20/2024	Claims	1	17847	CenturyLink	166.72	May 2024 Monthly Statement Kanaka Creek; May 2024 Monthly Statement WWTP
1479	06/20/2024	Claims	1	17848	Centurylink Comm Inc	46.92	WWTP Phone Statement 5/19/2024
1480	06/20/2024	Claims	1	17849	City of Stevenson	2,476.27	May 2024 Water Bill 25124; May 2024 Water Bill 11340; May 2024 Water Bill 25139; May 2024 Water Bill 25146; May 2024 Water Bill 17260; May 2024 Water Bill 25238; May 2024 Water Bill 25145; May 2024 Wa
1481	06/20/2024	Claims	1	17850	CivicPlus LLC	2,487.87	Municode Meetings Premium Annual Renewal
1482	06/20/2024	Claims	1	17851	Class 5	327.22	June 2024 Monthly Billing
1483	06/20/2024	Claims	1	17852	Clean Creek LLC	2,444.79	West End Cascade Ave Outfall
1484	06/20/2024	Claims	1	17853	Cloudpermit	4,000.00	Land Use Module and Code Enforcement Module
1485	06/20/2024	Claims	1	17854	Coburn Electric Inc	1,343.29	T/S Solenoid Cable at Cascade Lift Station; Replace High Level Float for Alarm Bell at WWTP
1486	06/20/2024	Claims	1	17855	Columbia Hardware Inc	759.30	May 2024 Monthly Statement
1487	06/20/2024	Claims	1	17856	Columbia River Disposal	208.34	May 2024 Monthly Service
1488	06/20/2024	Claims	1	17857	Consolidated Supply Company	1,764.73	Water Operating Supplies; Refund for Returned Items
1489	06/20/2024	Claims	1	17858	DeVaul Publishing	119.70	Notice of Special Meeting 05/23/2024; Notice of Ordinance Adoptions
1490	06/20/2024	Claims	1	17859	Enviro-Clean Equipment Inc	2,211.39	Vactruck hose and water plate
1491	06/20/2024	Claims	1	17860	Financial Consulting Solutions Group Inc	310.00	Water and Sewer Rate and SDC Study
1492	06/20/2024	Claims	1	17861	Flo Analytics	9,050.00	On-Call GIC Services Through May 31,2024
1493	06/20/2024	Claims	1	17862	Gator Creek Gardens	85.62	Garden Soil
1494	06/20/2024	Claims	1	17863	GeoTK	1,198.63	Geotextile Fabric
1495	06/20/2024	Claims	1	17864	Stephanie D Goetz	96.00	2270.0 - 777 NEMONTELL TERRACE
1496	06/20/2024	Claims	1	17865	Gorge Construction	133.69	2555.0 - 541 NNVANCOUVER AVENUE
1497	06/20/2024	Claims	1	17866	Grayling Engineers	16,089.40	Cascade Avenue Utility Improvements
1498	06/20/2024	Claims	1	17867	Gregory Scott Cheney	720.00	May 2024 Public Defender Statement
1499	06/20/2024	Claims	1	17868	Devon L. Groom	491.60	Reimbursement for Cross Connection Specialist Class
1500	06/20/2024	Claims	1	17869	H2Oregon	40.76	May 2024 Monthly Statement May 2024 Cooler Rent

CHECK REGISTER

City Of Stevenson

Time: 13:59:22 Date: 06/20/2024

05/17/2024 To: 06/20/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1501	06/20/2024	Claims	1	17870	HD Fowler Company	329.13	US Wall Pit Antenna Cables
1502	06/20/2024	Claims	1	17871	Ty Hildenbrand	300.00	Timber Falling East End of Stevenson
1503	06/20/2024	Claims	1	17872	Valerie F Hoy	122.22	Flrehall Snacks
1504	06/20/2024	Claims	1	17873	Jammie's Environmental Inc	3,231.00	May 2024 Monthly Statement
1505	06/20/2024	Claims	1	17874	Lakeside Industries, Inc.	1,328.00	Asphalt for Streets
1506	06/20/2024	Claims	1	17875	Les Schwab Tire Center	342.29	Generator Trailer
1507	06/20/2024	Claims	1	17876	Main Street - Singh	2,867.96	May 2024 Monthly Statement
1508	06/20/2024	Claims	1	17877	Max Hegewald Irrevocable Trust	37.04	1195.0 - 721 NWGROPPER ROAD
1509	06/20/2024	Claims	1	17878	Julie Mayfield	1,640.00	June 2024 Reimbursement
1510	06/20/2024	Claims	1	17879	Munsen Paving LLC	571.90	Street Paving April 2024
1511	06/20/2024	Claims	1	17880	Office of State Treasurer-Cash Mgmt Di	437.73	June 2024 Remittance
1512	06/20/2024	Claims	1	17881	One Call Concepts Inc	25.74	May 2024 Statement
1513	06/20/2024	Claims	1	17882	PUD No 1 of Skamania County	6,882.67	Statement 5/18/2024; Statement 5/18/2024; May 2024 Statement; May 2024 Statement; May 2024 Statement; May 2024 Statement; May 2024 Statement
1514	06/20/2024	Claims	1	17883	Peterson Trucks Inc	574.41	Guard Rack and Extension
1515	06/20/2024	Claims	1	17884	Print It! Inc	73.24	City Logo Decals for Trucks
1516	06/20/2024	Claims	1	17885	RADCOMP Technologies	4,559.10	June 2024 Monthly Billing; WWTP Lab
1517	06/20/2024	Claims	1	17886	Ricoh USA Inc	103.24	May 2024 Monthly Statement
1518	06/20/2024	Claims	1	17887	Saunders, Joe	3,000.00	Piece down two dead Poplar Trees at west end of Stevenson
1519	06/20/2024	Claims	1	17888	Scott Pipeline Video, Inc	2,109.25	West End Cascade Ave Outfall
1520	06/20/2024	Claims	1	17889	Sea-Western Inc	218.20	Lion Thorogood Pull-On Rubber Structural Boots
1521	06/20/2024	Claims	1	17890	Skamania County Building Division	4,553.41	May 2024 Business License Pass through fees
1522	06/20/2024	Claims	1	17891	Skamania County Chamber of Commerce	29,507.66	May 2024 Chamber Expenses
1523	06/20/2024	Claims	1	17892	Skamania County Economic Development	13,690.00	2024 First Half Contract/SBDC Representative/CFM Lobbyist
1524	06/20/2024	Claims	1	17893	Skamania County Probation	1,299.73	May 2024 Probation Costs
1525	06/20/2024	Claims	1	17894	Skamania County Prosecutor	1,500.00	June 2024 Remittance
1526	06/20/2024	Claims	1	17895	Skamania County Sheriff	2,795.00	May 2024 Jail Services
1527	06/20/2024	Claims	1	17896	Skamania County Treasurer	22,646.88	June 2024 Remittance; March 2024 Remittance
1528	06/20/2024	Claims	1	17897	Stellar J Corporation	136,428.55	WWTP Construction and Maintenance
1529	06/20/2024	Claims	1	17898	Timothy Charles Shell	2,368.00	Civil Engineering Consulting; Civil Engineering Consulting; Civil Engineering Consulting; Civil Engineering Consulting
1530	06/20/2024	Claims	1	17899	US Bank Safekeeping	32.00	May 2024 Safekeeping Fees
1531	06/20/2024	Claims	1	17900	US Bank Voyager Fleet Systems	67.72	May 2024 Monthly Statement
1532	06/20/2024	Claims	1	17901	US Bank	2,337.73	May 2024 Monthly Statement Card 2311; May 2024 Monthly Statement Card 4631; May 2024 Statement Card 8023
1533	06/20/2024	Claims	1	17902	USA Bluebook	3,134.28	Stenner Series Pump; Stenner Series Pump and Supplies
1534	06/20/2024	Claims	1	17903	Understory Landscape Architecture, LLC	6,987.15	Park Plaza Design
1535	06/20/2024	Claims	1	17904	Verizon Wireless	164.18	May 2024 Cell Phone Charges

CHECK REGISTER

City Of Stevenson

Time: 13:59:22 Date: 06/20/2024

05/17/2024 To: 06/20/2024

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1536	06/20/2024	Claims	1	17905	Vestis	80.80	Weekly Statement 5/16/2024; Weekly Statement 5/23/2024; Weekley Statement 5/30/2024; Weekley Statement 6/6/2024; Weekly Statement 06/13/2024
1537	06/20/2024	Claims	1	17906	Wallis Engineering PLLC	52,918.52	Wastewater Collection System Engineering; Wastewater Treatment Plant Construction Phase Services
1538	06/20/2024	Claims	1	17907	Walter E Nelson Company	418.74	Tuff Tex Liner
1539	06/20/2024	Claims	1	17908	Waste Connections Vancouver District 2	26.91	May 2024 Statement
1540	06/20/2024	Claims	1	17909	Wave Division Holdings LLC	706.09	WTP Statement 5/20/2024; WWTP Telephone Statement 5/20/2024; May 2024 Monthly Statement; May 2024 Monthly Statement; May 2024 Monthly Statement

001 General Expense Fund	59,761.33		
100 Street Fund	19,581.15		
103 Tourism Promo & Develop Fund	31,323.10		
313 Park Plaza Fund	6,987.15		
400 Water/Sewer Fund	45,241.40		
410 Wastewater System Upgrades	402,481.75		
415 Cascade Avenue Utility Improvements	16,089.40		
500 Equipment Service Fund	7,035.98		
630 Stevenson Municipal Court	454.36		
		Claims:	588,955.62
* Transaction Has Mixed Revenue And Expense Accounts	588,955.62		

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Stevenson, and that I am authorized to authenticate and certify to said claim.

Clerk Treasurer: _____ Date: _____

Claims Vouchers Reviewed By:

Signed: _____

Signed: _____

Signed: _____

Auditing Committee (Councilmembers or Mayor)

Task Name

June 27, 2024 Special Council Meeting

Critical Areas Ordinance Update Discussion

July 18, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

SBA Funds Transfer to Chamber-Agreement

DNR Undergrounding Grant Contract

Waiving of Stipend Ordinance/Policy

Safe Streets for All Grant Match

Columbia Realignment Follow-up Discussion

Update Procurement Policy

2024 Budget Amendment-First St. Project, etc.

Correction to Well Property Legal Description-Approval?

ARPA Funds Use Discussion

Discuss changes to August Council Meeting date

July 25, 2024 Special Council Meeting

No agenda items to date

August 8/22, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

PUD Franchise Agreement-First Touch

August 22, 2024 Special Council Meeting

No agenda items to date

September 10, 2024 Special Joint FD2 & Council Meeting

Fire Dept Update

Future of the Stevenson Fire Department-Committee Update

Fire Hall

September 19, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

Preliminary Budget to Council

September 26, 2024 Special Council Meeting

No agenda items to date

October 17, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

1st 2025 Budget PH

October 24, 2024 Special Council Meeting

No agenda items to date

November 14, 2024 Special Council Meeting

2025 Budget

November 21, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

2nd 2025 Budget PH

Property Tax PH

December 10, 2024 Special Joint FD2 & Council Meeting

Fire Dept Update

Future of the Stevenson Fire Department-Committee Update

December 19, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

2024 Final Budget Amendment-If needed

2025 Final Budget Adoption