

AGENDA
CITY OF STEVENSON COUNCIL MEETING
May 19, 2022
6:00 PM, City Hall and Remote

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or 301-715-8592, Meeting ID 889 7550 7011, Zoom link <https://us02web.zoom.us/j/88975507011> or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEvsF6PSoDwjvA/>

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

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

2. PUBLIC COMMENTS: *[This is an opportunity for members of the audience to address the Council. If you wish to address the Council, please sign in to be recognized by the Mayor. Comments are limited to three minutes per speaker. The Mayor may extend or further limit these time periods at his discretion. The Mayor may allow citizens to comment on individual agenda items outside of the public comment period at his discretion. Please submit written comments to City Hall in person at 7121 E. Loop Rd, via mail to PO Box 371, Stevenson, WA 98648 or via email to leana@ci.stevenson.wa.us 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) * 5/17 changes include:

- Addition of ARPA funds use (item 8c)
- Addition of Sheriff Department report (item 9e)
- Addition of Housing report (item 9f)
- Addition of Vouchers (item 11a)

b) ** 5/19 changes include:

- Addition of public comment for the 6-year TIP Public Hearing (item 5b)
- Revised Interlocal Agreement-section 3 (item 7a)
- Addition of letter from Deputy Secretary of the US Treasury RE:ARPA fund use (item 8c)

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) **Liquor License Renewals** - 54 40 Brewing Company LLC, The Kellogg Group LLC (Clark and Lewie's), Dudley LLC (Big T's)
- b) **Special Occasion Liquor License Application** - Skamania County Fairgrounds on July 21st from 6 pm to 9 pm, July 22nd from 12 pm to 9 pm and July 23rd from 12 pm to 11 pm for the Bluegrass Festival.
- c) **Minutes** of April 21, 2022 Regular Council Meeting and May 2, 2022 Special Council Meeting.

MOTION: To approve consent agenda items a-c.

5. PUBLIC HEARINGS:

- a) **Second Reading Ordinance 2022-1182 Amending Comprehensive Plan** - Community Development Director Ben Shumaker presents the staff memo and draft ordinance 2022-1182 amending the city's comprehensive plan to be in alignment with the updated shorelines management program and critical areas ordinance, as recommended by the Planning Commission, for public comment and council consideration.

MOTION: To approve ordinance 2022-1182 amending the Stevenson zoning code (SMC title 17); amending the Stevenson Comprehensive Plan based on the 2022 Shoreline Management Program; Clarifying use categories within SMC 17.13.040; Aligning the zoning code with the Shoreline Management Program; and reconciling PR District setback requirements with existing development [as presented/with changes as discussed].

- b) ****Transportation Improvement Program (5a)** - City staff presents 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.

6. SITUATION UPDATES:

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

7. UNFINISHED BUSINESS:

- a) ****Approve Interlocal Agreement for Facilities Maintenance Services** - City Administrator Leana Kinley presents the revised interlocal agreement for Facilities Maintenance Services with the Port of Cascade Locks.

MOTION: To approve the interlocal agreement for Facilities Maintenance Services with the Port of Cascade Locks as presented.

- b) **Approve Waiving Back-Billing for Billing Discrepancy** - City Administrator Leana Kinley presents a staff memo regarding additional back-billing waiver requests for properties which were not billed for permitted Accessory Dwelling Units (ADUs) for council review and consideration.

MOTION: To approve waiving the back-billing in relation to unbilled ADUs for the customers listed in the staff memo for a total amount of \$13,285.85.

8. COUNCIL BUSINESS:

- a) **Review 2021 Annual Financial Report** - City Administrator Leana Kinley presents the 2021 Annual Financial report for council review and discussion.

- b) **Approve Ecology Shoreline Access Grant** - Community Development Director Ben Shumaker requests council authorize the Mayor to sign the attached grant for \$72,000 with the Department of Ecology for developing a Stevenson Shoreline Public Access and Trail Plan. The contract is still in review by DOE and no substantial changes are expected.

MOTION: To authorize the Mayor to sign Ecology grant SEASMPC-2123-StevPW-00029.

- c) ****Approve American Recovery Plan Act (ARPA) Fund Use** - City Administrator Leana Kinley presents the staff memo regarding the use of ARPA funds to purchase a vector truck at auction next week.

MOTION: To approve spending up to \$150,000 for a vector truck out of ARPA funds.

9. INFORMATION ITEMS:

- a) **Chamber of Commerce Report** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in the prior month.

- b) **Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.

- c) **Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.

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

e) ***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.

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

10. CITY ADMINISTRATOR AND STAFF REPORTS:

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

11. VOUCHER APPROVAL: Vouchers will be presented prior to the meeting.

a) *April 2022 payroll and May 2022 AP checks have been audited and are presented for approval. April payroll checks 15971 thru 15976 total \$100,269.57 which includes EFT payments. May 2022 AP checks 15977 thru 16031 total \$677,384.88, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

12. MAYOR AND COUNCIL REPORTS:

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

14. ADJOURNMENT - Mayor will adjourn the meeting.

=====

UPCOMING MEETINGS AND EVENTS:

- May 27 (Friday) 5pm-8pm and May 28 (Saturday) 9am-4pm Council Retreat
- May 30 (Monday) - Memorial Day - City Offices Closed
- June 7 (Tuesday) 6pm - Diversity, Equity and Inclusion Workshop
- June 13 (Monday) 6pm - Planning Commission Meeting
- June 16 (Thursday) 6pm - City Council Meeting
- Second Public Hearing on the 6-year Transportation Improvement Program

MINUTES
CITY OF STEVENSON COUNCIL MEETING
April 21, 2022
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.

Attending: Mayor Scott Anderson; Councilmembers Dave Cox, Michael Johnson, Kristy McCaskell, Annie McHale, Paul Hendricks.

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

Guest presenters: Marlon Morat, Skamania County Building Inspector

Public attendees: Elizabeth Galloway and others unidentified.

2. **PUBLIC COMMENTS:**

Mayor Anderson called for public comments. None were presented.

3. **CHANGES TO THE AGENDA:**

- a) **4/21 changes include:** Addition of staff report for sewer plant update (item 6a), Removal of facilities maintenance services agreement (item 7a), Addition of engineer's recommendation for contract award (item 8c), Addition of Sheriff Department 2021 training report (item 9a), Addition of Fire Department report (item 9e), Addition of City Administrator staff report (item 10c), Addition of Vouchers (item 11a)

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

- a) **Water Adjustment** - Kristopher Wright (meter no. 900024) requested a water adjustment of \$460.86 for a water leak which they have since repaired.
- b) **Liquor License Application** - Columbia Gorge Interpretive Center
- c) **Liquor License Renewals** - Walking Man Brewing, LLC
- d) **Special Occasion Liquor License Application** - Choice Charities at the Skamania County Fairgrounds on June 24 from 5 pm - 11 pm and June 25 from 10 am - 11 pm. 1 2
- e) **Special Occasion Liquor License Application** - Skamania County Chamber of Commerce on May 7th from 12 pm-5 pm at: Fairgrounds Exhibit Hall, Farmers Insurance, Moon River Home and Living, North Bank Books, A&J Market, IQ Credit Union, Columbia Hardware and Skamania County Skates.
- f) **Approve Appointment of Tom Sikora to Lodging Tax Advisory Committee**
- g) **Approve Appointment of Valerie Hoy to the Boundary Review Board**
- h) **Acknowledge Final SMP Document after Ecology Approval - Community Development Director Ben Shumaker** presented the final Shoreline Management Program document correcting scrivener's errors and including Ecology's final approval. The effective date was April 18th, 2022.
- i) **Approve Contract for Farmers' Market Support - City Administrator Leana Kinley** presented the attached contract with the Stevenson Downtown Association to provide \$10,000 of reimbursable support to the Farmers' Market as discussed during the 2022 budget process.

j) **Stevenson City Council Meeting Minutes** of March 17, 2022.

MOTION to approve consent agenda items a-j made by **Councilmember Cox**, seconded by **Councilmember McHale**.

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

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

a) **Skamania County Public Works** - Skamania County Building Inspector Marlon Morat updated council on building inspection services as per the interlocal agreement.

6. SITUATION UPDATES:

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

- i. **City Administrator Kinley** reported the Wastewater Treatment Plant current operations.
- ii. **Public Works Director Sourek** updated the Council on construction projects along Loop Road and Rock Creek.

Another change order is expected due to the discovery the storm water pipe is deteriorating and material is being washed into the sewer trench. Excess water in the construction sites caused by large amounts of rainfall is causing filtering issues at the WWTP due to mud and soil particulates.

7. UNFINISHED BUSINESS:

a) **Approve Interlocal Agreement for Facilities Maintenance Services** - The City of Stevenson is waiting on the Port of Cascade Locks attorney to approve the interlocal agreement regarding the shared maintenance position. The POCL is also reviewing the job description with some changes forthcoming.

8. COUNCIL BUSINESS:

a) **First Reading Ordinance 2022-1182 Amending Comprehensive Plan - Community Development Director Ben Shumaker** presented and explained the staff memo and draft ordinance 2022-1182 amending the city's comprehensive plan. Public hearings for this revision are being held at the Planning Commission level. As this is a first reading no action by the Council is required.

Schumaker also described the Planning Commission's work on a policy change to reduce front yard setbacks in the public use and recreation district to 10' from the current 25'. Street side setbacks in the PR district are already 10'. They expect to make a decision at the May 9th, 2022 Planning Commission meeting. Shumaker shared a draft recommendation to the City Council for possible consideration at the May 19th, 2022 Council meeting.

b) **Approve Waiving Back-Billing for Billing Discrepancy - City Administrator Leana Kinley** presented and explained staff memo regarding a back-billing waiver request for properties which were not billed for permitted Accessory Dwelling Units (ADUs) for council review and consideration.

MOTION to approve waiving the back-billing in relation to unbilled ADUs for the customers listed in the staff memo for a total amount of \$13,285.85 made by **Councilmember McHale**, seconded by **Councilmember Johnson**.

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

c) **Award Wastewater Treatment Plant Construction Contract (1) - City Administrator Leana Kinley** presented the apparent low bidder Stellar J for award of the wastewater treatment plant construction contract for an amount of \$10,342,431.00 upon confirmation from the Department of Ecology. She reported the bid had been reviewed by the Department of Ecology. No bid protests were received.

MOTION to award the wastewater treatment plant construction contract to Stellar J for an amount of \$10,342,431.00 made by **Councilmember Hendricks**, seconded by **Councilmember McCaskell**.

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

d) **Approve Change Order 1 for the Main D Extension Project (1) - City Administrator Leana Kinley** presented and explained the Crestline contract change order 1 for the Main D extension project in the amount of \$8,850 excluding sales tax and an additional 12 calendar days for resetting two monuments which may be disturbed, and increasing the number of sewer manholes to correct a discrepancy between the contract plans and the bid schedule for council consideration.

MOTION to approve change order 1 for the Main D construction project in the amount of \$8,850 excluding sales tax and an extension of 12 calendar days as presented was made by **Councilmember Johnson**, seconded by **Councilmember McHale**.

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

e) **Approve Type D Right of Way Permit for 1030 Ryan Allen Road - Public Works Director Carolyn Sourek** presented and explained the request for a Type D long-term use of the city right of way for a fence at 1030 Ryan Allen Road for council consideration.

MOTION to approve the Type D right of way permit for 1030 Ryan Allen made by **Councilmember Johnson**, seconded by **Councilmember McCaskell**.

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

f) **Approve Internal Equipment Rates - City Administrator Leana Kinley** presented and provided details on the attached resolution revising the rates billed internally for vehicle and equipment usage for council consideration.

MOTION to approve resolution 2022-394 adopting interdepartmental rates for equipment services made by **Councilmember Cox**, seconded by **Councilmember McHale**.

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

- g) Select Lower Columbia Fish Recovery Board Candidate - City Administrator Leana Kinley** presented the two candidates for Council to choose from to represent the Southwest Washington Cities.

MOTION to select Brian Wood as the City of Stevenson's candidate for Southwest Washington Cities representative to the Lower Columbia Fish Recovery Board made by **Councilmember McHale**, seconded by **Councilmember McCaskell**.

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

9. INFORMATION ITEMS presented for Council review:

- a) The Skamania County Sheriff's** report for activity within Stevenson city limits for the prior month. Additional detail regarding staff training for 2021 was also enclosed.
- b) Skamania County Chamber of Commerce** activities conducted in the prior month.
- c) Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month were presented for council review.
- d) Stevenson Planning Commission Minutes** from March 2022
- e) Stevenson Fire Department's** report of activities during March 2022.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director –**
 - i. The Planning Commission is reviewing two amendments to the comprehensive plan-the one for the Shoreline Management Program and one submitted by city staff in 2018.
 - ii. The Stewards of Success sub-committee has been meeting to review and recommend action on the draft downtown plan that was developed in the summer of 2019. They are expecting The Streatery (outdoor street-side seating for local restaurants) to open on Memorial Day.
 - iii. Pending grants-one for Safe Routes to Schools for sidewalks to/from Cascade Village; one for bike and pedestrian access for the Overlook project, and one for shoreline trail grant planning.
- b) Carolyn Sourek, Public Works Director**
 - i. WWTP construction work is about to begin.
 - ii. Training for the staff for WWTP Operations is in progress.
 - iii. Kudos to the PW staff for quickly repairing a large waterline break along Rock Creek Drive.
 - iv. She is considering the use of GIS mapping to help create an inventory of assets and develop a method of assessing street and road conditions for planning purposes.
 - v. She attended the American Public Works Association conference and is looking into gaining accreditation for Public Works and for the WWTP lab.
 - vi. The DOE granted permission to use goldfish in the Stevenson WWTP, but the fish did not survive due to cold weather.
- c) Leana Kinley, City Administrator**
 - i. The upcoming council retreat on May 27 & 28th will be facilitated by Hart Associates for a contract amount of \$12,000.

- ii. The Diversity, Inclusion and Equity workshop will be held June 7th, 2022, from 6 to 8 p.m. This will be an open public meeting.
- iii. The August 2022 Council meeting was rescheduled to August 11th due to the Skamania County fair.
- iv. The first public hearing for the annual review of the Transportation Improvement Program (TIP) will be held at the May 2022 Council meeting.
- v. **Councilmember Cox** asked about fireworks. **City Administrator Kinley** explained a use ban is being looked at via the county level.

11. VOUCHER APPROVAL:

- a) *March 2022 payroll and April 2022 AP checks have been audited and are presented for approval. March payroll checks 15890 thru 15895 total \$101,256.85 which includes EFT payments. April 2022 AP checks 15896 thru 15970 total \$254,954.08, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION to approve vouchers as presented made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

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

12. MAYOR AND COUNCIL REPORTS:

- a) **Councilmember Cox**
 - i. Soil and water samples were taken along Foster Creek/Ryan Allen/Rock Creek to determine the nature of the orange material seen in the roadside water. The lab results are pending.
- b) **Mayor Anderson**
 - i. Saturday, April 23rd will be Spruce Up Stevenson Day from 9 a.m. to noon. Volunteers are asked to bring tools.
 - ii. The Downtown Association is busy with workshops on strategic planning and economic vitality.
 - iii. Downtown business ribbon cuttings have been taking place.
 - iv. Riverview Bank donated \$5K to the Stevenson Downtown Association.

13. ISSUES FOR THE NEXT MEETING: None

14. EXECUTIVE SESSION:

Council convened into Executive Session at 7:45 p.m. for 15 minutes under RCW 42.30.110(1) to discuss with legal counsel representing the agency matters relating to agency enforcement actions.

Council came out of Executive Session at 8:00 p.m. No further action was taken.

15. ADJOURNMENT - Mayor Anderson adjourned the meeting at 8:01 p.m.

Scott Anderson, Mayor

Date

MINUTES
CITY OF STEVENSON COUNCIL MEETING
May 02, 2022
5:00 PM, City Hall and Remote

1) CALL TO ORDER: Mayor Anderson called the meeting to order at 5:01 p.m.

Attending: Mayor Scott Anderson; Councilmembers Dave Cox, Paul Hendricks, Michael Johnson, Kristy McCaskell.

Staff attending: Deputy Clerk/Treasurer II Anders Sorestad.

2) COUNCIL BUSINESS:

- a) Approve WWTP Improvements Phase I Contract (1)** – Council was presented a copy of the contract with Stellar J Corporation awarded at the April 21st council meeting.

MOTION to approve and authorize the Mayor to sign the contract for the wastewater treatment plant improvements phase 1 with Stellar J Corporation in the amount of \$10,342,431.00 as presented was made by **Councilmember Cox**, seconded by **Councilmember Johnson**.

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

- b) Approve EDA Site Certificate Documents (1)** – Council was presented a revised Agreement and Mortgage Economic Development Administration (EDA), a Leasehold Deed of Trust and two Statements of Interest to replace the Agreement and Mortgage approved at the March 1st special council meeting for council approval. Each site for this project has unique ownership and the EDA requires different contractual instruments to be used for each site. They are all for 20 years.

MOTION to approve the revised Agreement and Mortgage with the US Economic Development Administration, the Leasehold Deed of Trust and the two Statements of Interest as presented, and rescind the Agreement and Mortgage approved at the March 1, 2022 council meeting was made by **Councilmember Johnson**, seconded by **Councilmember McCaskell**.

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

3) ADJOURNMENT - Mayor Anderson adjourned the meeting at 5:08 p.m.

Scott Anderson, Mayor

Date



City of Stevenson

Planning Department

(509)427-5970

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

TO: City Council
FROM: Ben Shumaker
DATE: May 19th, 2022
SUBJECT: Shoreline Master Program—Comp Plan/Zoning Integration, Periodic Zoning Review

Introduction

The City Council is asked to review a Comprehensive Plan amendment and zoning code text amendment. The proposal was submitted by City staff to 1) integrate the new Shoreline Master Plan (SMP) with the existing programs, 2) consolidate overlapping zoning use categories, 3) incorporate zoning use interpretations, and 4) better align PR Public Use & Recreation District setbacks with existing development. This memo assists with the City Council's "second touch" and public hearing on the recommended ordinance. Adoption is possible at tonight's meeting.

Recommendation

The Planning Commission recommended approval of the attached draft Ordinance 2022-1182.

Comprehensive Plan

The recommended Comprehensive Plan amendment (Attachment A) would change 22 pages of the Comprehensive Plan by removing references to the old SMP, aligning text with the new SMP, and maintaining the document to reflect the changes.

Zoning Code

The recommended Zoning Code amendments (attachments B through F) would accomplish the following:

- Attachment B would **add a definition** of Shoreline Master Plan (SMP).
- Attachment C would update the use descriptions for Transportation, Communication, Information, and Utility Uses in 17.13.040. The update aligns categories with the SMP, **consolidates redundant use categories and incorporates a 2012 use interpretation**.
- Attachment D would amend the Use Table for Residential Districts to 1) **reflect the changes** made in Attachment C and 2) **incorporate a 2022 use interpretation**.
- Attachment E would amend the Use Table for Commercial Districts to 1) **reflect the changes** made in Attachment C and 2) **incorporate a 2020 use interpretation**.
- Attachment F would amend the Use Table for Public Districts to **reflect the changes** made in Attachment C. It would also **amend the dimensional standards** of the PR District to 1) reduce the required front setback from 25 ft to 10 ft while also 2) **prohibiting construction related to driveways and** the pedestrian visibility areas within front and street side yards.

Policy Rationale

The colored text above indicates whether each component of staff's drafts is proposed to **integrate the SMP**, **incorporate Use Interpretations**, or **accomplish other objectives**. Attachment 2 provides a draft adopting ordinance for the proposed changes and attachments B through F demonstrate the staff proposed changes to the Zoning Code.

Integrate the SMP

This staff report foregoes detailed descriptions of this rationale and only reference the state law (RCW 90.58.080(4)(a)(ii) requiring consistency between the SMP, the Comprehensive Plan, and our development regulations. All attachments include changes based on this directive.

Incorporate Use Interpretations

SMC 17.12.020 – Interpretation of Uses—Record of Interpretations acknowledges the impossibility of anticipating all potential uses of property and provides a process to review specific uses as they are identified over time. For 7 of the City's 10 zones, the Planning Commission performs the interpretation. For the City's 3 most permissive zones, the Zoning Administrator performs the interpretations. In all cases, a record of interpretations is kept to facilitate consistent administration of and periodic amendments to the Zoning Code. The proposal incorporates the following interpretations: ZON2012-05 related to Cable Pull Systems and Marinas in the PR District; ZON2020-03 related to Residential Outbuildings in the C1 District; and ZON2022-01 related to Travel Trailers in the R2 District. These changes occur in Attachment C, D, and E.

Other Objectives

The other objectives being reviewed in detail by the Planning Commission include:

- Consolidating Use Categories. Prior to the reformat, the Zoning Code contemplated ~270 use categories. The City has systematically made this list more manageable and rational, with a series of amendments to reduce this number to ~110. As a next step within this series, the current proposal reduces the number by another 9 uses. Amendments related to this objective occur in Attachments C, D, E, and F.
- PR District Setbacks: The Public Use & Recreation Districts establishes setbacks from property lines along streets. If the street happens to be along the front yard, then the setback is 25 ft. If it is along the side yard, then the setback is shorter, 10 feet. The proposal to reduce is based on the following rationales: Rock Creek Drive width; Adjacent/Abutting Setbacks; Grange Building; Appropriate Development; Pedestrian Safety. These changes are shown in Attachment F.

Conscientious Public Involvement

The Planning Commission established public involvement expectations for this proposal involving 1) direct email communication with stewards of all PR District properties, 2) Planning Commission and City Council public hearings, and 3) a comment period associated with a SEPA threshold determination. At this time, one member of the public provided written comments on the proposal and participated in the Public Hearing. No comments were submitted related to the SEPA determination.

Next Steps

After hearing public comment at tonight's meeting, the City Council may request modifications to the recommended amendment or adopt Ordinance 2022-1182.

Prepared by,

Ben Shumaker
Community Development Director

Attachment

- 1- Draft Amending Ordinance 2022-1182
 - A. Draft Comprehensive Plan Amendment
 - B. Draft Amendment to SMC 17.10 – Definitions
 - C. Draft Amendment to SMC 17.13 – Use Classifications and Descriptions
 - D. Draft Amendment to SMC 17.15 – Residential Districts
 - E. Draft Amendment to SMC 17.25 – Trade Districts
 - F. Draft Amendment to SMC 17.35 – Public Districts

**CITY OF STEVENSON
ORDINANCE 2022-1182**

AMENDING THE STEVENSON ZONING CODE (SMC TITLE 17); AMENDING THE STEVENSON COMPREHENSIVE PLAN BASED ON THE 2022 SHORELINE MANAGEMENT PROGRAM; CLARIFYING USE CATEGORIES WITHIN SMC 17.13.040; ALLIGNING THE ZONING CODE WITH THE SHORELINE MANAGEMENT PROGRAM; AND RECONCILING PR DISTRICT SETBACK REQUIREMENTS WITH EXISTING DEVELOPMENT.

WHEREAS, on March 17, 2022, the City of Stevenson adopted a comprehensive update and periodic review of its Shoreline Management Program in accordance with RCW 90.58; and

WHEREAS, the Stevenson Comprehensive Plan, adopted April, 2013, embraces the 1975 Skamania County Shorelines Management Program as an area plan and contains objectives and tactics which do not align with the 2022 Shoreline Management Program; and

WHEREAS, RCW 90.58 requires consistency between the City's Comprehensive Plan and Shoreline Master Plan; and

WHEREAS, the RCW 35A.63 and SMC 17.11 control the creation and amendment of comprehensive plans and authorize their implementation through such means as zoning and design standards; and

WHEREAS, the City of Stevenson regulates land use through both the Zoning Code and the Shoreline Master Program and the City Council seeks to reduce confusion between the overlapping regulations; and

WHEREAS, the following use interpretations conducted under SMC 17.12.020 have been reviewed for inclusion in the periodic amendment included in this ordinance:

- ZON2012-05 related to Cable Pull Systems in the PR Public Use & Recreation District;
- ZON2020-03 related to Residential Outbuildings in the C1 Commercial District;
- ZON2022-01 related to Travel Trailers in the R2 Two-Family District; and

WHEREAS, the minimum front setback requirement of the PR Public Use & Recreation District unacceptably renders approximately 32% of the District's buildings nonconforming; and

WHEREAS, this ordinance implements 1.4, 1.5, 2.14, 4A.2, 7.11, 7.12, 8.4, and 9.10 of the Stevenson Comprehensive Plan; and

WHEREAS, the Planning Commission and City Council provided notice and held a public hearing prior to adoption of this ordinance pursuant to RCW 35A.63.070 and SMC 17.11; and

WHEREAS, the City has reviewed the provisions of this ordinance according to the State Environmental Policy Act and determined it is not likely to have a significant adverse environmental impact; and

AND WHEREAS, the Stevenson City Council finds that the best interests of the public health, safety and welfare would be served by the amendments herein,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STEVENSON, STATE OF WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1 – The Stevenson Comprehensive Plan, April, 2013 shall be amended by deleting the ~~struck through~~ text and adding the underlined text as shown in Exhibit 'A'. All other provisions of the Stevenson Comprehensive Plan shall remain in effect without amendment.

Section 2 – Chapter 17.10 – “Definitions” shall be amended by adding the underlined text as shown in Exhibit 'B' as SMC 17.10.729. All other provisions of Chapter 17.10 shall remain in effect without amendment.

Section 3 – Chapter 17.13 – “Use Classifications and Descriptions” shall be amended by deleting the ~~struck through~~ text and adding the underlined text as shown in Exhibit 'C'. The amendments update the “Miscellaneous Incidental Uses” category of SMC Table 17.13.010-1: “Residence or Accommodation Uses” and SMC Table 17.13.040-1: “Transportation, Communication, and Utility Uses”. All other provisions of Chapter 17.13 shall remain in effect without amendment.

Section 4 – Chapter 17.15 – “Residential Districts” shall be amended by deleting the ~~struck through~~ text and adding the underlined text as shown in Exhibit 'D'. The amendments occur in the Residence or Accommodation Uses and the Transportation, Communication, and Utility Uses portion of SMC Table 17.15.040-1: “Residential Districts Use Table”. All other provisions of Chapter 17.15 shall remain in effect without amendment.

Section 5 – Chapter 17.25 – “Trade Districts” shall be amended by deleting the ~~struck through~~ text and adding the underlined text as shown in Exhibit 'E'. The amendments occur in the Residence or Accommodation Uses and the Transportation, Communication, and Utility Uses portion of SMC Table 17.25.040-1: “Trade Districts Use Table”. All other provisions of Chapter 17.25 shall remain in effect without amendment.

Section 6 – Chapter 17.35 – “Public Districts” shall be amended by deleting the ~~struck through~~ text and adding the underlined text as shown in Exhibit 'F'. The amendments occur in the Transportation, Communication, and Utility Uses portion of SMC Table 17.15.040-1: “Residential Districts Use Table”, in the Minimum Setbacks columns of SMC Table 17.35.060 – 1: Public Dimensional Standards, and in subsection A of SMC 17.35.130 – Public Districts Parking and Loading. All other provisions of Chapter 17.15 shall remain in effect without amendment.

Section 7 – This ordinance affects the Stevenson Comprehensive Plan and Title 17 of the Stevenson Municipal Code only insofar as set forth herein. All other provisions of

the Stevenson Comprehensive Plan and Title 17 shall remain in full force and effect, and that where the provisions of this ordinance are the same as the provisions they replace, the provisions of this ordinance shall be interpreted as a continuation of those previous provisions and not as a new enactment.

Section 8 – If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to any person, is, for any reason, declared invalid, in whole or in part by any court or agency of competent jurisdiction, said decision shall not affect the validity of the remaining portions hereof.

Passed by a vote of _____ at the City Council meeting of _____, 2022.

SIGNED:

ATTEST:

Scott Anderson
Mayor of Stevenson

Leana Kinley
Clerk/Treasurer

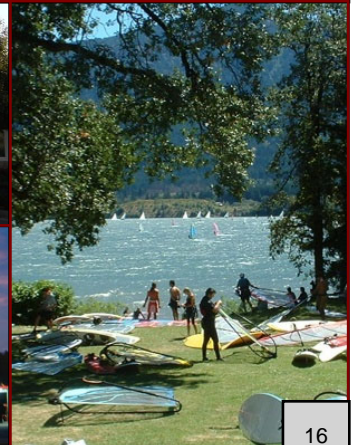
APPROVED AS TO FORM:

Kenneth B. Woodrich
City Attorney

STEVENSON COMPREHENSIVE PLAN

APRIL 7, 2013

AS AMENDED THROUGH MAY 2022



Stevenson Comprehensive Plan

City of Stevenson, Washington

Month, Year April 2013
As amended through May 2022

Prepared by:



Stevenson Planning Department
7121 East Loop Road
PO Box 371
Stevenson, WA 98648
(509)427-5970

With the Assistance of:

COGAN
OWENS
COGAN

Cogan Owens Cogan
320 Woodlark Building
813 Southwest Alder Street
Portland, OR 97205-3111
(503)225-0192



Acknowledgements

City Council

Scott Anderson, Mayor

Dave Cox

Paul Hendricks

Michael D. Johnson

Kristy McCaskell

Annie McHale

Planning Commission

Jeff Breckel, Chair

Anne Keesee

Davy Ray

Auguste Zettler

City Staff

Leana Kinley, City Administrator

Johanna Roe, Minutes Taker

Ben Shumaker, Community Development Director, Primary Author

Carolyn Sourek, Public Works Director

Ken Woodrich, City Attorney

Acknowledgements, 2013

City Council

Frank Cox, Mayor

Monica Masco

Julie Mayfield

Robert Muth

Moli Thomas

Amy Weissfeld

Planning Commission

Karen Ashley, Chair

Pat Albaugh

Scott Anderson

Jessie Hargadine

Paul Hendricks

Jim Hunt

Glenn Morris

Paul Spencer

Steering Committee

Karen Ashley, David Bennett, Kari Fagerness, Humaira Falkenberg, Chris Ford (Chair), Paul Hendricks, Judith Lanz, Jacob Leonard, Julie Mayfield, Dave McKenzie, Joe Robertson, Mary Repar, Angus Ruck, Scott Sorenson, Christine Stief, Angie Waiss

City Staff

Sandy Carlson, Minutes Taker, Carla Cosentino, Deputy Clerk, Mary Ann Duncan Cole, City Administrator, Eric Hansen, Public Works Director, Ben Shumaker, Planning Director, Primary Author, Ken Woodrich, City Attorney



Record of Changes

The following changes have been made to the Stevenson Comprehensive Plan since its original adoption in ~~February~~April, 2013.

Change Number	Old Page	New Page	Subject	Adopting Ordinance	Date	Entered By
2022- 01	Cover, i	Cover, i	Date Update	2022-1182	5/19/2022	
01	Global	Global	Header & Footer Update	2022-1182	5/19/2022	
01	iii	iii	Acknowledgement Addition/Reformat	2022-1182	5/19/2022	
01	vii	vii	Date Correction; Record Maintenance	2022-1182	5/19/2022	
01	2	2	Shoreline Management Program (SMP) Integration	2022-1182	5/19/2022	
01	8	8	SMP Integration; Typo Correction	2022-1182	5/19/2022	
01	18	18	SMP Integration	2022-1182	5/19/2022	
01	22	22	SMP Integration	2022-1182	5/19/2022	
01	29-31	29-31	SMP Integration	2022-1182	5/19/2022	
01	51-52	51-52	SMP Integration; Redundancy Removal	2022-1182	5/19/2022	
01	95	95	Acronym Addition	2022-1182	5/19/2022	
01	97	97	SMP Definition Addition	2022-1182	5/19/2022	
01	121-124	121-124	Record Maintenance	2022-1182	5/19/2022	
01	129	129	Record Maintenance	2022-1182	5/19/2022	
01	131-132	131-132	Record Maintenance	2022-1182	5/19/2022	



Natural/Scenic Beauty

Natural/Scenic Beauty represents the look and feel that Stevenson exudes through its natural and built environments. This includes not only the innate scenery coveted throughout the Columbia River Gorge Natural Scenic Area but also the layers of human-created scenery added through architecture, landscaping, transportation infrastructure, and urban development patterns.



Photo Credit: Yamhill County EDC

Healthy Economy

Healthy Economy represents Stevenson’s ability to leverage capital and support the citizen’s individual and collective desires. This includes the promotion and retention of existing businesses, the creation of new jobs, the diversification of economic opportunities, and the financial ability to support taxes benefitting the local community.

Active Waterfront

Active Waterfront represents Stevenson’s utilization of its waterfront assets. This includes the use, restoration, and harmonization of the wide-ranging economic, scenic, recreational, ecological, and residential resource potentials of the [Ashes Lake](#), Columbia River, Rock Cove, and Rock Creek areas.

Together, these Cornerstone Principles provide the starting point from which future policies should begin. The remainder of this comprehensive plan provides a guide intended to take Stevenson from this starting point toward the envisioned endpoint.

Direction for the Future

The Comprehensive Plan is structured to provide clear directions for Stevenson to use on its course toward the future. This first chapter describes the key concepts relating to the beginning and ending points of Stevenson’s journey. The following chapter answers questions about how the Comprehensive Plan helps the City navigate along the way. Chapter 3 then provides the core of the plan itself by setting nine separate goals which are further refined through specific objectives and tactics.

These Cornerstone Principles, Goals, Objectives, Tactics, and Vision all work together as a coherent system. As depicted in Figure 1-2, the four Cornerstone Principles provide both a foundation for future action and guideposts along the journey. The community’s nine Goals are the thread running through, connecting, and tying together each Cornerstone Principle. The Objectives related to each of these Goals ensure that the concepts about where Stevenson should be in the future are turned into present-day actions that actually



Photo Credit: Joann Gorman



specifically addressed in detail in the current Comprehensive Plan. For this reason area plans can also be viewed as “supplements” to the existing Comprehensive Plan. [The City of Stevenson Shoreline Master Management Program, as amended, With Stevenson’s 2013 Comprehensive Plan, the 1975 Skamania County Shoreline Management Program](#) is folded into the Comprehensive Plan ~~and will no longer be used as an area plan and is not considered~~ a stand-alone document.

Strategic Plans

Strategic Plans are developed by the City of Stevenson to address topics that involve more than just specific neighborhood goals and objectives. They frequently address extensive development and/or redevelopment issues, and the process to carry out the strategic development. The goals and objectives of these plans are drafted in compliance with the Comprehensive Plan, but are not entirely folded into the plan and still stand alone as documents. Existing Strategic Plans include:

- 1991 City of Stevenson Wastewater Facilities Plan
- 2007 City of Stevenson Water System Plan Update
- 2010 Skamania County Multi-Jurisdictional Natural Hazard Mitigation Plan
- Stevenson Capital Facilities Plan

Agency Plans

Agency Plans are developed by agencies outside of the city. In most instances, City staff seeks to maintain intergovernmental cooperation in the development of these plans. The staff also works with these other units of government as they create plans relating to issues in their jurisdictions which have an impact on the City. The goals, objectives, and policies included in these plans are important to the City and assist in guiding land use decisions within City boundaries. These plans exist independently of the Comprehensive Plan and include:

- Management Plan for the Columbia River Gorge National Scenic Area
- Port of Skamania County Comprehensive Scheme of Harbor Improvements
- Skamania County Comprehensive Plan
- Skamania County Parks & Recreation Master Plan
- Skamania County Regional Transportation Plan
- SR 14 Scenic Corridor Management Plan

Private Plans

Private Plans are developed by individuals, businesses, and investors. They typically address specific sites or buildings within or, in select instances, near the City. When the goals and objectives that private entities develop for their sites are not consistent with the City’s goals and objectives, City officials and staff work with these entities to explain the City’s stance and build toward an understanding of whether the private plans or the City plans can be changed in a mutually satisfactory manner.

How will the City Carry Out the Plan?

The City can only move toward its Vision through the continued use, evaluation, and when necessary, amendment to the Comprehensive Plan. In the course of implementing the goals and objectives of the Comprehensive Plan, the City will use much of the diverse array of tools at its disposal. These tools can be classified under three distinct categories: those used when the City undertakes projects,



OBJECTIVE	TACTICS	CORNERSTONE PRINCIPLES				RESPONSIBLE DEPARTMENT	LIKELY PARTNERS	TIMELINE
		HQL	NSB	HE	AW			
Goal 2– Urban Development								
2.1– Protect the natural and scenic qualities of the area by regulating land use and carefully managing urban change.						Planning		Ongoing
2.2– Preserve, protect, and enhance the functions and values of ecologically sensitive areas (habitat areas, wetlands) with special consideration given to anadromous fisheries, as required by the Growth Management Act.	2.2-1– Regulate land use within and adjacent to ecologically sensitive areas while allowing for the reasonable use of private property. 2.2-2– Consider establishing a funding source to acquire ecologically sensitive areas. 2.2-3– Conduct a Urban Area-wide inventory of ecologically sensitive areas. 2.2-4– Encourage agreements that will preserve ecologically sensitive areas in appropriate proportions consistent with available resources. Provision of such open spaces should not reduce the density which can be achieved on the site 2.2-5– Establish a stream corridor management plan and program. 2.2-6– Consider stream corridors for multiple use in conformance with other plans. 2.2-7– Regulate the use of fill in stream corridors. 2.2-8– Maintain stream corridors in a natural state, preserving tree lines and vegetation wherever possible. 2.2-9–Facilitate implementation of the Shoreline Restoration Plan.						Administration & Planning	Short-Term



OBJECTIVE	TACTICS	CORNERSTONE PRINCIPLES				RESPONSIBLE DEPARTMENT	LIKELY PARTNERS	TIMELINE
		HQL	NSB	HE	AW			
Goal 2– Urban Development								
2.15– Minimize the impacts of abutting conflicting land uses by subjecting the more intensive land use or the site being developed to special site development standards.						Planning		Ongoing
2.16- Establish a Shoreline Management Program consistent with the Shorelines Management Act.	2.16-1– Review all proposals for shoreline use for compatibility with the Shoreline Management Program. 2.16-2– Promote healthy and visually attractive shoreline environments. 2.16-3– Review land use policies to ensure consistency with the Shoreline Management Program.					Planning	CGIC, County, Port, Property Owners	Ongoing



OBJECTIVE	TACTICS	CORNERSTONE PRINCIPLES				RESPONSIBLE DEPARTMENT	LIKELY PARTNERS	TIMELINE
		HQL	NSB	HE	AW			
Goal 4– Downtown & Waterfront								
4.6– Encourage enhancing the Courthouse lawn as a more attractive community gathering space.						Administration	County	Short-Term
4.7– Ensure that both public and private properties located along entrances to Stevenson are attractively maintained.						Public Works	Private Property Owners	Ongoing
4.8– Establish standards to encourage relocation or burial of powerlines in the downtown commercial area and other areas where views are affected.						Planning & Public Works	Private Utilities, PUD	Short-Term
4.9– Revise sidewalk construction programs to minimize the replacement of street trees.						Public Works		Mid-Range
4.10– Provide better connections between downtown and the waterfront.	4.10-1– Consider converting Russell Street into a pedestrian mall between Second and First streets. 4.10-2– Consider improving sidewalks and street crossings and installing public art and seating areas on Russell Street from downtown to the waterfront.					Planning & Public Works	Port, SBA	Mid-Range
4.11– Consider establishing a Parking and Business Improvement Area to support downtown improvements, such as a rehabilitation grant or loan program for downtown buildings or provision of visitor amenities.						Administration	Chamber, EDC, SBA	Short-Term
Goal 4A– The waterfront is an extension of the downtown core and a place where people live, work, and play.								
4A.1– Support development of improved river Enhance shoreline access in the Stevenson area.	4A.1-1– Improve Coordinate waterfront shoreline access and control with erosion control/stabilization through coordinated stabilization programs. 4A.1-2– Support development of a large waterfront					Administration, Planning & Public Works	County, Port, Property Owners, SDA	Short-Term Long-Term



OBJECTIVE	TACTICS	CORNERSTONE PRINCIPLES				RESPONSIBLE DEPARTMENT	LIKELY PARTNERS	TIMELINE
		HQL	NSB	HE	AW			
<p>Goal 4– Downtown & Waterfront</p>								
<p>4A.2– Establish a Shorelines Master Program to guide the balanced development of industrial, commercial, residential, recreational, and natural uses.</p>	<p>4A.2-1– Encourage the use of the riverfront for commercial, residential, recreation, and open space purposes consistent with the Shorelines Management Act.</p> <p>4A.2-2– Protect, enhance, and maintain the natural, scenic, historic, architectural, and recreational qualities along the River.</p> <p>4A.2-3– Support recreational activities on the public lands and waters of the Columbia River, Rock Cove, and Rock Creek.</p>					Administration & Planning	CGIC, Chamber, County, Port, Property Owners, SBA	Short-Term
<p>4A.3– Manage <u>lands abutting the Columbia River and Rock Creek waterfront and shoreline areas</u> for the benefit of the community.</p>	<p>4A.3-1– Review all proposals for shoreline use for compatibility with the goals and policies of the Skamania County Shoreline Management Master Program.</p> <p>4A.3-2– Review development proposals located on or near banks and floodway of the River and creeks to maintain the recreation and open space potential while promoting healthy and visually attractive environments.</p> <p>4A.3-3– Review land use policies to ensure compliance with the Shorelines Management Master Program.</p> <p>4A.3-4– <u>Protect, enhance, and maintain the natural, scenic, historic, architectural, and recreational qualities along the River.</u></p> <p>4A.3-5– <u>Enhance Cascade Avenue as the main waterfront street.</u></p> <p>4A.3-6– <u>Consider repurposing the Tichenor Building for retail and lodging purposes.</u></p>					Planning & Public Works	CGIC, County, EDC, Port, Property Owners	Ongoing

**Chapter 3
Goals & Objectives**




OBJECTIVE	TACTICS	CORNERSTONE PRINCIPLES				RESPONSIBLE DEPARTMENT	LIKELY PARTNERS	TIMELINE
		HQL	NSB	HE	AW			
	4A.3-7– Encourage development of a landscaping plan for the fairgrounds.							
4A.4– Reduce impediments to attracting waterfront investors.	<p>4A.4-1– Enhance Cascade Avenue as the main waterfront street.</p> <p>4A.4-2– Use various marketing techniques to attract waterfront investors, such as a “Come on in, the water’s fine” slogan.</p> <p>4A.4-3– Support recreational activities on the public lands and waters of the Columbia River, Rock Cove, and Rock Creek.</p>					Administration, Public Works & Planning	CGIC, Chamber, County, EDC, Port, Property Owners, SBASDA	Short-Term Ongoing
Goal 4– Downtown & Waterfront								
4A.5– Consider repurposing the Tichenor Building for retail and lodging purposes.						Planning	EDC, Port	Long-Term
4A.6– Encourage development of a landscaping plan for the fairgrounds.						Planning	County	Ongoing
4A.7– Support development of a large waterfront gathering place, such as a amphitheater for community events.						Administration	Port, SBA	Long-Term

Page Intentionally Left Blank



OBJECTIVE	TACTICS	CORNERSTONE PRINCIPLES				RESPONSIBLE DEPARTMENT	LIKELY PARTNERS	TIMELINE
		HQL	NSB	HE	AW			
Goal 9– Parks & Recreation								
9.6– Provide pathways and trails that highlight Stevenson’s recreational, historical, and commercial sites.	9.6-1– Use stream corridors as part of a parkway or greenway concept. 9.6-2– Connect the parks and trails of the City, its partner agencies, and private entities. 9.6-3– Include nature walks, scenic vistas, and connections to forests in the system of pathways.					Public Works		Ongoing
9.7– Develop a balanced system of recreation facilities, lands and programs that meets the recreation needs of residents and visitors alike.	9.7-1– Develop small parcels of land resulting from urbanization as mini-parks or landscaped areas. 9.7-2– Facilitate and encourage the installation of lights and other improvements at the Hegewald Skateboard Park. 9.7-3– Facilitate and support the development of major community recreation facilities for citizens, such as expanding the pool activity center, providing covered pavilion spaces, developing a youth center, and other spaces for recreation, physical fitness, and wellness classes.					Administration		Ongoing
9.8– Promote Stevenson’s recreational opportunities through media such as websites, brochures, and signage.						Administration		Ongoing
9.9– Protect Rock Cove to improve habitat, water quality and ambiance.						Planning		Mid-Range



OBJECTIVE	TACTICS	CORNERSTONE PRINCIPLES				RESPONSIBLE DEPARTMENT	LIKELY PARTNERS	TIMELINE
		HQL	NSB	HE	AW			
Goal 9– Parks & Recreation								
9.10– Facilitate and support appropriate development and services for the Rock Creek and Rock Cove lands.	9.10-1– Facilitate and encourage recreational activities in the Rock Creek and Rock Cove area, such as access for small watercraft.					Administration & Planning		Ongoing
	9.10-2– Encourage relocation of the County shops at Rock Creek.							
	9.10-3– Encourage rehabilitation and/or repurposing of the Grange.							
	9.10-4– Protect, F acilitate and encourage enhancement of Rock Cove 's habitat, water quality, and ambiance.							



Appendix B– Glossary of Terms

As used in this plan, the words below have the meaning given here unless the context clearly dictates otherwise.

Abbreviations & Acronyms

- BNSF**—Burlington Northern Santa Fe Railroad
CGHA—Columbia Gorge Housing Authority
CGIC—Columbia Gorge Interpretive Center
DSHS—Washington Department of Social and Health Services
EDC—Skamania County Economic Development Council
FEMA—Federal Emergency Management Agency
FoG—Friends of the Gorge
FVRL—Fort Vancouver Regional Library District
ODOT—Oregon Department of Transportation
SBA—Stevenson Business Association
SDA—[Stevenson Downtown Association](#)
SCSD—Stevenson-Carson School District
SPAF—Skamania Performing Arts Foundation
USFS—United States Forest Service
USPS—United States Postal Service
WsDOT—Washington Department of Transportation

Words & Phrases

Acquire— To take possession of through the City’s own funds, efforts, or actions.

Community Asset— An individual, group, or institution present in the city, county, or region capable of adding insight or value to City programs, projects, or activities. “Community Assets” are typically not directly associated with City government and include entrepreneurs, investors, businesses, and non-profit agencies.

Cluster Analysis— A study whereby economic opportunities and competitive advantages are identified through the comparison of a region’s existing industrial mix to similar regions. Identification of such opportunities and advantages can then be used to target economic development and business attraction strategies in an effective manner.

Consider— 1) To think carefully about, especially in order to make a decision; 2) To bear in mind as a possible or acceptable course of action. When used in conjunction with another verb, an Objective or Tactic should be viewed as an optional course of action rather than a directive.

***Words & Phrases, Continued***

Planning Period— 2013 through 2032.

Provide— 1) To take measures with due foresight; 2) To make available, supply, or furnish a facility, opportunity, or service.

Regulation— A rule or law prescribed by a governmental authority, usually the City Council.

Rock Creek and Rock Cove Lands— All those lands located between Rock Creek Drive and Highway 14.

Shoreline Management Program or SMP— [The comprehensive suite of analyses, visions, goals, policies and regulations adopted by the City in accordance with the Shoreline Management Act \(RCW 90.58\). The Shoreline Management Program includes the similarly named, though more specific, Shoreline Master Plan. Unless the context clearly dictates otherwise, the phrases Shoreline Management Plan, Shoreline Master Plan, Shoreline Master Program and pluralized versions thereof should be interpreted as references to the overall program.](#)

Standard— A regulation or criterion that must be complied with or satisfied. "Standards" have a higher level of regulatory intent than "Guidelines," and are applied to all actions or proposals of a prescribed category.

Stevenson Urban Area— The area circumscribed by the Stevenson Urban Area boundary as established and amended by the Columbia River Gorge National Scenic Area Act and the Columbia River Gorge Commission.

Such As— A qualifier used to indicate a concept that could be prioritized for action.

Support— To be in favor of, encourage, maintain, sustain or fund some action, facility or service. "Support" differs from "Encourage" in that it should be more often, though not always, taken to mean financial support.

Urban Reserve— An area within the Stevenson Urban Area within which future development and extension of municipal services are contemplated but not imminent. Development within an Urban Reserve is discouraged until municipal services can be provided and urban level densities and intensities of land use can occur.

Use— To put into service for some practical or profitable purpose. The term "Utilize" is sometimes used interchangeably with "Use".



APPENDIX E–Implementation & Monitoring

This appendix is intended to be used as an easy reference for the Objectives and Tactics used in this plan. The tables below are organized first by the priority order in which each Objective should be undertaken and then by the City department responsible for initiating the Objective or Tactic. Following these tables is a template for each department to use when monitoring their implementation of the Comprehensive Plan’s Objectives & Tactics and a schematic to show future progress on plan implementation.

Ongoing Priorities			
Building Department	City Administration	Planning Department	Public Works Department
1.3	1.1, 1.1-1	1.3	1.3
2.12	1.2, 1.2-1	1.5	2.10, 2.10-1
2.14	1.3	1.6, 1.6-1	2.14
8.1	1.4	1.7, 1.7-1	4.7
-	1.6, 1.6-1	2.1	4A.1, 4A.1-1, 4A.1-2
-	1.8, 1.8-1	2.7, 2.7-1, 2.7-2, 2.7-3, 2.7-4, 2.7-5	4A.3, 4A.3- 14 , 4A.3- 25 , 4A.3- 36 , 4A.3-7
-	1.10	2.10, 2.10-1	6.6
-	1.11	2.11	7.2
-	1.13	2.12	7.6, 7.6-1, 7.6-2
-	2.7, 2.7-1, 2.7-2, 2.7-3, 2.7-4, 2.7-5	2.14	7.8
-	2.14	2.15	7.11
-	3.4, 3.4-1	2.16, 2.16-1, 2.16-2, 2.16-3	8.1
-	3.5, 3.5-1	3.5, 3.5-1	8.3
-	4.4	3.7, 3.7-1, 3.7-2	8.7
-	4A.1, 4A.1-1, 4A.1-2	3.8, 3.8-1	8.9, 8.9-1, 8.9-2
-	4A.4, 4A.4-2, 4A.4-3	4.3, 4.3-1, 4.3-2, 4.3-3, 4.3-4	8.10
-	5.2, 5.2-1, 5.2-2, 5.2-3, 5.2-4, 5.2-5	4A.1, 4A.1-1, 4A.1-2	8.11
-	5.3, 5.3-1, 5.3-2	4A.4, 4A.4-2, 4A.4-3	8.15
-	5.4	4.5	8.16
-	5.5	4A.3, 4A.3- 14 , 4A.3- 25 , 4A.3- 36 , 4A.3-7	9.3



Ongoing Priorities, Continued			
Building Department	City Administration	Planning Department	Public Works Department
-	5.6	4A.6	9.6, 9.6-1, 9.6-2, 9.6-3
-	5.7	5.8, 5.8-1, 5.8-2	-
-	6.1	8.1	-
-	6.2, 6.2-1	8.7	-
-	6.3, 6.3-1, 6.3-2, 6.3-3, 6.3-4	8.9, 8.9-1, 8.9-2	-
-	6.4, 6.4-1	8.16	-
-	6.7	9.10, 9.10-1, 9.10-2, 9.10-3, 9.10-4	-
-	8.1	-	-
-	8.2	-	-
-	8.3	-	-
-	8.4	-	-
-	8.6	-	-
-	8.8, 8.8-1, 8.8-2, 8.8-3	-	-
-	8.14	-	-
-	8.15	-	-
-	8.18	-	-
-	8.19, 8.19-1	-	-
-	9.7, 9.7-1, 9.7-2, 9.7-3	-	-
-	9.8	-	-
-	9.10, 9.10-1, 9.10-2, 9.10-3, 9.10-4	-	-



Short-Term Priorities

Building Department	City Administration	Planning Department	Public Works Department
-	1.9	2.2, 2.2-1, 2.2-2, 2.2-3, 2.2-4, 2.2-5, 2.2-6, 2.2-7, 2.2-8, <u>2.2-9</u>	1.17, 1.17-1, 1.17-2, 1.17-3
-	1.14	2.4, 2.4-1, 2.4-2	4.8
-	2.2, 2.2-1, 2.2-2, 2.2-3, 2.2-4, 2.2-5, 2.2-6, 2.2-7, 2.2-8	2.6, 2.6-1, 2.6-2, 2.6-3, 2.6-4	<u>4A.1, 4A.1-1</u>
-	3.6	2.7, 2.7-1, 2.7-2, 2.7-3, 2.7-4, 2.7-5	4A.4, 4A.4-1, 4A.4-2
-	4.6	2.8, 2.8-1	4A.8
-	4.11	2.9, 2.9-1, 2.9-2	6.8
-	<u>4A.2, 4A.2-1, 4A.2-2, 4A.2-3</u>	3.1	7.1, 7.1-1, 7.1-2, 7.1-3, 7.1-4, 7.1-5
-	<u>4A.4, 4A.4-1, 4A.4-2</u>	3.2, 3.2-1, 3.2-2	7.7
-	5.1, 5.1-1, 5.1-2, 5.1-3	3.3, 3.3-1	7.9
-	8.5	3.6	7.12, 7.12-1
-	9.1, 9.1-1	4.2, 4.2-1	7.13 8.5 8.12, 8.12-1 8.17, 8.17-1, 8.17-2
-	-	4.8	8.5
-	-	<u>4A.2, 4A.2-1, 4A.2-2, 4A.2-3</u>	8.12, 8.12-1
-	-	<u>4A.4, 4A.4-1, 4A.4-2</u>	8.17, 8.17-1, 8.17-2
-	-	5.1, 5.1-1, 5.1-2, 5.1-3	-

Mid-Range Priorities

-	1.12, 1.12-1, 1.12-2, 1.12-3, 1.8-4, 1.8-5	1.12, 1.12-1, 1.12-2, 1.12-3, 1.8-4, 1.8-5	2.3, 2.3-1, 2.3-2, 2.3-3, 2.3-4
-	2.5, 2.5-1, 2.5-2, 2.5-3, 2.5-4	1.15, 1.15-1, 1.15-2, 1.15-3	4.9
-	6.5	1.16, 1.16-1, 1.16-2	4.10, 4.10-1, 4.10-2



Mid-Range Priorities, Continued

Building Department	City Administration	Planning Department	Public Works Department
-	8.13-1	2.5, 2.5-1, 2.5-2, 2.5-3, 2.5-4	7.3, 7.3-1, 7.3-2
-	8.20	2.13, 2.13-1	7.4, 7.4-1, 7.4-2
-	9.4	4.1, 4.1-1, 4.1-2	7.5
-	-	4.10, 4.10-1, 4.10-2	9.5, 9.5-1, 9.5-2, 9.5-3
-	-	5.9	-
-	-	9.5, 9.5-1, 9.5-2, 9.5-3	-
-	-	<u>9.9</u>	-

Long-Term Priorities

-	4A.7	4A.5	7.10
	9.2, 9.2-1, 9.2-2, 9.2-3	9.2, 9.2-1, 9.2-2, 9.2-3	-



APPENDIX F—Policies Dropped from Consideration

The following policies were considered during the planning process, but were dropped for a variety of reasons. Some were accomplished ~~as a result of the 1984 Plan~~. Some were considered repetitive, unrealistic, or not yet ripe. Some conflicted with the plan’s other policies. Some were just not palatable to the City’s decision makers. This collection of policies is presented here in part to help demonstrate the planning process, but more importantly, it is intended to be a tool for future users. When interpreting or updating the Comprehensive Plan, users can turn to this section to determine whether new policy ideas fit more closely with the ideas listed here or with those adopted in Chapter 3. Policy ies numbers not carried over from the 1984 Plan are referenced in bold.

Dropped Policies

GOAL 1

Provide increased publicity to the community regarding decisions and events affecting the city. (3.8-4)	Provide a clean, visually attractive community with a small-town atmosphere. (1-3)
Increase community pride. (1-2)	Develop and improve educational opportunities. (1-8)
Explore funding opportunities for schools, including a levy and other fundraising activities.	Explore opportunities for alternative schools.
Promote opportunities for agricultural education.	Investigate educational programming during the summer.
Assure a balance between safety and ease of access for school locations. (3.5-4)	Encourage development of school lands and lands adjacent to schools to minimize the negative impact on each. (3.5-2)
Encourage the use of schools as an integral part of the community by making joint agreements with the School District to allow community use of school facilities. (3.5-6)	Minimize the costs of schools and parks by joint location, acquisition, and the use of sites for both schools and parks. (3.5-3)

GOAL 2

Manage major drainageways, wetlands, and flood plains for the benefit of the community. (2.1-1a)	Manage ecologically and scientifically significant areas for the benefit of the community. (2.1-1d)
Prohibit building on flood plains of major drainageways except in accordance with adopted regulations. (2.2-2-6)	Manage lands with significant native vegetation for the benefit of the community. (2.1-1c)
Map major drainageways. (2.2-2-1)	Manage lands that provide community identity and act as buffers for the benefit of the community. (2.1-1f)
Consider the value of agricultural and forest lands as open space and other less intense uses before approving any change in land use. (2.3-2)	Consider lands that are not suitable for forest or agricultural uses as developable if they meet other development criteria. (2.3-3)
Contain future urban development within the limits of the urban growth boundary. (4.2-1)	Use parks and open space to shape and delineate urban development. (3.4.1-2)



Dropped Policies

GOAL 4A

Coordinate riverfront planning activities with Skamania County and the Port of Skamania County. (5.5-4)	Follow shorelines regulations when evaluating proposed new uses. (4.5-5/4.6.1-4)
Enhance Cascade Avenue, including the rehabilitation of underutilized structures.	Develop design guidelines that enable year-round enjoyment of the downtown waterfront.
Redevelop the Co-Ply site for employment uses.	Explore opportunities for waterfront redevelopment.
Redevelop the Co-Ply site as a community gathering place.	Encourage development of a commercial marina facility and improved river access in the Stevenson area. (3.3.9-1)
4A.1- Support development of improved river access in the Stevenson area.	4A.1-1- Improve waterfront access and control erosion through coordinated stabilization programs.
4A.2- Establish a Shorelines Master Program to guide the balanced development of industrial, commercial, residential, recreational, and natural uses.	4A.2-1- Encourage the use of the riverfront for commercial, residential, recreation, and open space purposes consistent with the Shorelines Management Act.
4A.2-2- Protect, enhance, and maintain the natural, scenic, historic, architectural, and recreational qualities along the River.	4A.3- Manage lands abutting the Columbia River and Rock Creek for the benefit of the community.
4A.3-1- Review all proposals for shoreline use for compatibility with the goals and policies of the Skamania County Shoreline Management Master Program.	4A.3-2- Review development proposals located on or near banks and floodway of the River and creeks to maintain the recreation and open space potential while promoting healthy and visually attractive environments.
4A.3-3- Review land use policies to ensure compliance with the Shorelines Management Master Program.	4A.7- Support development of a large waterfront gathering place, such as a amphitheater for community events.

GOAL 5

Encourage the use of local resources in the development of industries for Stevenson to assure tax base stability, utilizing information programs, site improvement, and cooperative development projects. (5.4-3)	Investigate and evaluate tax incentives and adopt those that are most suitable to encourage commercial and light industrial growth and community development in Stevenson. (5.1-4)
Encourage the provision of professional services no lacking in the community. (5.1-2)	Coordinate economic planning and development with industrial development at the Port of Skamania County. (5.5-4)
Encourage the expansion of the economic base to include local seasonal or permanent jobs from small industries. (5.1-1b)	Remove barriers to development, such as expediting the permitting process.
Identify and promote what Stevenson has to offer to make it competitive with other Gorge community [sic] to attract industry and commerce. (5.4-2)	Discourage heavy industrial use in the Rock Creek area and Stevenson Lake. (4.6.1-1)

GOAL 6

Encourage expansion of the economic base to include tourist and hospitality support facilities (including hotels, convention centers, restaurants, and tourist-oriented shops) related to Bonneville Dam and the increasing interest in the Columbia River Gorge. (5.1-1a)	Encourage recreation and tourist facilities that capitalize on the scenic aspects of Stevenson to create a positive impression for visitors and residents (i.e. park at tourboat landing and scenic walkway from waterfront to Rock Creek Falls). (5.3-4)
---	--

Dropped Policies

GOAL 6, Continued

**Appendix F
Policies Dropped from Consideration**



Develop programs to draw tour boat tourists into downtown, such as volunteer greeters, wayfinding signage and free transportation.	Establish a vanpool and/or carpool to provide access to outdoor recreation amenities (camp sites, waterfalls, trails, sno parks, etc.)
Develop ways to capitalize on recreation and support services, tourist information, and reasons to come to Stevenson. (5.3-1)	Promote Stevenson as “Washington’s Gateway to the Gorge.”

GOAL 7

Design local streets to discourage through traffic. (3.3.2-2)	Periodically review the need for a transit system. (3.3.6-1)
Require generators of high volumes of traffic to provide adequate parking. (3.3.3-4)	Minimize on-street parking outside the downtown commercial area. (3.3.3-2)
Provide for adequate and safe bicycle traffic for school access, recreation, and energy conservation. (3.3.4-1)	Require safe, convenient, and direct walkways within the City. (3.3.5-1)

Dropped Policies

GOAL 7, Continued

Design local streets to discourage through traffic. (3.3.2-2)	Periodically review the need for a transit system. (3.3.6-1)
Require generators of high volumes of traffic to provide adequate parking. (3.3.3-4)	Minimize on-street parking outside the downtown commercial area. (3.3.3-2)
Provide for adequate and safe bicycle traffic for school access, recreation, and energy conservation. (3.3.4-1)	Require safe, convenient, and direct walkways within the City. (3.3.5-1)
Give special consideration in the design of the transportation system to people who have limited choice in obtaining private transportation. (3.3.1-3)	Require adequate setbacks along major streets to accommodate pedestrian ways to reduce the negative aspects of development. (5.2-3)
Use circumferential routing with controlled access and adequate setbacks for through traffic. (3.3.2-1)	Encourage provision of a safe, convenient, commercial bus stop with waiting space. (3.3.6-2)
Periodically review the need for commercial air services. (3.3.8-1)	

GOAL 8

Encourage recycling of solid waste. (3.2.2-2)	Maintain the high standard of water service. (3.2.1-3)
Develop ways to minimize the high cost of the water and sewer services. (3.2.1-3)	Provide urban services to implement community land use policies. (3.1-1)
Identify geothermal resources and plan for resource development and utilization in cooperation with local, state, and regional agencies. (3.2.3-2)	Provide medical services for seniors.

GOAL 9

Investigate the feasibility and benefits of developing an indoor ice arena.	Develop a maintenance program for parks and recreational lands and facilities. (3.4.1-8)
Create and maintain a balanced system of recreation lands and facilities that meets the recreation needs of all people, conserves energy, and enhances the rural character of the community. (3.4.1-1)	Inventory, plan for, and preserve open space and recreational resources. (3.4.1-4)
Develop and improve recreational opportunities. (1-8)	9.9- Protect Rock Cove to improve habitat, water quality and ambiance

Chapter 17.10 - DEFINITIONS

17.10.729—Shoreline Management Program (SMP)

“Shoreline Management Program” or “SMP” means the comprehensive suite of analyses, visions, goals, policies and regulations adopted by the City in accordance with the Shoreline Management Act (RCW 90.58). The Shoreline Management Program includes the similarly named, though more specific, Shoreline Master Plan. Unless the context clearly dictates otherwise, the phrases Shoreline Management Plan, Shoreline Master Plan, Shoreline Master Program and pluralized versions thereof should be interpreted as references to the overall program.

Recommended

Chapter 17.13 – Use Classifications and Descriptions

SMC 17.13.010 -Residence or Accommodation Uses

Residence or accommodation land uses are classified together based on the presence of a dwelling unit, the provision of temporary accommodations, and/or a specific preemption of Stevenson's local authority. The residence or accommodation uses considered by the Stevenson Zoning Code appear in Table 17.13.010-1.

Use	Description	Reference
8. Miscellaneous Incidental Uses		
a. Residential Outbuilding	An accessory building that is detached from another residential use on the same lot. Residential outbuildings include carports, garages for the storage of noncommercial vehicles, greenhouses, storage buildings, and the like, but do not include patios or play structures.	
b. Garage or storage building for the parking of commercial vehicles		
c. Swimming pool, spa or hot tub, and associated equipment		
d. Buildings and uses related to, and commonly associated with a mobile home park such as a recreation area, laundry, facility office, and meeting rooms		

SMC 17.13.040 -Transportation, Communication, Information, and Utility Uses

Transportation, Communication, Information, and Utility land uses are essential to the production, processing, distribution, treatment and/or collection of passengers, cargo, information, wastes or utilities. The Transportation, Communication, Information, and Utility uses considered by the Stevenson Zoning Code appear in Table 17.13.040-1.

Use	Description	Reference
1. Railroad Facility	<u>An establishment providing passenger and/or freight transportation by rail or support facilities for the rail line itself (e.g., ticket office, waiting room, loading terminals, turn-tables, rail/street crossing equipment, electrical equipment, etc.).</u>	
2. Railroad Facilities including Ticket Office/Waiting Room		

Exhibit C- Amendment to SMC 17.13

<p>32. Public Transportation Stops and Shelters</p>		
<p>43. Boating Facility or Overwater Structure Pier or Dock</p>	<p><u>A use identified in the Shoreline Management Program which 1) serves an important role in providing recreational access to waterbodies, 2) brings tourists to the City, or 3) has the potential to generate economic development in conjunction with port and shipping activity.</u> <u>This category's reliance on the SMP embraces over-water residences, floating homes, and liveboard vessels despite the residential aspects of such uses. For the purposes of the Zoning Code, Boating Facility or Overwater Structure uses may be distinguished by whether they serve motorized or nonmotorized watercraft (e.g., rowboats, kayaks, sailboards, watercraft pulled as part of a cable pull system with onshore, stationary motors not directly attached to the watercraft, etc.).</u></p>	<p><u>SMC 18.08</u></p>
<p>5. Commercial/Industrial Watercraft Facility</p>		
<p>6. Marina or Boat Launch Facility</p>		
<p>7. Public and Private Docks and Piers, Motorized Watercraft, Floats, Boathouses</p>		
<p>8. Watercraft</p>		
<p>9. Rowboats, canoes, kayaks, sailboards, paddleboats and other nonmotorized watercraft, but not including houseboats.</p>		
<p>4. Parking Facility</p>	<p><u>Any lot, structure, building, or area designed, intended or used for the parking or storage of a motor vehicle, equipment or other machinery. Parking Facilities are distinguished based on the type of motor vehicle parked or stored and the user of such motor vehicle. Curbside or on-street parking is not considered a land use within this use category.</u></p>	
<p>10. Parking Lot or Parking Structure not used in conjunction with a principal use</p>		
<p><u>a.</u> Public Parking</p>	<p><u>Any Parking Facility not associated with the instant principal use on the property and which is available to passenger vehicles of the general public (e.g., park-and-rides, municipal parking lot, etc.). Public Parking may be operated by a municipal, non-profit, or for-profit entity and with or without payment by the motor vehicle operator.</u></p>	

Exhibit C- Amendment to SMC 17.13

<p>b. <u>b. Accessory Parking</u>11. Private garage or parking area for noncommercial vehicles</p>	<p><u>Any Parking Facility associated with the instant principal use on the property (e.g., resident parking for a Dwelling, customer parking for Retail, fleet parking for a Public Works Facility, etc.).</u></p>	
<p><u>c. Non-Accessory Parking</u></p>	<p><u>Any Parking Facility not associated with the instant principal use on the property and which is not Public Parking (e.g., facilities for valet parking or long-term parking, the parking of commercial motor vehicles, equipment, or other machinery on a residential property, etc.).</u></p>	
<p>125. Utility or Communication Facility</p>	<p>Any manned<u>staffed</u> or unmanned<u>unstaffed</u> location designed for the transmission, distribution, collection, treatment, and/or routing of water, wastewater, gas, electrical power, wired telecommunications or similar commodities or wastes. This category generally includes substations, transfer stations, pump stations, lift stations, booster pumps, reservoirs, switchboards, and storage facilities. This category generally excludes a Wireless Telecommunications Facility, storm water ponds, overhead elements and cables, underground cables, pipelines, vaults and the like.</p>	
<p>136. Wireless Telecommunications Facility</p>	<p>Any manned<u>staffed</u> or unmanned<u>unstaffed</u> location designed or used for the transmission and/or reception of radio frequencies or other wireless communications. The term includes, but is not limited to, antennas, towers, poles, other support structures, cables, equipment cabinets, and associated and appurtenant facilities designed or used to facilitate telecommunications.</p>	<p>CFR Title 47, SMC 17.36, SMC 17.39.170, SMC 17.40.170</p>
<p>a. Minor Wireless Telecommunications Facility</p>	<p>Any of the following facilities or activities: 1. Building-mounted panel antennas not projecting above the surrounding roofline. 2. Building-mounted whip antennas not exceeding 2 inches in diameter. 3. Dish antennas not exceeding one meter in diameter when located in residential areas or 2 meters in diameter when located in non-residential areas. For the purposes of this category, residential areas means any area within 300 feet of 5 or more dwelling units. 4. Carriers-on-wheels placed for a period not to exceed 30 days. 5. Support equipment located entirely within a building. >6. Additional facilities not specifically mentioned above provided; that, the planning commission, by interpretation, determines such equipment is in keeping with this category.</p>	
<p>b. Intermediate Wireless</p>	<p>Any of the following facilities or activities:</p>	

<p>Telecommunications Facility</p>	<ol style="list-style-type: none"> 1. Building-mounted panel antennas projecting above the surrounding roofline and not exceeding the allowable building height in the underlying zoning district. 2. Building-mounted whip antennas exceeding 2 inches in diameter and which do not exceed 110% of the allowable building height in the underlying zoning district. 3. Self-supported lattice towers or monopoles not exceeding the allowable building height in the underlying zoning district. 4. Dish antennas between one and 2 meters in diameter located in residential areas. For the purposes of this category, residential areas means any area within 300 feet of 5 or more dwelling units. 5. Carriers-on-wheels placed for a period to exceed 30 days. 6. Collocation of antennas on existing support structures provided no increase in support structure height is proposed. 7. Modification of antennas previously approved by the planning commission or administrator, provided that the modification does not increase support structure height or exceed 5% of the approved antenna area. 8. Support equipment not located entirely within a building. 9. Additional facilities not specifically mentioned above; provided, that the planning commission, by interpretation, determines such equipment is in keeping with this category. 	
<p>c. Major Wireless Telecommunications Facility</p>	<p>Any of the following facilities or activities:</p> <ol style="list-style-type: none"> 1. Building-mounted panel antennas exceeding the allowable building height in the underlying zoning district. 2. Building-mounted whip antennas exceeding 2 inches in diameter and exceeding 110% of the allowable building height in the underlying zoning district. 3. Self-supported lattice towers or monopoles exceeding the allowable building height in the underlying zoning district and less than 120 feet in height. 4. Collocation on, or modification of, facilities which result in increased support structure height or increased antenna areas exceeding 5% of the approved area. 5. Any facility which is required to have artificial lighting by the FAA. 6. Additional facilities not specifically mentioned above; provided, that the planning commission, by interpretation, determines such equipment is in keeping with this category. 	

Exhibit C- Amendment to SMC 17.13

147. Wind Power Generation Facility	Any location designed or used for the generation of electrical or mechanical power from movement of natural wind. The term includes, but is not limited to, blades, towers, poles, other support structures, utility lines, equipment cabinets, and associated and appurtenant facilities designed or used to facilitate power generation.	SMC 17.36, SMC17.39.165
a. Minor Wind Power Generation Facility	Any wind power generation facility 70 feet in height or less.	
b. Major Wind Power Generation Facility	Any wind power generation facility 120 feet in height or less and exceeding 70 feet in height. This category includes any facility higher than 120 feet; provided, that such facility is proposed to be located on BPA transmission towers existing at the time an application is submitted. Because of their visual impact, nothing in this title shall be interpreted to include towers larger than 150 feet in height within this category.	
158. County, City or state public works Works facility; support buildings and structures, shops and yards	An establishment operated by the City, County, State, or other municipal agency and intended to assist with the construction and/or maintenance of public transportation, communication, information, and utility systems. Public Works Facility includes principal buildings, support buildings and structures, shops, yards, etc.	
16. Building additions to county or city public works facilities that would increase gross floor area by more than 500 square feet or lot coverage by more than 20%		
179. Hazardous Waste Storage	The holding of dangerous waste for a temporary period as regulated by State Dangerous Waste Regulations WAC Chapter 173-303.	RCW 70.105, WAC 173-303, SMC 17.10.320.
1810. On-Site Hazardous Waste Treatment and Storage Facility	Those treatment and storage facilities which treat and store hazardous wastes generated on the same geographically contiguous or bordering property.	RCW 70.105, WAC 173-303, SMC 17.10.320.

Chapter 17.15 - RESIDENTIAL DISTRICTS

Table 17.15.040-1 Residential Districts Use Table					
Use	R1	R2	R3	MHR	SR
Residence or Accommodation Uses					
Dwelling					
Single-Family Detached Dwelling	P	P	P	P	P
Mobile Home	X	X	X	P	X
Travel Trailer	--	X	--	X	--
Accessory Dwelling Unit (SMC 17.40.040)	A	--	--	--	A
Multi-Family Dwelling	C ¹	P	P	C ¹	C ¹
Temporary Emergency, Construction or Repair Residence	C ²	C ²	C ²	--	C ²
Townhome (SMC 17.38.085)	--	C ⁸	P	--	--
Renting of no more than 2 rooms, rented by the month or longer, provided the parking requirements of SMC 17.42 are met.	A	A	A	A	A
Boarding House	C	C	C	--	C
Residential Care					
Adult Family Home	P	P	P	P	P
Assisted Living Facility	--	--	C	--	C
Nursing Home	--	--	C	--	--
Overnight Lodging					
Vacation Rental Home	P	P	P	P	P
Bed & Breakfast	C	C	P	C	C
Hostel	C	C	P	C	C
Hotel	X	X	C	X	C
Campground	X	X	X	C	C
Dormitory facility related to a public, private or parochial school	C	C	C	--	C
Miscellaneous Incidental Uses					
Residential Outbuilding	A/C ^{3,4}	A/C ^{3,4}	A/C ⁴	A/C ^{3,4}	A/C ³
Garage or storage building for the parking of commercial vehicles	--	--	--	--	C
Swimming pool, spa or hot tub, and associated equipment	A	A	A	A	A
Buildings and uses related to, and commonly associated with a mobile home park such as a recreation area, laundry, facility office, and meeting rooms	--	--	--	A	--
Transportation, Communication, and Utilities-Utility Uses					
Public Transportation Stops and Shelters	--	--	--	--	C
<u>Boating Facility or Overwater Structure⁹</u>	<u>See SMP.</u>				
<u>Parking Facility</u>					

Exhibit D- Amendment to SMC 17.15

<u>Accessory Parking</u>	A	A	A	A	A
<u>Non-Accessory Parking</u>	--	--	--	--	C
Utility or Communication Facility	C	C	C	C ⁵	C
Wireless Telecommunications Facility ⁶					
Minor Wireless Telecommunications Facility	P	P	P	P	P
Intermediate Wireless Telecommunications Facility (SMC 17.39.170)	C	C	C	C	C
Major Wireless Telecommunications Facility (SMC 17.39.170)	C	--	--	--	C
Wind Power Generation Facility ⁶					
Minor Wind Power Generation Facility (SMC 17.39.165)	C	C	C	C	C
Hazardous Waste Storage	C	C	C	C	C

1-Conditional use permits for these uses are only considered when submitted as part of an R-PUD proposal under SMC 17.17 - Residential Planned Unit Developments.

2-A conditional use permit is only required for a temporary emergency, construction or repair residence after the expiration of the initial 6-month grace period.

3-Up to 4 residential outbuildings on a property is considered an accessory Use. When at least 4 residential outbuildings already exist on a lot then an additional residential outbuilding is considered a conditional use. During the conditional use review process, the planning commission may establish size, serial proliferation and other limitations on such buildings.

4-A residential outbuilding that is subordinate to the main use on the lot is considered an accessory use. A residential outbuilding which is not subordinate to the main use on the lot is considered a conditional use. During the conditional use review process, the planning commission may establish size, serial proliferation and other limitations on such buildings.

5-Despite the general exclusion of overhead elements from this use category, any utility or communication facility in the MHR district with an overhead element greater than 35 feet is considered a conditional use.

6-See also SMC 17.36-WW Wind/Wireless Overlay District.

7-In granting a conditional use request for farm animals in the R1 district, the planning commission shall find, at a minimum, that the proposal is compliant with the performance standards in SMC 17.40.095.

8-Townhomes in the R2 District are subject to review according to the density and parking requirements of the R3 Multi-Family Residential District and shall connect to the municipal sewer system.

9- See SMC 18.08 and the Shoreline Master Plan for use allowances related to this use category.

Chapter 17.25 - TRADE DISTRICTS

Table 17.25.040-1 Trade Districts Use Table			
Use	CR	C1	M1
Residence or Accommodation Uses			
Dwelling			
Single-Family Detached Dwelling	X	X	X
Multi-Family Dwelling	C1	P	--
Temporary Emergency, Construction or Repair Residence	--	C2	--
Townhome	C ¹⁴	P ¹⁴	--
Legacy Home	--	P	--
Boarding House	--	P	--
Residential Care			
Adult Family Home	--	P	--
Assisted Living Facility	--	P	--
Nursing Home	--	C	--
Overnight Lodging			
Vacation Rental Home	C	P	X
Bed & Breakfast	P	P	X
Hostel	P	P	X
Hotel	P	P	X
Campground	P	C	C
<u>Miscellaneous Incidental Uses</u>			
<u>Residential Outbuilding</u>	--	A	--
Transportation, Communication, and Utilities-Utility Uses			
Railroad Facility	--	C	P
Railroad Facilities including Ticket Office/Waiting Room	--	C	--
Boating Facility or Overwater Structure¹⁵	<u>See SMP.</u>		
Pier or Dock	--	C	P
Commercial/Industrial Watercraft Facility	--	--	P
Watercraft	--	C	--
<u>Parking Facility</u>			
<u>Public Parking</u>	--	C	--
<u>Accessory Parking</u>	A	A	A
<u>Non-Accessory Parking</u>	--	C	C
Parking Lot or Parking Structure not used in conjunction with a principal use	--	C	C
Private garage or parking area for noncommercial vehicles	--	A	--
Utility or Communication Facility	C	C ⁸	P/C ⁹

Exhibit E- Amendment to SMC 17.25

Wireless Telecommunications Facility ⁹			
Minor Wireless Telecommunications Facility	P	P	P
Intermediate Wireless Telecommunications Facility (SMC 17.39.170)	C	C	C
Major Wireless Telecommunications Facility (SMC 17.39.170)	C	--	--
Wind Power Generation Facility ¹⁰			
Minor Wind Power Generation Facility (SMC 17.39.165)	C	C	C
On-Site Hazardous Waste Treatment and Storage Facility	A	C	A

1-Multi-family dwellings in the CR district are subject to review according to the density and parking requirements of the R3 multi-family residential district.

2-A conditional use permit is only required for temporary emergency, construction or repair residences after the expiration of the initial 6-month grace period.

3-Vehicle repair is subject to the following performance standards: 1) No repair work shall be conducted outside a fully enclosed building; and 2) vehicles shall not be parked or stored overnight unless inside a fully enclosed building.

4-Truck, trailer or equipment rental operations in the C1 district shall be conducted only inside a fully enclosed building.

5-The activity shall be an integral part of, or subordinate to, an on-premises principal use.

6-All activities except for conditionally approved outdoor storage, and except for the short term parking of vehicles, (less than 24 hours), shall be conducted wholly within an enclosed building.

7-Materials or vehicles being stored shall be screened from view from public roads and from nearby residential uses.

8-Despite the general exclusion of overhead elements from this use category, any utility or communication facility in the C1 district with an overhead element greater than 50 feet is considered a conditional use.

9-Despite the general exclusion of overhead elements from this use category, any utility or communication facility in the M1 district with an overhead element greater than 35 feet is considered a conditional use.

10-See also SMC 17.36-WW Wind/Wireless Overlay District.

11-The only farm animals intended to be allowed in the CR district are animals kept for the sole purpose of providing recreational horse, pony, mule and donkey rides.

12-Specialty retail shops in the CR District must be associated with a principal use permitted outright in the district.

13-Offices that are an integral part of the on-premises principal use do not require a conditional use permit.

14-Townhomes in the CR and C1 District must comply with SMC 17.38.085. 4-A residential outbuilding that is subordinate to the main use on the lot is considered an accessory use. A residential outbuilding which is not subordinate to the main use on the lot is considered a conditional use. During the conditional use review process, the planning commission may establish size, serial proliferation and other limitations on such buildings.

[15-See SMC 18.08 and the Shoreline Master Plan for use allowances related to this use category.](#)

Chapter 17.35 - PUBLIC DISTRICTS

Table 17.35.040-1 Public Districts Use Table		
Use	PR	ED
Transportation, Communication, and Utilities-Utility Uses		
Public Transportation Stops or Shelter	--	A
<u>Boating Facility or Overwater Structure⁷</u>	<u>See SMP.</u>	
Marina or Boatlaunch Facility	P	--
Public and private docks and piers, motorized watercraft, floats, boathouses	€	--
Rowboats, canoes kayaks, sailboards, paddleboats and other nonmotorized watercraft, but not including houseboats.	P	--
<u>Parking Facility</u>		
<u>Accessory Parking</u>	A	A
<u>Utility or Communication Facility</u>	P	--
Wireless Telecommunications Facility ²		
Minor Wireless Telecommunications Facility	P	P
Intermediate Wireless Telecommunications Facility (SMC 17.39.170)	C	C
Major Wireless Telecommunications Facility (SMC 17.39.170)	C	--
Wind Power Generation Facility ²		
Minor Wind Power Generation Facility (SMC 17.39.165)	C	C
Public Works Facility County, City or state public works facility, support buildings and structures, shops and yards	P ⁸	--
Building additions to county or city public works facilities that would increase gross floor area by more than 500 square feet or lot coverage by more than 20%	€	--
Hazardous Waste Storage	--	C

1-Vehicle Repair is subject to the following performance standards: 1) No repair work shall be conducted outside a fully enclosed building; and 2) vehicles shall not be parked or stored overnight unless inside a fully enclosed building.

2-See also SMC 17.36-WW Wind/Wireless Overlay District.

3-Animals uses in the PR District are not subject to the performance standards of SMC 17.40.095.

4-In granting a conditional use request for farm animals in the ED District, the Planning Commission shall find, at a minimum, that the proposal is compliant with the performance standards in SMC 17.40.095.

5-Overnight camping as authorized by Skamania County for seasonal county fairground use is permitted. All other campgrounds in the PR District are conditional uses.

6-Replacement or expansion of any Public Assembly use existing in an ED District as of July 17th, 2014 is allowed as an accessory use. Only new Public Assembly uses are required to obtain a Conditional Use Permit. 5-The activity shall be an integral part of, or subordinate to, an on-premises principal use.

7- See SMC 18.08 and the Shoreline Master Plan for use allowances related to this use category.

8-Building additions to a Public Works Facility increasing gross floor area by more than 500 square feet or lot coverage by more than 20% require a conditional use permit.

17.35.060 - Residential dimensional standards.

Table 17.35.060-1: Public Dimensional Standards	
	Minimum Setbacks

Exhibit F- Amendment to SMC 17.35

District	Maximum Height of Building	Front	Side, Interior	Side, Street	Rear, Interior Lot	Rear, Through Lot
PR	35 ft	25 ft 10 ft _{2,3,4}	10 ft	10 ft ^{3,4}	10 ft	--
ED	50 ft ¹	25 ft ²	10 ft ²	10 ft ^{2,3}	10 ft ²	--

1-A greater height may be allowed by the Planning Commission; provided it does not interfere with the views of a substantial number of upland properties which are presently residential or have a potential for residential development and there is an overriding public interest in allowing a greater height. For each 10 foot increase in height that is allowed, there shall be an additional setback or stepback of fifteen feet from any property line.

2—Except in Zone Transition Areas where the minimum setback shall be the same as the requirement of any adjoining, more restrictive district.

3- See also the minimum driveway length in SMC 17.35.130.A.6.

4- However, no structure shall be located within a pedestrian visibility area [SMC 17.10.632].

17.35.130—Public Districts Parking and Loading

A. PR Parking and Loading.

1. Off-street parking shall be provided in accordance with the requirements of SMC 17.42 Parking and Loading Standards.

2. Required parking shall be located on the same lot as the use it serves.

3. Parking areas, aisles and access drives shall be constructed with a dust-free, all weather surface of a strength adequate for the traffic expected.

4. Parking areas shall have adequate slope and drainage.

5. Each parking space shall have a net area of at least 160 square feet exclusive of access drives and aisles.

a. If determined on a gross area basis, 300 square feet shall be allowed per vehicle.

6. No driveway shall be less than 20 feet in length. This shall be done to eliminate the parking of vehicles on or over curbs, sidewalks, or vehicle travel areas [SMC 17.10.855]. For the purposes of this chapter driveway length is measured conservatively as the shortest distance between a) a garage door or other physical obstruction to the parking of a vehicle and b) an existing curb, sidewalk, street, public pedestrian way [SMC 17.10.660], property line, or right-of-way [See Figure SMC 17.38.085-1 Driveway Length Illustration].



City of Stevenson

Public Works Department

(509)427-5970

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

TO: City Council

FROM: Carolyn Sourek, Public Works Director and Leana Kinley, City Administrator

DATE: 5/19/22

SUBJECT: 6-Year Transportation Improvement Program (TIP)

Executive Summary:

This is the annual review of all street projects planned in the city limits. Projects on this list represent those already in progress through grants and those identified through an evaluation process. The list is used to meet requirements for grant funding applications. There are two public hearings held and the final list is required to be adopted by July 1st of each year. This is the first public hearing for the 2023-2028 Transportation Improvement Program. There was a workshop held on May 12th and there will be second Public Hearing at the June 16th City Council meeting. More workshops can take place if necessary.

Overview:

All Cities, Towns, and Counties are required to adopt a 6-year Transportation Improvement Program. Elements of the program should contain fiscally constrained projects for the first four years, and projects of regional significance shall be submitted to the Regional Transportation Planning Organization (RTPO) for inclusion in their respective TIP's, where applicable. The RTPO then submits their regional TIP to Washington State Department of Transportation (WSDOT) for inclusion into the Statewide Transportation Improvement Program (STIP).

The transportation projects that are listed in the TIP go through a process in which the City of Stevenson uses a prioritization system to determine which road systems will be upgraded/rebuilt and in what order. Road projects may not always take place in order of prioritization due to funding eligibility and grant program criteria. The City Council has the ultimate say in which projects are approved and the order in which these projects will be completed.

The projects reflected are a continuation of those in process, recommendations from a transportation study and others identified through an evaluation process based on citizen input and infrastructure condition.

The following documents include:

- A summary and overview of all projects on the TIP.
- A brief overview of the projects including a map and associated improvements.

Action Needed:

Review list, provide feedback, ask questions, add what is missing, help brainstorm the updated TIP for revisions at the June 16th council meeting.

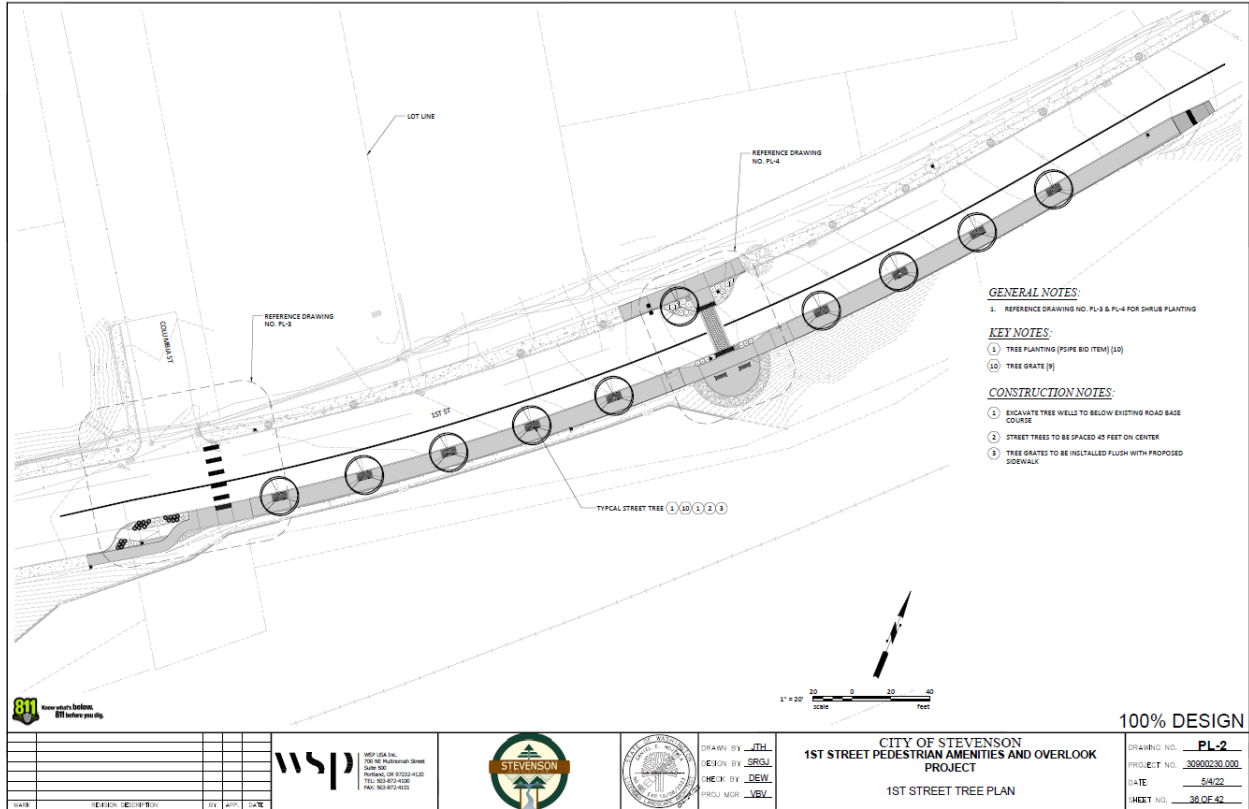
2023 6 year TIP Worksheet

6-year Street TIP 2023-2028	2023	2024	2025	2026	2027	2028	2023-2028	Initial TIP*
First Street	768,857						768,857	2018
Loop Road Storm, Grind and Inlay	390,000						390,000	2020
Kanaka Underpass-Ped Walkway	10,000						10,000	2023
Lasher to School St.-SRTS	100,000	700,000					800,000	2023
Chipseal McEvoy, Wisteria, Ridgecrest	36,000						36,000	2008
School Street Grind and Inlay		440,000					440,000	2020
Roselawn Ave Overlay		165,000					165,000	2005
Frank Johns Sidewalk (Loop-Second)		75,000		374,000			449,000	2019
Columbia Ave Realignment			625,000	1,200,000			1,825,000	2021
Bulldog-School-Kanaka Intersection			50,000				50,000	2023
W-SR-14 and Rock Creek Improvements				1,050,000			1,050,000	2023
East SR-14 Improvements-Low Phase					200,000		200,000	2023
West SR-14 Improvements-Low Phase						400,000	400,000	2023
Leavens Overlay						225,000	225,000	2005
Paving Gravel Roads:								
Lakeview St			100,000				100,000	2008
HH Avenue				100,000			100,000	2023
Holly					100,000		100,000	2023
Del Ray Ave						100,000	100,000	2016
Maple Alameda		100,000					100,000	2023
Ash Alley	100,000						100,000	2023
Kanaka Underpass						80,000	80,000	2023
Total Street CIP by Year	1,404,857	1,480,000	775,000	2,724,000	300,000	805,000	7,488,857	
Total Grant Funds	1,273,557	1,346,000	540,625	2,301,550	173,000	559,750	6,194,482	
Total City Funds	131,300	134,000	234,375	422,450	127,000	245,250	1,294,375	
Total remaining for be funded	-	-	-	-	-	-	-	

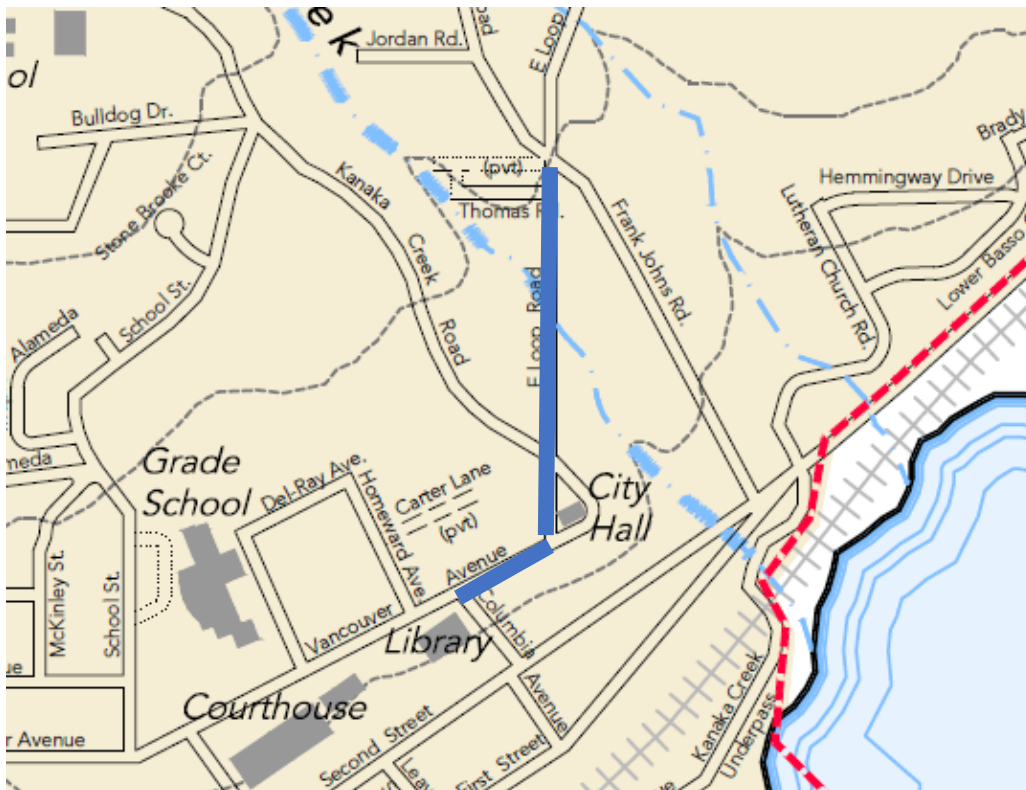
Other Known Projects:

	Total	Initial TIP Year
Chipseal (Major, Hillcrest, E. Loop Rd.)	35,000	2008
Chipseal Vancouver (Needs more)	45,000	1998
East End Roundabout	4,200,000	2023
El Paso Road Reconstruction		2023
Foster Creek Rd (acquire additional ROW)	-	2014
Iman Loop-Iman Cemetery Sidewalk	75,000	2008
Loop Rd. Sidewalk Extension	200,000	1998
Monda Rd (straighten out intersection)	80,000	2008
Rock Creek Bridge Replacement	8,200,000	2008
Roosevelt St. Overlay	670,000	1998
Russell Phase 2 (Vancouver-Second)	400,000	2005
Stormwater System Repair & Upgrade	500,000	2012
Vancouver Sidewalk-East End	125,000	2005
West End Roundabout	2,500,000	2023

2023 6-year TIP Update Project Maps-Initial Public Hearing



First street Overlook - Revised estimate of \$770k. Applying for construction funding.



#27 Loop Road Grind and Inlay
 Repair stormwater, replace water lines, underground utilities, extend sewer, grind and inlay.
 \$390k
 June 2023



Project – Lower Kanaka Creek RR Underpass

Scope – Transition City roadway under the RR overpass at the East end of town from a primary vehicle access road, to a multi-use path (bike/ped) with Emergency access via bollards (to which Emergency staff would have keys and exclusive access and use)

#8 Chipseal Program – McEvoy Lane, Wisteria Way, Ridgecrest Dr.

\$36k

July 2023



#26 School Street Grind and Inlay-Repair stormwater, replace waterlines, grind and inlay.

\$440k

June 2022



#24 Roselawn Avenue Overlay – From Willard to McKinley, sidewalks, storm drains and ramps, overlay of entire street.

\$165k

July 2025

#17 Frank Johns Sidewalk – Construct new sidewalk along east side.

\$449k

Preliminary Engineering-Sept 2023

Construction - June 2024





Columbia Realignment – Realign lower Columbia with upper Columbia, relocate utilities, add sidewalks. Currently under a \$200k grant for feasibility.

#4 Leavens Overlay – Remove/grind deteriorated sections of asphalt, add sidewalk on west side.

\$225k

Aug 2022



Paving all City owned gravel roads. Lakeview (already on TIP), Maple Alameda, Kanaka Underpass (already on TIP), etc.

Improvement Concept: Kanaka Creek Road at School Street & Bull Dog Drive



Description

Revise the intersection of Kanaka Creek Drive at School Street & Bulldog Drive using striping and flexible post delineators.

Purpose

This improvement is intended to:

- Reduce intersection size
- Improve sight lines at pedestrian crossing across Kanaka Creek Road and shorten crossing distance
- Reduce intersection conflict points
- Better define roadway hierarchy

Additional Considerations

Other factors to consider with this improvement include:

- Striping and post delineators will require additional maintenance

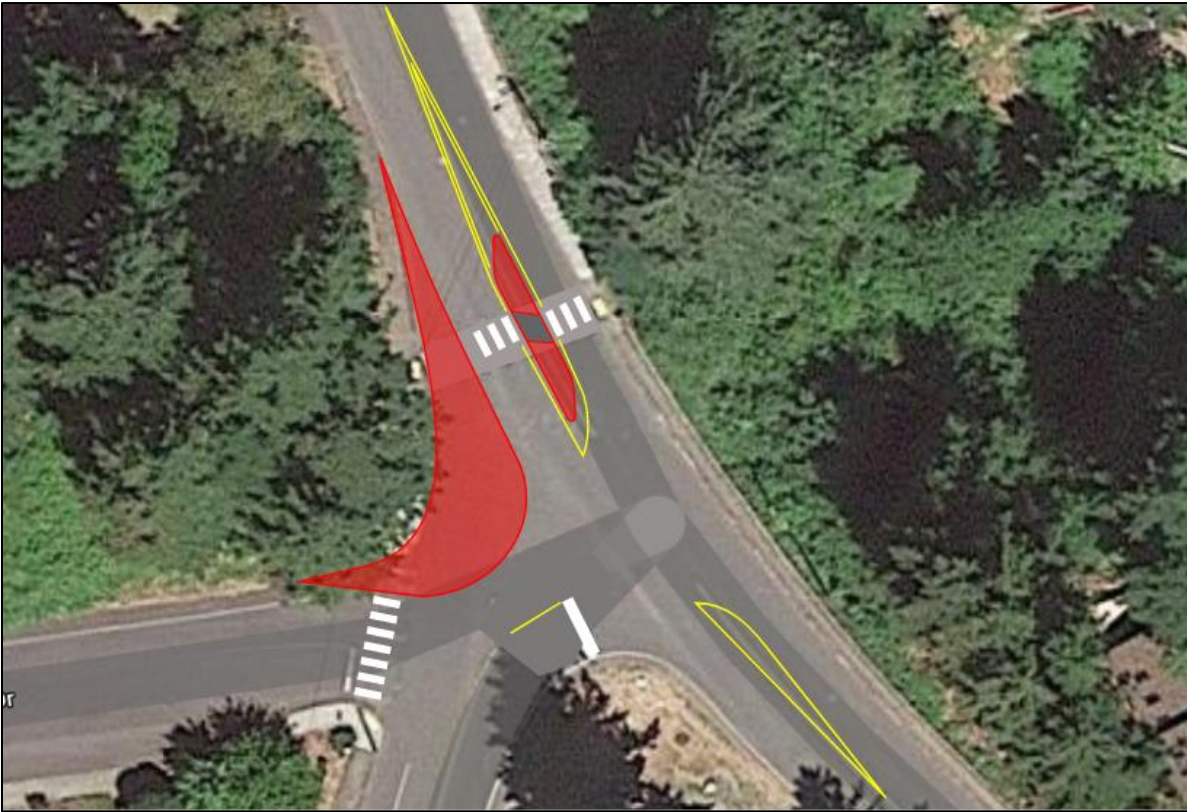
Alternative Improvement

Consider more permanent improvements such as medians rather than striping and delineators.

Cost Opinion

Less than \$20,000

Improvement Concept: Kanaka Creek Road at School Street & Bull Dog Drive



Description

Revise the intersection of Kanaka Creek Drive at School Street & Bulldog Drive by extending the northwest corner and adding a pedestrian crossing median island.

Purpose

This improvement is intended to:

- Reduce intersection size
- Improve sight lines at pedestrian crossing across Kanaka Creek Road and allow two-stage crossing
- Better define roadway hierarchy
- Potentially slow speeds by narrowing travel lanes

Additional Considerations

Other factors to consider with this improvement include:

- Corner could include planting feature
- Pedestrian median island can include angled crossing to turn pedestrians towards oncoming traffic
- Pedestrian crossing a Bulldog Drive can be shortened
- The project will increase impervious surface which can be minimized with planting area

Alternative Improvement

Consider as using striping and delineators for corner with possible median island for crossing.

Cost Opinion

Less than \$50,000

Improvement Concept: Eastbound Acceleration Lane at SR-14 & Rock Creek Drive



Description

Construct an eastbound acceleration lane on SR-14 at Rock Creek Drive. The lane illustrated above is approximately 1,200 feet in length.

Purpose

This improvement is intended to:

- Provide increased capacity for the southbound left-turn movement
- Reduce the likelihood of rear-end and angle collisions in the eastbound direction
- Potentially Improve sight lines looking to the east

Additional Considerations

Other factors to consider with this improvement include:

- Access to WSDOT yard south of the intersection would need to be addressed
- The project will increase impervious surface, inducing stormwater considerations
- Sight distance requirements to east will be longer with additional lane to cross
- Additional grading and possible structural wall may be needed on northeast corner
- Project is on a state highway and WSDOT will need to be engaged

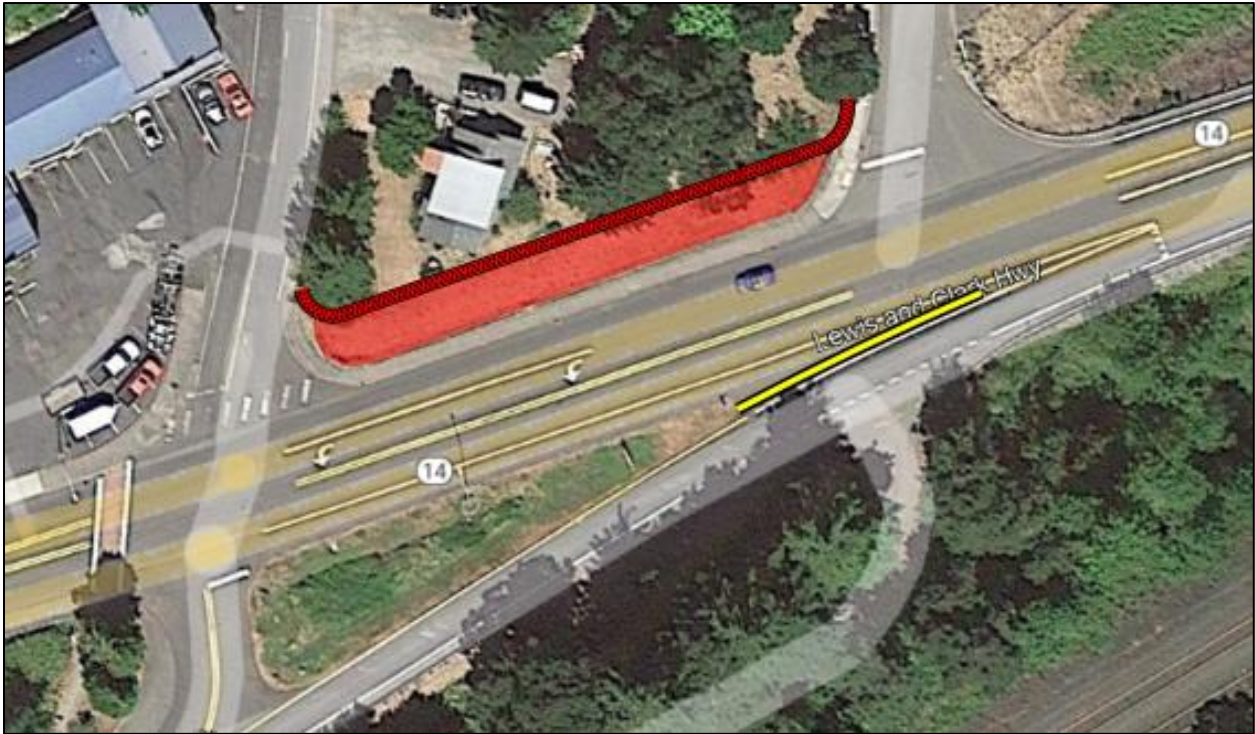
Alternative Improvement

Sight distance could likely be addressed with removal of vegetation on the northeast corner of the intersection without need for greater improvement.

Cost Opinion

\$1,050,000

Improvement Concept: East SR-14 Safety Improvements



Description

Relocate retaining wall to ROW line and regrade and landscape the property adjacent to the sidewalk to improve sight lines. Add a 1- to 2-foot-wide ribbon median with post delineators in the gore between SR-14 and 1st Street to prevent the illegal northbound left-turn movement from SW Cascade Avenue. Both improvements are illustrated above.

Purpose

This improvement is intended to:

- Address sight distance issues at NE Frank Johns Road and Lutheran Church Road
- Prevent illegal left-turns from SW Cascade Avenue onto westbound SR-14

Additional Considerations

Other factors to consider with these improvements include:

- The improvements could be fully constructed in the existing right-of-way
- Perceived impacts to private property
- Wall reconstruction would potentially impact trees on private property
- Projects are independent and could be constructed independently
- Project is on a state highway and WSDOT will need to be engaged

Alternative Improvement

Physically prohibit southbound left turns at Lutheran Church Road at SR-14 concurrent with northern connection of Lutheran Church Road and NE Pine Street

Cost Opinion

\$40,000 for ribbon median
\$50,000 for retaining wall

Improvement Concept: 3-Lane Section SR-14 from 1st Street to SW Rock Creek Drive



Description

Convert to 3-lane cross-section on SR-14 (2nd Street) between 1st Street and SW Rock Creek Drive. This project is expected to be a combination of roadway widening and restriping. Adding the center lane would provide the opportunity to include a median island refuge at the crosswalk east of SW Rock Creek Drive.

Purpose

This improvement is intended to:

- Increase capacity for left-turn movements
- Reduce the likelihood of some types of collisions (rear end and angle)
- Improve pedestrian crossing with potential median island

Additional Considerations

The image above is a conceptual layout only. Other factors to consider with this improvement include:

- Widening the roadway may require grading
- The project will increase impervious surface
- This project could be constructed in phases with left-turn striping at SW Rock Creek Drive and possible median island refuge constructed with the existing paved width and extension of two-way left-turn lane to 1st Street as a later phase
- Project is on a state highway and WSDOT will need to be engaged

Alternative Improvement

The improvements could be limited to the SW Rock Creek Drive intersection with SR-14 (2nd Street)

Cost Opinion

\$390,000

Improvement Concept: West Roundabout at SR-14 & 1st Street



Description

Construct a three-legged roundabout at the west entrance to the City at the intersection of SR-14 (2nd Street) and 1st Street. The roundabout illustrated above is approximately 120-130 feet in diameter. The connection to Railroad Street would need to be relocated.

Purpose

This improvement is intended to:

- Slow traffic as it enters town
- Reduce the number and severity of crashes
- Address the long-term need for a left-turn lane on westbound SR-14
- Create a gateway feature for the City of Stevenson

Additional Considerations

The image above is a conceptual layout of a possible roundabout option; alternative alignments should be considered. Other factors to consider with this improvement include:

- Focused engineering study for the appropriateness of a westbound bypass lane
- Some right-of-way acquisition will likely be required
- Access could be limited for some properties
- The footprint of the project will be larger than the roundabout to accommodate necessary grading
- The project will increase impervious surface
- Project is on a state highway and WSDOT will need to be engaged

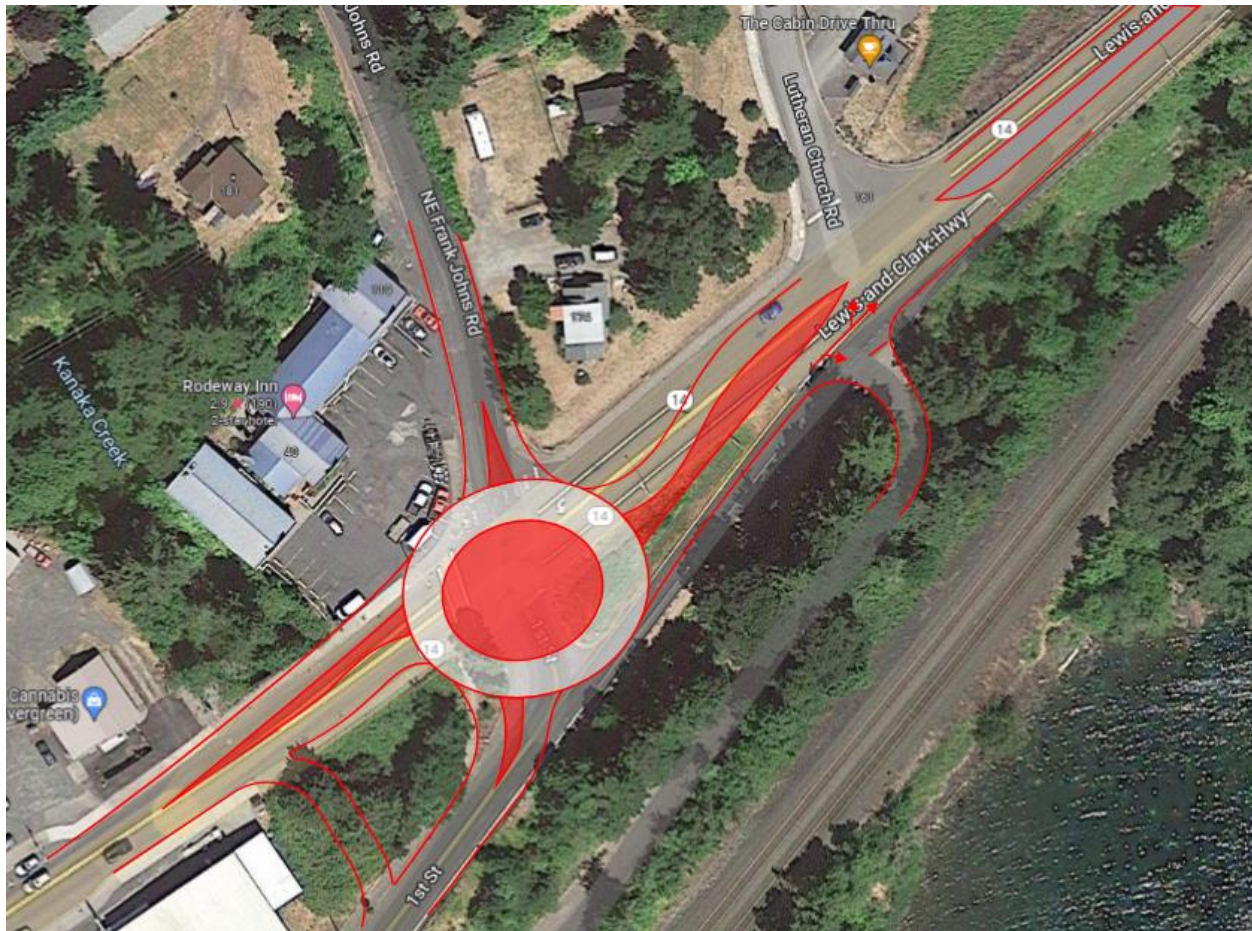
Alternative Improvement

Consider westbound left-turn lane on SR-14 at 1st Street

Cost Opinion

\$2,450,000 (Excludes right-of-way acquisition)

Improvement Concept: Asymmetrical East Roundabout at SR-14 & 1st Street



Description

Construct a four-legged roundabout at the east entrance to the City at the intersection of SR-14 (2nd Street) and NE Frank Johns Road/1st Street. The roundabout illustrated above is asymmetrical and approximately 120-140 feet in diameter. A possible connection between 2nd Street and 1st Street is included.

Purpose

This improvement is intended to:

- Slow traffic as it enters town
- Reduce the number and severity of crashes
- Address sight distance issues at NE Frank Johns Road and Lutheran Church Road
- Address the long-term need for a left-turn lane at NE Frank Johns Road and Lutheran Church Road
- Prevent illegal left-turns from SW Cascade Avenue onto westbound SR-14
- Create a gateway feature for the City of Stevenson

Improvement Concept: Asymmetrical East Roundabout at SR-14 & 1st Street (continued)

Additional Considerations

The image above is a conceptual layout of a possible roundabout option; alternative alignments should be considered. Sidewalk would be included on the urban sections, which would widen the footprint from what is shown. Other factors to consider with this improvement include:

- Significant right-of-way acquisition will likely be required
- Access could be limited for some properties
- Parking at the hotel on the northwest corner would be affected
- Significant grading and structural retaining walls will be necessary; the footprint of the project will be larger than the roundabout itself
- The grades between 2nd Street and 1st Street may be too steep for connection shown
- Kanaka Creek could be affected, potentially requiring significant structural engineering of culvert (or bridge)
- The project will increase impervious surface
- Project is on a state highway and WSDOT will need to be engaged

Alternative Improvement

Consider constructing a new retaining wall for the property north of SR-14 at the right-of-way line to improve sight lines at NE Frank Church Road and Lutheran Church Road and consider adding a 1- to 2-foot-wide ribbon median in the gore between SR-14 and 1st Street to prevent the illegal northbound left-turn movement from SW Cascade Avenue.

Cost Opinion

\$4,200,000 (Excludes right-of-way acquisition and any environmental mitigation)



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

Opposition to Cascade Ave. restrictive use - Port of Skamania County

Pat Albaugh <pat@portofskamania.org>
To: Scott Anderson <scott.anderson@ci.stevenson.wa.us>
Cc: Leana Kinley <leana@ci.stevenson.wa.us>

Wed, May 18, 2022 at 7:38 AM

Good Morning Mayor Anderson,

The Port of Skamania County Commissioners met Tuesday (5/17/22) and would like to record their unanimous and strong opposition to restricting Cascade Avenue access as proposed in the 2023 6-year TIP.

The Stevenson waterfront area is used by tens of thousands of visitors each year and home to many residents and dozens of businesses. It is accessed via two city roads (Russell and Cascade). Russell Street access has an at-grade railroad crossing. Cascade Avenue provides an important egress/access point that goes under the railroad tracks. Any restrictive use of this road creates a safety hazard for all residents, businesses, and visitors on the waterfront.

Cascade Avenue is not an ideal road but it has served the community for decades and City staff did a wonderful job replacing the bridge over Kanaka last year. Please don't endanger and inconvenience city residents and visitors but instead simply consider grading the road and keeping it open for use.

Unfortunately I am out of town Thursday but would happily meet with you or any City Council member after I return Friday afternoon.

Thank you for your consideration – Pat

Pat Albaugh

Executive Director

Port of Skamania County

509-427-5484

pat@portofskamania.org

<<...>>

To: Stevenson City Council
From: Bernard and Kristi Versari, SW Cascade Ave. Stevenson
Date: May 18, 2022
Re: 2023-6 year TIP - Kanaka Underpass Project and Kanaka Underpass-Ped Walkway

We live and work on SW Cascade Avenue in Stevenson. Upon reviewing the proposed 2023 Stevenson TIP we were surprised to see and have great concerns about the proposed Kanaka Underpass Projects at the east end of Cascade Avenue which would convert the primary vehicle road to a paved bike and pedestrian only trail/path.

The proposed Kanaka Underpass Projects included in the Proposed 2023 TIP would place bollards across the roadway to prevent vehicle access. The current primary vehicle road would be converted to a paved "trail/path" restricted to bikers and pedestrians only, with \$10,000 proposed in 2023 for the pedestrian walkway and \$80,000 proposed in 2028 for paving.

The Kanaka Railroad Underpass has long been a primary vehicle multi-use graveled roadway providing access and egress to/from Cascade Avenue along the Stevenson waterfront for vehicles, bikes, and pedestrians.

Closing this roadway underpass to all vehicles would harm residents, offices, businesses, and visitors along Cascade Avenue/waterfront. The continued use of the underpass is critical for both public safety and practical reasons to all who live, work, and visit the waterfront. A few examples and cases in point:

- Trains can/do stop and block the Russell Street access/egress to Cascade Avenue for lengthy periods of time due to train or track issues.
- Mechanical issues with the railroad quad gates located on Russell can prevent access/egress.
- Back-to-back mile-long trains can block Russell access/egress for extended periods of time.
- The number of trains is continuously increasing and many trains are transporting flammable products through Stevenson. The 2016 crude oil train derailment in Mosier and the resulting fire points to the need for measures that would improve safety and evacuation options in such situations (not impair them).
- Increasing wildfires in our area also point to the need for an enhanced evacuation plan from the waterfront, especially in the busy summer months when large numbers of visitors and vehicles are present. The Kanaka underpass road is critical to this evacuation plan.
- Immediate EMS and police access to the waterfront is critical for emergency reasons. In the event of an extended RR gate closure at Russell for any of the above reasons, immediate access/egress to and from SW Cascade Ave. via the underpass is required for public safety.
- Relying on someone to come with keys to unlock/remove the bollards is an unacceptable plan when every minute counts.

Stevenson, like Cascade Locks, is fortunate to have a primary vehicle mixed-use underpass access/egress to its waterfront. We urge the Stevenson City Council to keep the Kanaka Underpass Roadway open to vehicles. The current road should be improved and properly maintained to provide safe and practical access/egress to and from SW Cascade Avenue.

Thank you for your consideration of our concerns when evaluating the inclusion of these proposed projects in the City of Stevenson's 2023 TIP.



City of Stevenson

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

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

To: Stevenson City Council
 From: Carolyn Sourek, Public Works Director
 RE: Sewer Plant Update
 Meeting Date: May 19, 2022

Executive Summary:

This is an overview of items staff has been working on over the past month in line with the direction council gave to staff.

Overview of Items:

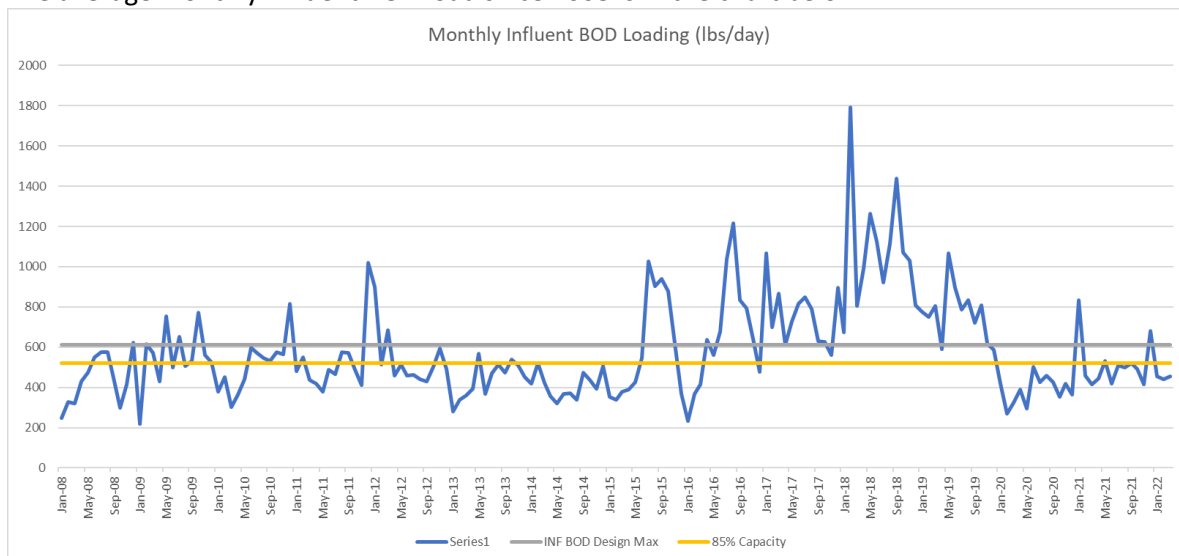
The plant continues to operate within its permit limits for total suspended solids (TSS), biochemical oxygen demand (BOD), and bacteria for its effluent. Our operator has been challenged this month by dewatering flows from the Phase 1 Collection System improvements project being discharged to the plant (per the contract), which has affected our influent limits for TSS.

Though it is additional work for our staff, other options were evaluated, and dewatering to the plant was determined to be the preferred. We continue to monitor the situation closely and will adjust if needed. Other options could be stopping work until decreased groundwater elevations (Fall 2022) or modifying the contract to include subconsultant dewatering and pretreatment services, additional permitting, and delays associated with this additional work. Ecology is aware of these challenges and has not expressed concern related to influent permit limits while dewatering efforts on this project continue.

Testing equipment in the lab was calibrated this month, which occurs annually.

Plant Operations:

The average monthly Influent BOD load since 2008 is in the chart below.



The current permit limit for Influent is 612 lbs/day and the current upgrades in the adopted General Sewer Plan call for a design max monthly BOD loading of 1,611 lbs/day.

WWTP Design:

Construction continues for both the Main D Extension and the Phase 1 Collection System Improvements projects. More detailed updates can be found on the [City website](#).

Steller J was awarded the Wastewater Treatment Plant Upgrade construction contract on April 22nd and the Notice to Proceed (NTP) issued on May 13th. The preconstruction conference will be held on May 23rd, at which time we expect to review the contractor’s baseline schedule and have more information on coordination needs with partners and within the Department.

Funding:

The \$2.5M in direct federal appropriations requested last spring was approved last month. There is no update on when these funds can be used and the process. The breakdown on all funding received for the project to date is below.

	Budget	Loan	Forgivable Principal	Grant
WW Upgrades Design	2,000,000	960,000	400,000	
WW Collection System Upgrades	5,100,000	873,000		4,125,000
WW Treatment Plant Construction	9,600,000	8,700,000	900,000	2,500,000*
Main D Extension	300,000	270,000	30,000	
Totals:	17,000,000	10,803,000	1,330,000	6,625,000
Amount of Funding:	42% Grant and Forgivable Principal			
*\$2.5M direct federal grant applied for to reduce the \$8.7M loan, or be applied to other WWTP phases				
Loan terms:	DOE Loan 1: 2.0% interest, 20-years, \$61k est. annual payment			
	DOE Loan 2: 1.5% interest, 30-years, \$375k est. annual payment			
	USDA Loan: 1.375% interest, 40-years, \$29k est. annual payment			

Action Needed:

None.

INTERLOCAL AGREEMENT
BETWEEN THE CITY OF STEVENSON, WASHINGTON
AND THE PORT OF CASCADE LOCKS, OREGON

This agreement is made and entered into this ____ day of _____, 2022, by and between the CITY OF STEVENSON, a municipal corporation of the State of Washington (the “City”), and the PORT OF CASCADE LOCKS, a special district of the State of Oregon.

Witness:

WHEREAS, RCW 39.34.010(1) provides any public agency in this state may contract with any other public agency in this state or another state for the mutual benefit of the agencies, provided each state authorizes such cooperative agreements; and

WHEREAS, ORS 190.420(1) provides that any public agency in another state may exercise and jointly enjoy any powers, privileges, or authority that is exercised or capable of exercise by a public agency in the State of Oregon, to the extent that the laws of the other state permit such joint exercise or enjoyment; and

WHEREAS, ORS 190.420(2) provides that public agencies from Oregon and public agencies from another state may enter into an agreement with one another for joint or cooperative action, provided that such action is recorded by ordinance, resolution, or in other lawful manner by the governing bodies of the participating public agencies; and

WHEREAS, the City of Stevenson is a public agency and municipal corporation of the State of Washington, and the Port of Cascade Locks is a public agency and special district of the State of Oregon; and

NOW THEREFORE, the parties hereby covenant and agree as follows:

1. The City shall perform Facilities Maintenance services for the Port, according to the reimbursement structure found in Schedule A of this agreement.
 - a. Facilities Maintenance services shall include: landscaping maintenance, servicing cruise ships, collection and disposing of garbage, maintaining bathrooms. Facilities Maintenance services may also include: set up and clean up of events, cleaning of other port facilities, and related services. Any other services that the Port of Cascade Locks may require shall be made by request to the City Administrator.
 - b. The City shall provide up to 20 hours of service per week for the Port of Cascade Locks, and may include weekends during the summer season. The schedule of time and days for the services to be performed shall be set from time to time by the Port of Cascade Locks Operations Manager and the Stevenson Public Works Director:

City Public Works Director
(509) 427-5970

carolyn@ci.stevenson.wa.us

Operations Manager
(541) 374-8619

jblue@portofcascadelocks.org

- c. The City shall reference this Interlocal Agreement and determine reimbursements owed by the Port of Cascade Locks as detailed in Section 2.
2. The City's hourly rate under Schedule A may be updated annually by the City Administrator, upon at least 40 days' prior written notice to the Port of Cascade Locks, provided the rate is based on the actual cost of labor, equipment, rental, engineering, and materials used in completing the requested work. The labor rate will include costs for fringe benefits to labor, including, but not limited to: Social Security, retirement, industrial and medical aid costs, prorated sick leave, holidays, and vacation time and group medical insurance.
3. Each party shall indemnify, defend, and hold harmless the other party, its officers, employees, agents, volunteers, and contractors, from and against all claims, suits, losses, damages, liabilities, costs, expenses, or actions, including reasonable attorneys' fees, arising from the performance of this contract, to the extent that such liabilities are found to be caused by the negligence or willful misconduct of the indemnifying party. If the Port of Cascade Locks is the indemnifying party, its obligations shall be subject to the limitations set forth in the Oregon Constitution and the Oregon Tort Claims Act. It is further specifically and expressly understood that, to the extent that an employee brings a claim or suit against the non-employer agency for injuries occurring in the workplace under this contract, the indemnification provided herein constitutes a respective waiver of immunity, by both Parties, under the Industrial Insurance Act, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement. It is understood and agreed between the parties that this contract cannot be assigned or transferred, nor any portion subcontracted hereunder by the City without the prior written permission of the Port of Cascade Locks.
4. The City, in performance of work under this contract shall abide by the provisions of RCW 39.34.030 and ORS 190.420 Interlocal Cooperation Acts of Washington and Oregon, respectively. In furtherance thereof, the parties state as follows:
 - a. Duration. The duration shall be as set forth in paragraph 6, below, or as otherwise agreed to by the parties pursuant to this Agreement.
 - b. Organization. No new entity will be created to administer this agreement.
 - c. Purpose. The purpose is to enable the Port of Cascade Locks to utilize Facilities Maintenance services provided by the City.
 - d. Manner of Financing. The Port of Cascade Locks intends to finance this agreement through allocations between General Fund revenue and enterprise funds as determined by the General Manager.
 - e. Termination of Agreement. The parties shall have the right to terminate this agreement as provided in paragraph 6, below.
 - f. Other. All terms are covered by this Agreement. No additional terms are contemplated.
 - g. Selection of Administrator. For the City, the City Administrator shall be the administrator of this agreement. For the Port of Cascade Locks, the General Manager shall be the administrator of this agreement.
 - h. Manner of Acquiring Property. This Agreement will not result in the acquisition of any property.

5. The term of this agreement shall be from the date of execution until December 31, 2024, except that thirty (30) days' written notice of early termination may be provided by either party, which shall terminate the agreement upon the date listed in the notice.

In Witness Whereof, the parties hereto have set their hands and seals as of the day and year first above written.

CITY OF STEVENSON
WASHINGTON

Mayor

PORT OF CASCADE LOCKS
OREGON

ATTEST:

Port Commission President

City Clerk

APPROVED AS TO FORM:

By:
Cable Huston LLP
Port of Cascade Locks Attorney

Kenneth B. Woodrich, PC
City Attorney

SCHEDULE A
REIMBURSEMENT STRUCTURE

Hourly Rate: \$37.49



City of Stevenson

Leana Kinley, City Administrator

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

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

To: Stevenson City Council
From: Leana Kinley, City Administrator
RE: ADU Billing Discrepancy – Waiving Back-billing
Meeting Date: May 19, 2022

Executive Summary:

As discussed at the April 21, 2022 council meeting, the City of Stevenson is reviewing permitted ADUs against their utility account to determine whether system development charges were paid and if they are being billed for the appropriate number of dwelling units. In the process there are currently eight properties identified as having only been billed for one unit when they should be billed for two. According to RCW 4.16.040, the city can back bill, collect on accounts receivable, for up to six years. This would compound the economic struggles of residents trying to survive during COVID. The accounts have been corrected and steps have been taken to prevent the issue from happening in the future. Staff continues to review the records and there may be more requests coming forward for waiver.

Overview of Items:

From 2014 to present there have been several accessory dwelling units permitted in which they were not billed for any system development charges nor any additional base fees as required by our municipal code. Since there is a six-year statute of limitations, some of the system development charges cannot be billed. Most of the balances below are for back-billing of the monthly utility fees.

There are two additional customers requesting their back-billing be waived due to the economic impact COVID has had on their finances. The Attorney General's opinion in the attached document allows the forgiveness in this instance as it provides cash assistance to those who "...are struggling financially because of the COVID-19 crisis..."

- Laura Mills, 530 NW Hot Springs Alameda, \$3,220.00
- Robert and Colette Black, 912 NW Nicklaus Court, \$889.44

The City is updating our process for permit processing and customer billing to close these gaps. Staff will continue the review and may bring forward additional requests as they come in.

Action Needed:

Approve waiving the back-billing in relation to incorrectly billed Accessory Dwelling Units for the customers listed above for a total amount of \$4,109.44.



Bob Ferguson
ATTORNEY GENERAL OF WASHINGTON

MEMORANDUM

DATE: April 6, 2020

TO: Local Governments in Washington

FROM: The Attorney General's Office

SUBJECT: **Legality of Options for Supporting Small Businesses and Low-Income Individuals During a Public Health Crisis**

I. INTRODUCTION

Washington State and the nation are in the midst of a public health and economic crisis related to COVID-19. The Governor recently ordered all non-essential businesses generally to cease operations. The Governor also ordered all people in Washington State to stay home, with limited exceptions. In the midst of this unprecedented crisis, our office has heard from many local governments looking for ways to help the residents and businesses in their communities.

Several local governments have contacted our office to seek guidance about their aid efforts. Our office recently published general guidance that constitutional restrictions on use of public funds should not be an impediment to local efforts to combat COVID-19, as local government expenditures made in furtherance of the effort to combat the virus further fundamental public purposes, such as protecting public health and welfare.

This memorandum follows up on that general guidance by evaluating two potential initiatives some are considering to assist low-income residents and small businesses affected by the crisis. The first initiative would provide cash assistance to low-income individuals who lost their jobs due to COVID-19, or who are struggling financially as a result. The second initiative would provide grants or loans to small businesses struggling to survive the closure of their businesses. The stated goal of the initiatives is to ensure compliance with public health guidelines and to prevent economic hardship in the region.

We conclude that cash grants can be provided to low-income individuals consistent with our state constitution's restriction on gifts of public funds. We also conclude that grants or loans can likely be provided to impacted small businesses, so long as reasonable safeguards are in place to prevent fraud or abuse.

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 2

II. ISSUES

1. Under article VIII, section 7 of the state constitution, may a local government provide cash assistance to low-income individuals who have lost their jobs or are struggling financially due to COVID-19?
2. Under article VIII, section 7 of the state constitution, may a local government provide grants or loans to small businesses struggling with the State-ordered closure of their businesses?

III. SHORT ANSWERS

1. Yes. Article VIII, section 7 of the state constitution allows local governments to give money to provide necessary support for the “poor.” Temporary cash assistance to low-income individuals who have lost their jobs or are struggling financially would fit in this category. More broadly, when government carries out its fundamental purposes with public funds, it does not violate article VIII, section 7. Preserving public health and promoting public welfare are fundamental purposes of government. Temporary financial assistance for low-income residents during a public health crisis advances public welfare, so a court would likely not consider it to be an unconstitutional gift.
2. Probably, with sufficient safeguards in place. Given the unprecedented health crisis that Washington faces, loans or grants are likely permissible if a local government can establish a clear nexus between such programs and either protecting the local economy or promoting compliance with public health guidelines.

IV. FACTUAL BACKGROUND

A. The Governor Ordered People to Stay Home and Non-Essential Businesses to Close to Limit the Spread of COVID-19

Washington State faces an unprecedented public health and economic crisis related to COVID-19. On January 21, 2020, the Centers for Disease Control and Prevention (CDC) and the Washington State Department of Health announced the first case of COVID-19 in the State. *See* 2019 Novel Coronavirus Outbreak (COVID-19), <https://www.doh.wa.gov/Emergencies/Coronavirus> (last visited April 6, 2020). Since then, the virus has spread rapidly throughout the State. As of April 4, 2020, the State Department of Health has documented 7,984 cases and 338 deaths. *Id.*

The Governor has acted to limit the spread of COVID-19. Most relevant here, on March 23, 2020, the Governor issued the Stay Home – Stay Healthy Proclamation 20-25. *See* Proclamation

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 3

by the Governor Amending Proclamation 20-05. The proclamation described the virus's impact on public health and the economy: "the worldwide COVID-19 pandemic and its progression in Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace." *Id.* at 1. The proclamation also described the challenges faced by the state's health care system: "models predict that many hospitals in Washington State will reach capacity or become overwhelmed with COVID-19 patients within the next several weeks unless we substantially slow down the spread of COVID-19 throughout the state." *Id.*

To slow the spread of COVID-19, the Governor ordered people to stop leaving their homes, with limited exceptions, and he ordered non-essential businesses to close:

All people in Washington State shall immediately cease leaving their home or place of residence except: (1) to conduct or participate in essential activities, and/or (2) for employment in essential business services. This prohibition shall remain in effect until midnight on April 6, 2020, unless extended beyond that date.

.....

Effective midnight on March 25, 2020, all non-essential businesses in Washington State shall cease operations except for performing basic minimum operations. All essential businesses are encouraged to remain open and maintain operations, but must establish and implement social distancing and sanitation measures established by the United States Department of Labor or the Washington State Department of Health Guidelines. This prohibition shall remain in effect until midnight on April 8, 2020, unless extended beyond that date.

Proclamation by the Governor Amending Proclamation 20-05 at 3, 4. The Governor has since extended all provisions in this order through May 4, 2020. Proclamation by the Governor Amending Proclamations 20-05 and 20-25 at 2.

COVID-19 is also causing devastating economic effects in Washington and nationwide. During the two weeks from March 15 to March 28, Washingtonians filed 310,937 new claims for unemployment benefits. <https://www.esd.wa.gov/newsroom/news-releases?ReleaseYear=All> (last visited April 6, 2020). Across the nation, workers filed nearly ten million initial unemployment claims from March 15 to March 28. See <https://www.dol.gov/ui/data.pdf> (last visited April 6, 2020) Many small businesses in Washington have already announced plans to close permanently.

April 3, 2020

Page 4

B. State and Local Governments Are Looking for Ways to Combat the COVID-19 Pandemic

In recent weeks, our office has received a number of inquiries related to steps state agencies and local governments can take to combat the COVID-19 pandemic and its economic consequences. Our office recently published general guidance on these inquiries. *See* Guidance on Analyzing Issues Related to Gifts of Public Funds During the COVID-19 Pandemic (March 17, 2020), available at http://mrsc.org/getmedia/37fa7cc7-fb7f-4dc4-88d4-4ad6a8887318/w3agcorona_gopf.pdf.aspx. This memo analyzes two specific ideas some local governments are considering to further ameliorate the effects of the crisis: (i) providing cash assistance to low-income individuals who have become unemployed or are otherwise struggling financially due to COVID-19, and (ii) providing government grants to small businesses that are struggling with government-ordered shut downs.

V. ANALYSIS

A. Background Principles Related to Gifts of Public Funds Under Washington’s Constitution

Before addressing the specific policies at issue, this memorandum briefly summarizes the constitutional limits on local governments’ ability to give or loan money to individuals or companies. Article VIII, section 7 of the state constitution reads:

No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation.¹

Const. art. VIII, § 7.

¹ The state constitution places similar limits on the State’s use of its “credit.” *See* Const. art. VIII, § 5. “The credit of the state shall not, in any manner be given or loaned to, or in aid of, any individual, association, company or corporation.” *Id.* Because the present inquiry is from a local government, article VIII, section 7 applies, although courts interpret the two provisions “identically.” *See Citizens for Clean Air v. City of Spokane*, 114 Wn.2d 20, 39 n. 8, 785 P.2d 447 (1990).

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 5

Our Supreme Court has recognized that when the constitutional convention adopted article VIII, section 5, the related provision that limits the state's lending of credit, it did not intend to hinder state government from carrying out its "essential function to secure the health and welfare of the state's citizens." *See Wash. State Hous. Fin. Comm'n v. O'Brien*, 100 Wn.2d 491, 495, 671 P.2d 247 (1983). The purpose of article VIII, sections 5 and 7 is "to prevent state funds from being used to benefit private interests where the public interest is not primarily served." *Wash. Pub. Ports Ass'n v. Dep't of Revenue*, 148 Wn.2d 637, 653, 62 P.3d 462 (2003) (quoting *Japan Line, Ltd. v. McCaffree*, 88 Wn.2d 93, 98, 558 P.2d 211 (1977)). A government's use of public funds is presumed constitutional, and the burden of overcoming that presumption lies with the individual making the challenge. *City of Tacoma v. Taxpayers of Tacoma*, 108 Wn.2d 679, 702, 743 P.2d 793 (1987).

Washington courts "use a two-pronged analysis to determine whether a gift of public funds has occurred." *In re Recall of Burnham*, 194 Wn.2d 68, 77, 448 P.3d 747 (2019). First, the court asks whether the funds were expended "to carry out a fundamental purpose of the government." *Id.* If the answer to that question is yes, the analysis ends, and there is no gift of public funds. *Id.*; *CLEAN v. State*, 130 Wn.2d 782, 797-98, 928 P.2d 1054 (1996). If the answer to that question is no, the court asks whether the funds were given with donative intent, and what the public received in exchange (also called "consideration"). *CLEAN*, 130 Wn.2d at 797-98. The consideration that the public receives is the "key factor." *City of Tacoma*, 108 Wn.2d at 703 (quoting *Adams v. Univ. of Wash.*, 106 Wn.2d 312, 327, 722 P.2d 74 (1986)). Unless there is a proof of donative intent or a grossly inadequate return, courts do not inquire into the adequacy of consideration. *City of Tacoma*, 108 Wn.2d at 703.

State courts have not offered a complete list or definition of what constitutes a "fundamental purpose" of government. However, case law applying article VIII, sections 5 and 7 of the state constitution provides several examples. Fundamental purposes of government include collecting taxes, furthering higher education, acquiring real property, controlling floods, enforcing child support obligations, disposing of solid waste, providing and administering workers' compensation, and obtaining and defending guardians ad litem.² In contrast, building baseball

² *In re Burnham*, 194 Wn.2d at 77 (acquire real property); *Washington Pub. Ports Ass'n*, 148 Wn.2d at 653 (tax collection for use of public property); *Hadley v. Dep't of Labor & Indus.*, 116 Wn.2d 897, 907, 810 P.2d 500 (1991) (administer industrial insurance); *Citizens for Clean Air*, 114 Wn.2d at 39; *Johnson v. Johnson*, 96 Wn.2d 255, 263-64, 634 P.2d 877 (1981) (enforcing child support obligations); *Citizens Protecting Res. v. Yakima Cnty.*, 152 Wn. App. 914, 922, 219 P.3d 730 (2009) (flood control); *West v. Osborne*, 108 Wn. App. 764, 771, 34 P.3d 816 (2001) (obtaining guardians ad litem); *Major Prods. Co. v. Nw. Harvest Products, Inc.*, 96 Wn. App. 405, 410, 979 P.2d 905 (1999) (furthering higher education); *Dep't of Labor and Indus. v. Wendt*, 47 Wn. App. 427, 435, 735 P.2d 1334 (1987) (providing industrial insurance).

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 6

stadiums, constructing parking garages, and allowing a railroad to use tracks rent free are not fundamental purposes of government.³

Entitlement payments are an acceptable means to accomplish a fundamental government purpose. “No unconstitutional gift of public property occurs when funds are expended as entitlement payments, made by the government in carrying out its fundamental purposes.” *City of Tacoma*, 108 Wn.2d at 702. The Court defines “entitlements” as “a form of assistance provided to the public, or a segment of the public, as cash or services, in carrying out a program to further an overriding public purpose or satisfy a moral obligation.” *Id.* at 702 n.15 (quoting *City of Seattle v. State*, 100 Wn.2d 232, 241, 668 P.2d 1266 (1983)). Examples of entitlement payments include payments for day-care services, vaccinations, fare-free bus zones, crime victim compensation, and relocation assistance payments to people or businesses displaced by condemnation. *Id.*

Article VIII, section 7 also allows local governments to give or loan money for the “necessary support of the poor and infirm.” The phrase “poor and infirm” in article VIII, section 7 is read in the disjunctive, meaning the benefitted individual must be “poor” or “infirm,” but does not need to be both. *Wash. Health Care Facilities v. Ray*, 93 Wn.2d 108, 116, 605 P.2d 1260 (1980). State courts generally do not assess who “belongs in the benefitted class” of the “poor and infirm.” *O’Brien*, 100 Wn.2d at 497. Instead, they defer to the legislative determination of what constitutes need, and they assess the reasonableness of that determination. *Id.*

Finally, courts will likely consider a local government’s motive when it gives or loans money, property, or credit to individuals or companies. When analyzing the Legislature’s actions under article VIII, section 5, our Supreme Court has stated that it gives great weight to the government’s stated declaration of purpose. *Id.* at 495–96. The Court does not accept the government’s declaration as conclusive, but it will accept it unless it is arbitrary or unreasonable. *Id.* at 496.

Summarizing these principles, when a local government gives or loans money, property, or credit to an individual or company, the courts are most likely to uphold the local government’s action if one of the following is true: (1) the action is necessary to accomplish a fundamental governmental purpose, (2) the public is receiving something in exchange, (3) the action is necessary to support the poor, or (4) the action is necessary to support the infirm. Additionally, it

³ *CLEAN v. City of Spokane*, 133 Wn.2d 455, 469, 947 P.2d 1169 (1997) (parking garage); *CLEAN*, 130 Wn.2d at 797-98 (baseball stadium); *Peterson v. Dep’t of Revenue*, 9 Wn. App. 2d 220, 228, 443 P.3d 818 (2019), review granted *sub nom. Peterson v. Port of Benton*, 194 Wn.2d 1001, 451 P.3d 326 (2019) (rent free use of railroad tracks).

April 3, 2020

Page 7

is advisable for the local government to state why it is taking the action, explain what it expects to accomplish, and describe the benefit the public will receive.

B. Cash Assistance to Low-Income Individuals Who Have Lost Their Jobs or Are Struggling Financially Due to COVID-19 Comply with Washington’s Constitutional Limitations on Gifts of Public Funds

Local governments do not violate Washington’s constitutional prohibition on gifts of public funds by providing cash assistance to low-income individuals who have lost their jobs or are struggling financially because of the COVID-19 crisis. This is clear for two independent reasons.

First, Washington’s Constitution does not prohibit local governments from expending resources for “the necessary support of the poor.” Const. art. VIII, § 7. If the local government’s program uses reasonable means to assess who is “poor” when providing cash assistance, a court would almost certainly conclude that such assistance is “the necessary support of the poor” and so not barred by article VIII, section 7. The courts have not clearly defined what “poor” means for purposes of article VIII, section 7, but they generally defer to governmental determinations on this point. *O’Brien*, 100 Wn.2d at 497.

Even if financial assistance to low-income individuals affected by the COVID-19 pandemic would not qualify as “the necessary support of the poor,” it would still not be a gift of public funds because it furthers a fundamental purpose of government. State courts have stated that a core purpose of government is ensuring public health and promoting public welfare. *See, e.g., O’Brien*, 100 Wn.2d at 495 (securing the health and welfare of the state’s citizens is an essential government function); *Hudson v. City of Wenatchee*, 94 Wn. App. 990, 995-96, 974 P.2d 342 (1999) (describing “the preservation of the public health” and “promotion of the public welfare” as fundamental purposes of government).

Temporary cash assistance to the jobless can help to promote public welfare by lessening the financial impact caused by sudden job loss and preventing potentially more intractable problems like long-term unemployment, hunger, and homelessness. Our Supreme Court has concluded that cash assistance can accomplish a fundamental purpose of government when it “further[s] an overriding public purpose or satisf[ies] a moral obligation.” *City of Tacoma*, 108 Wn.2d at 702 n.15 (quoting *City of Seattle*, 100 Wn.2d at 241). The overriding public purpose of temporary cash assistance in this context would be to ameliorate the economic hardship caused by the COVID-19 pandemic and the closure of non-essential businesses, which left many people

April 3, 2020

Page 8

without work, at least temporarily.⁴ This in turn could help address local governments' concerns about the economic collapse of the region.

C. Grants or Loans to Small Businesses That Are Struggling with Government Shutdowns Can Also Likely Be Provided in a Way that Complies With Washington's Constitution

This question is a closer call than the first one, but we believe there are ways that grants or loans to small businesses affected by the COVID-19 crisis could be provided that would likely comply with Washington's constitutional prohibition on gifts of state funds.

The reason this question is a closer call than the first one is that our state constitution explicitly recognizes the importance of government support for "the poor," but also expresses concern about improper gifts to private businesses. For example, our Supreme Court found a violation of article VIII, section 7 when a county gave money directly to a private corporation for an agricultural fair and maintained "no direct control over how the money was . . . spent." *CLEAN*, 130 Wn.2d at 798 (discussing *Johns v. Wadsworth*, 80 Wash. 352, 355, 141 P. 892 (1914)).

That said, context matters. The context for local governments' proposed programs of small business loans and grants here is not "to enhance the private sector's profit at the taxpayer's expense"—which is clearly impermissible under the state constitution—but to prevent small businesses from having to close permanently due to the hardship associated with government-mandated closure of their businesses. *O'Brien*, 100 Wn.2d at 495. "[T]he health of the state's economy [has] traditionally been [a] concern[] of state government." *Id.* at 496. "The range of remedies available to meet these state problems must necessarily be wide. We leave the wisdom of a chosen remedy in the legislative arena." *Id.*

Local governments' stated purposes for providing grants and loans to small businesses are to prevent the region's economic collapse from the unprecedented COVID-19 crisis and to ensure compliance with public health guidelines. A local government would need to provide a clear nexus between any proposed grants and loans to small businesses and public health and welfare to help explain to a reviewing court why these local efforts accomplish a fundamental government purpose. It seems reasonable to conclude that helping small businesses survive temporary closure will help reduce the economic hardship caused by this crisis and encourage small businesses to comply fully with public health guidelines, but including statements to that effect in authorizing legislation would be helpful. Because there is no case law directly on point,

⁴ This analysis is limited to the context of the COVID-19 crisis. A different analysis might apply if a local government wanted to provide cash assistance at another time.

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

Page 9

this conclusion is somewhat uncertain, but courts would likely recognize the unique circumstances here and the need for strong action.

If the court does not see small business grants and loans as accomplishing a fundamental government purpose, the court would next ask whether the funds were given with donative intent, and what the public received in exchange. *CLEAN*, 130 Wn.2d at 797-98.

A court would analyze the issue of donative intent by asking whether the local government intended to give money to small businesses without receiving anything in return for the public. A gift is a voluntary transfer of property without consideration. *City of Bellevue v. State*, 92 Wn.2d 717, 720, 600 P.2d 1268 (1979). “If intent to give a gift is lacking the elements of a gift are not present, and article 8, section 7 does not apply.” See *CLEAN*, 130 Wn.2d at 798 (quoting *Scott Paper Co. v. City of Anacortes*, 90 Wn.2d 19, 33, 578 P.2d 1292 (1978)). If the court found that the local government intended to receive something in return for the public, it would then ask whether what the public received was “grossly inadequate.” *CLEAN*, 133 Wn.2d at 469.

For the courts to analyze these questions, it would be helpful if local governments identified the specific economic benefits that the public would receive from the grants or loans. Local governments would be wise to ask any small business seeking funds for evidence of public benefit. This could include information like the number of jobs created or saved, the amount of tax revenue created or maintained, whether the business would pay wages or benefits to workers during the government shutdown, whether temporary funding would avoid risks like bankruptcy or permanent closure, or any other relevant information to assess public benefit. If a local government could document benefits to the public along these lines, a court could certainly find that state aid to this circumscribed class of the public (small businesses), in furtherance of legitimate state objectives, provided the necessary “consideration” for the aid. *Id.*

City of Stevenson
Notes to the Financial Statements
For the year ended December 31, 2021

Note 1 - Summary of Significant Accounting Policies

The City of Stevenson was incorporated on December 2, 1907 and operates under the laws of the state of Washington applicable to a non-charter code City with a mayor-council form of government. The City is a general-purpose local government and provides public safety, fire prevention, street maintenance, planning, parks maintenance, water and sewer, municipal court, health and social services and general administrative services.

The City reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements (see *Notes to the Financial Statements*).
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are presented using classifications that are similar to the ending balance classification in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as "memo only" because any interfund activities are not eliminated. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government. The City uses three Special Revenue Funds: A Street Fund, a Tourism Promotion Fund (Lodging tax fund) and an Affordable Housing Fund.

Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets. The City uses one primary Capital Projects Fund with separate capital projects funds for each major project.

PROPRIETARY FUND TYPES:

Enterprise Funds

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges. The City uses one Enterprise Fund, the combined Water/Sewer Fund.

Internal Service Funds

These funds account for operations that provide goods or services to other departments or funds of the government on a cost reimbursement basis. The City uses one Internal Service Fund, the Equipment Service Fund.

FIDUCIARY FUND TYPES:

Fiduciary funds account for assets held by the government in a trustee capacity or as a custodian on behalf of others.

Custodial Funds

These funds are used to account assets that the government holds on behalf of others in a custodial capacity. The City uses one Custodial Fund for Municipal Court Activities which are passed through to the state or other agencies.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received, and expenditures are recognized when paid.

In accordance with state law the City also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

C. Cash and Investments

See Note 4 - *Deposits and Investments*.

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets and inventory are recorded as capital expenditures when purchased.

E. Compensated Absences

Vacation leave may be accumulated up to 30 days and is payable upon separation or retirement. Sick leave may be accumulated up to 1,440 hours. Upon separation after 25 years or retirement employees do receive payment for unused sick leave at the rate of 25% of the total remaining balance. Payments are recognized as expenditures when paid.

F. Long-Term Debt

See Note 6 – *Long Term Debt*.

G. Restricted and Committed Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments are reported as restricted or committed when it is subject to restrictions on use imposed by external parties or due to internal commitments established by City Council. When expenditures that meet restrictions are incurred, the City intends to use the most restricted resources first.

Restrictions and commitments of Ending Cash and Investments consist of:

- General Fund – The primary source of revenue is unclaimed property, which is reserved in accordance with RCW 63.29 and a private pass-through grant for the Park Plaza Project.
- Tourism Promotion Fund – The primary source of revenue is lodging tax receipts, which are reserved for tourism promotion activities per state law (RCW 67.28.1816)
- Affordable Housing Fund – The primary source of revenue is the sales tax credit authorized in 2019 by SHB 1406, which is reserved for affordable housing activities per state law (RCW 82.14.540)
- Capital Improvement Fund – The primary source of revenue is the Real Estate Excise Tax (REET), which is reserved for certain types of capital improvements per state law (RCW 82.46.010)
- Water/Sewer Fund – Balances required as part of USDA loans the City has incurred.

Note 2 - Budget Compliance

The City adopts annual appropriated budgets for 14 funds, for a total of 9 funds when rolled up. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budgets were as follow:

Fund/Department	Final Appropriated Amount	Actual Expenditures	Variance
001 - General Expense Fund	1,280,666.16	1,127,202.32	153,463.84
100 - Street Fund	628,550.00	470,763.36	157,786.64
103-Tourism Promo& Develop Fund	598,100.00	316,510.51	281,589.49
300 - Capital Improvement	73,700.00	10,590.54	63,109.46
309 - Russell Ave	0.00	66,995.41	-66,995.41
311 - First Street	619,100.00	34,435.67	584,664.33
400 - Water/Sewer Fund			
Water/Sewer Fund	1,534,019.07	1,405,945.45	128,073.62
Wastewater System	2,609,468.47	423,312.47	2,186,156.00
Total 400 - Water/Sewer	4,143,487.54	1,829,257.92	2,314,229.62
500 - Equipment Service	152,750.00	112,742.72	40,007.28

Budgeted amounts are authorized to be transferred between departments within any fund/object classes within departments; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the City’s legislative body.

For reporting purposes, the Water System Improvements Fund was rolled into the Water/Sewer Fund.

Interfund activity between managerial funds for transactions such as transfers and loans has been eliminated in the consolidation of the financials.

The Actual Expenditures for the Russell Ave fund was a transfer to the Street Fund of additional grant funds received for the project as part of the close-out process, no outside expenditures were made.

Note 3 – COVID-19 Pandemic

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of COVID-19. Precautionary measures to slow the spread of the virus continued throughout 2021. These measures included limitations on business operations, public events, gatherings, travel, and in-person interactions.

On March 17, 2020 Mayor Scott Anderson issued an Emergency Proclamation declaring the COVID-19 pandemic to be an Emergency in the City of Stevenson. The local 258-room resort was closed from March 18th until June 1st, 2020 a significant impact to the City’s lodging tax, sales tax and utility revenues. It slowly reopened with lower occupancy rates to comply with local health requirements. A local beverage producer also notified the City they would be cutting back dramatically on production, impacting the City’s utility revenues. While the City has seen a decrease in revenues, expenses have also been reduced allowing the City to maintain adequate fund balances and reserves. While Skamania County is slowly reopening, the CDC continues to recommend limited travel, which impacts our local tourism economy.

The length of time these measures will continue to be in place, and the full extent of the direct or indirect financial impact on the City is unknown at this time.

Note 4 – Deposits and Investments

Investments are reported at original cost. Deposits and investments by type at December 31, 2021 are as follows:

Type of deposit or investment	City’s own deposits and investments	Total
Bank deposits	\$1,419,576.47	\$1,419,576.47
Local Government Investment Pool	3,273,322.64	3,273,322.64
U.S. Government securities	1,915,464.55	1,915,464.55
Total	\$6,608,363.66	\$6,608,363.66

It is the City’s policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds.

Investments in the State Local Government Investment Pool (LGIP)

The City is a voluntary participant in the Local Government Investment Pool, an external investment pool operated by the Washington State Treasurer. The pool is not rated and not registered with the

SEC. Rather, oversight is provided by the State Finance Committee in accordance with Chapter 43.250 RCW. Investments in the LGIP are reported at amortized cost, which is the same as the value of the pool per share. The LGIP does not impose any restrictions on participant withdrawals.

The Office of the State Treasurer prepares a stand-alone financial report for the pool. A copy of the report is available from the Office of the State Treasurer, PO Box 40200, Olympia, Washington 98504-0200, online at www.tre.wa.gov.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the City would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The City’s deposits and certificates of deposit are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

All investments are insured, registered or held by the City or its agent in the government’s name.

Intergovernmental Loans

In 2022, the City loaned the Stevenson Community Pool District \$40,000 to be paid back over two years at 2% interest.

Note 5 – Environmental and Certain Asset Retirement Liabilities

The City owns 1 well located on city owned property. The life of the well is perpetual due to its use as an emergency water source on an intermittent basis. There are currently no decommissioning requirements.

Note 6 – Long-Term Debt *(formerly Debt Service Requirements)*

The accompanying Schedule of Liabilities provides more details of the outstanding debt and liabilities of the city and summarizes the city’s debt transactions for year ended December 31, 2021.

The debt service requirements for revenue bonds, public works and private loans are as follows:

Year	Principal	Interest	Total
2022	\$ 108,081	\$ 25,688	\$ 133,770
2023	113,012	22,345	135,357
2024	115,266	20,319	135,585
2025	117,577	18,242	135,820
2026	119,948	16,113	136,061
2027 - 2031	464,665	48,647	513,312
2032 - 2036	228,509	17,961	246,470
2037-2041	234,737	6,579	241,317
Total	\$1,501,795	\$175,894	\$1,677,692

The city also has a loan for the construction of Wastewater System Upgrades through the Washington State Department of Ecology it will be drawing on through 2023. The total loan of \$9,936,000 contains \$931,946 of forgivable principal. Through 2021, the city has drawn \$36,115.38 against the loan. The term of the loan is 30 years at 1.5% interest.

The city has also secured a loan through USDA Rural Development of \$873,000 for wastewater collection system improvements at a term of 40 years at 1.375% interest. The city will begin drawing on this loan in 2022 and the project is expected to be complete in 2023.

Assets Pledged as Collateral for Debt

The following debt is secured by assets that are pledged as collateral:

Debt	Asset
2020 Opus Loan	City Water Meters

Note 7 – Pension Plans

A. State Sponsored Pension Plans

Substantially all City’s full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans PERS.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available Annual Comprehensive Financial Report (ACFR) that includes financial statements and required supplementary information for each plan. The DRS ACFR may be obtained by writing to:

Department of Retirement Systems
 Communications Unit
 P.O. Box 48380
 Olympia, WA 98540-8380

Also, the DRS ACFR may be downloaded from the DRS website at www.drs.wa.gov.

The City also participates in the Volunteer Fire Fighters’ and Reserve Officers’ Relief and Pension Fund (VFFRPF) administered by the State Board for Volunteer Fire Fighters and Reserve Officers. Detailed information about the plan is included in the State of Washington ACFR available from the Office of Financial Management website at www.ofm.wa.gov.

At June 30, 2021 (the measurement date of the plans), the City’s proportionate share of the collective net pension liabilities, as reported on the Schedule of Liabilities, was as follows:

Plan	Employer Contributions	Allocation %	Liability (Asset)
PERS 1	\$37,931	0.005092%	\$62,185
PERS 2/3	\$61,915	0.006536%	(\$651,091)
VFFRPF	\$ 660	0.34%	(\$74.662.25)

Note 8 - Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed after the end of each month.

Property tax revenues are recognized when cash is received by City. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The City's regular levy for the year 2021 was \$1.867137 per \$1,000 on an assessed valuation of \$268,252,761 for a total regular levy of \$500,865.

Note 9 – Risk Management

The City of Stevenson is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 166 members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$16 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$20 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

Insurance for property, automobile physical damage, fidelity, inland marine, and boiler and machinery coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members' deductible to \$750,000, for all perils other than flood and earthquake, and insured above that to \$400 million per occurrence subject to aggregates and sublimits. Automobile physical damage coverage is self-funded from the members' deductible to \$250,000 and insured above that to \$100 million per occurrence subject to aggregates and sublimits.

In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance and other administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day-to-day operations of WCIA.

Note 10 – Health & Welfare

The City of Stevenson is a member of the Association of Washington Cities Employee Benefit Trust Health Care Program (AWC Trust HCP). Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under Chapter 39.34 RCW, form together or join a pool or organization for the joint purchasing of insurance, and/or joint self-insurance, to the same extent that they may individually purchase insurance, or self-insure.

An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The AWC Trust HCP was formed on January 1, 2014 when participating cities, towns, and non-city entities of the AWC Employee Benefit Trust in the State of Washington joined together by signing an Interlocal Governmental Agreement to jointly self-insure certain health benefit plans and programs for participating employees, their covered dependents and other beneficiaries through a designated account within the Trust.

As of December 31, 2021, 262 cities/towns/non-city entities participate in the AWC Trust HCP.

The AWC Trust HCP allows members to establish a program of joint insurance and provides health and welfare services to all participating members.

In April 2020, the Board of Trustees adopted a large employer policy, requiring newly enrolling groups with 600 or more employees to submit medical claims experience data in order to receive a quote for medical coverage. Outside of this, the AWC Trust HCP pools claims without regard to individual member experience. The pool is actuarially rated each year with the assumption of projected claims run-out for all current members.

The AWC Trust HCP includes medical, dental and vision insurance through the following carriers: Kaiser Foundation Health Plan of Washington, Kaiser Foundation Health Plan of Washington Options, Inc., Regence BlueShield, Asuris Northwest Health, Delta Dental of Washington, and Vision Service Plan. Eligible members are cities and towns within the state of Washington. Non-City Entities (public agency, public corporation, intergovernmental agency, or political subdivision within the state of Washington) are eligible to apply for coverage into the AWC Trust HCP, submitting application to the Board of Trustees for review as required in the Trust Agreement.

Participating employers pay monthly premiums to the AWC Trust HCP. The AWC Trust HCP is responsible for payment of all covered claims. In 2020, the AWC Trust HCP purchased stop loss insurance for Regence/Asuris plans at an individual stop loss (ISL) of \$1.5 million through Commencement Bay Risk Management, and Kaiser ISL at \$1 million with Companion Life through ASG Risk Management. The aggregate policy is for 200% of expected medical claims.

Participating employers contract to remain in the AWC Trust HCP for a minimum of three years. Participating employers with over 250 employees must provide written notice of termination of all coverage a minimum of 12 months in advance of the termination date, and participating employers with under 250 employees must provide written notice of termination of all coverage a minimum of 6 months in advance of termination date. When all coverage is being terminated, termination will only occur on December 31. Participating employers terminating a group or line of coverage must notify the AWC Trust HCP a

minimum of 60 days prior to termination. A participating employer's termination will not obligate that member to past debts, or further contributions to the AWC Trust HCP. Similarly, the terminating member forfeits all rights and interest to the AWC Trust HCP account.

The operations of the Health Care Program are managed by the Board of Trustees or its delegates. The Board of Trustees is comprised of four regionally elected officials from Trust member cities or towns, the Employee Benefit Advisory Committee Chair and Vice Chair, and two appointed individuals from the AWC Board of Directors, who are from Trust member cities or towns. The Trustees or its appointed delegates review and analyze Health Care Program related matters and make operational decisions regarding premium contributions, reserves, plan options and benefits in compliance with Chapter 48.62 RCW. The Board of Trustees has decision authority consistent with the Trust Agreement, Health Care Program policies, Chapter 48.62 RCW and Chapter 200-110-WAC.

The accounting records of the AWC Trust HCP are maintained in accordance with methods prescribed by the State Auditor's office under the authority of Chapter 43.09 RCW. The AWC Trust HCP also follows applicable accounting standards established by the Governmental Accounting Standards Board ("GASB"). In 2018, the retiree medical plan subsidy was eliminated, and is noted as such in the report for the fiscal year ending December 31, 2018. Year-end financial reporting is done on an accrual basis and submitted to the Office of the State Auditor as required by Chapter 200-110 WAC. The audit report for the AWC Trust HCP is available from the Washington State Auditor's office.

Note 11 – Significant Obligation

On July 6, 2017 the City of Stevenson was put under an Administrative Order related to the operation of its Wastewater Treatment Plant. The Order requires construction of improvements to the Plant. The current contractual obligation for the construction totals \$12,670,726. Staff continues to pursue grants, however there will be significant debt incurred to fulfill the requirements of the Order. The sewer rates and system development charges have increased, and will continue to do so, in order to meet the increased debt obligations.

CITY OF STEVENSON

SCHEDULE 06

NOT FOR FILING

For Year Ending: December 31, 2021

Bank & Investment Account (1a)	Beginning Balance (2b)	Receipts (3c)	Inter-bank transfers In (4d)	Disbursements (5e)	Inter-bank transfers Out (6f)	Ending Bank Balance (7g)
1-Checking	2,157,267.26	4,673,617.27	919,337.00	3,536,397.46	2,898,931.49	1,314,892.58
5-LGIP	871,985.15	1,337.49	2,400,000.00	0.00	0.00	3,273,322.64
6-US Bank Safekeeping	1,915,370.06	0.00	498,931.49	0.00	498,837.00	1,915,464.55
10-Xpress Bill Pay	30,527.12	422,740.69	0.00	535.38	420,500.00	32,232.43
11-Cash Drawer	100.00	0.00	0.00	0.00	0.00	100.00
12-Petty Cash	400.00	0.00	0.00	0.00	0.00	400.00
20-Pacific Premier (Formerly)	71,944.28	9.18	0.00	2.00	0.00	71,951.46
Bank Totals	5,047,593.87	5,097,704.63	3,818,268.49	3,536,934.84	3,818,268.49	6,608,363.66
Beginning DIT (8)	1,442.32	-1,442.32				
Ending DIT (9)		1,506.77				1,506.77
Beginning Open (10)	-188,796.01			-188,796.01		
Ending Open (11)				259,119.99		-259,119.99
NSF Checks (12)		0.00		0.00		
Cancelled (13)		0.00				
Interfund trans (14)		77,585.95		77,585.95		
Netted (15)		292,065.04		292,065.04		
Other Funds (16)	0.00					0.00
Other (17)	0.00	1,333.00		1,333.00		0.00
Reconciling Items Totals	-187,353.69	371,048.44		441,307.97		-257,613.22
GL Totals (18)	4,860,240.18	5,468,148.62		3,977,638.36		6,350,750.44
Unreconciled Variance	0.00	604.45		604.45		0.00

Month	Year	Bank Credits	SBX Credits	Credit Diff	Bank Debits	SBX Debits	Debit Diff	Stop Pymts
12	2021	344,692.66	344,623.59	69.07	284,240.53	284,171.46	69.07	0.00
	1 Checking			69.07			69.07	

Month	Year	Bank Credits	SBX Credits	Credit Diff	Bank Debits	SBX Debits	Debit Diff	Stop Pymts
1	2021	26,441.95	26,277.43	164.52	164.52	0.00	164.52	0.00
2	2021	27,863.76	27,616.52	247.24	55,247.24	55,000.00	247.24	0.00
7	2021	36,284.53	36,160.91	123.62	61,123.62	61,000.00	123.62	0.00
	10 Xpress Bill Pay			535.38			535.38	

604.45

604.45

**City of Stevenson
Schedule of Liabilities
For the Year Ended December 31, 2021**

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
Revenue and Other (non G.O.) Debt/Liabilities						
252.11	PWTF Loan, Water System Upgrade	6/1/2026	139,641	-	23,273	116,368
252.11	USDA RD Loan, Sewer Outfall	12/20/2033	320,208	-	24,029	296,179
252.11	DOE SRF Loan, WWTP Design	12/30/2041	1,124,011	-	313,431	810,580
252.11	SMART Water Lease	4/1/2030	307,287	-	28,621	278,666
252.11	DOE SRF Loan, WWTP Construction	6/1/2054	-	36,115	-	36,115
264.30	State Retirement System		254,303	-	192,118	62,185
259.12	Sick Leave Buyout		849	1,893	-	2,742
259.12	Vacation Accrual		48,041	-	11,338	36,703
Total Revenue and Other (non G.O.) Debt/Liabilities:			2,194,340	38,008	592,810	1,639,538
Total Liabilities:			2,194,340	38,008	592,810	1,639,538

CITY OF STEVENSON
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE YEAR ENDING: DECEMBER 31, 2021

Schedule 16

Federal Agency Name / Pass-Through Agency Name	Federal Program Name	CFDA #	Other ID #	From Pass-Thru Awards	From Direct Awards	Total	Passed through to Subrecipients	Note
US Dept. of Commerce, Economic Development Administration	EDA WW Collection System Upgrades	11.307	07-79-07550	0.00	128,784.12	128,784.12	0.00	1,2,3
	Subtotal:			0.00	128,784.12	128,784.12	0.00	
US Dept. Of Housing And Urban Development / Thru Department Of Commerce	CDBG Housing Rehab	14.228	18-62210-037	183,280.22	0.00	183,280.22	183,280.22	1,2,3
	Subtotal:			183,280.22	0.00	183,280.22	183,280.22	
Federal Highway Administration, Department Of Transportation / Thru WA State Department Of Transportation	First Street Overlook Project	20.205	TAP-30A2(001)	32,786.85	0.00	32,786.85	0.00	1,2,3
	Subtotal:			32,786.85	0.00	32,786.85	0.00	
US EPA / Thru Department Of Ecology	DOE WWTP And System Upgrade Design	66.458	WQC-2019-StevPW-00044	164,418.57	0.00	164,418.57	0.00	1,2,3
	US EPA / Thru Department Of Ecology	DOE WWTP and Main D Construction Loan	66.458	WQC-2022-StevPW-00028	36,115.38	0.00	36,115.38	0.00
Subtotal:			200,533.95	0.00	200,533.95	0.00		
Total Federal Awards Expended:				416,601.02	128,784.12	545,385.14	183,280.22	

LIMITATION ON PUBLIC WORKS PROJECTS PERFORMED BY PUBLIC EMPLOYEES

For the Year Ended December 31, 2021

Total current public work construction budget as amended (annual or biennial as applicable)	1,812,000.00
Allowable portion of total public works (10 percent of line 1)	181,200.00
Less: Amount (if any) in excess of permitted amount from prior budget period.	-
Total allowable public works (line 2 minus line 3)	181,200.00
Total public works projects performed by public employees during the current year (include work performed by a county)	6,108.96
If this is the second year of a biennial budget, total public works projects performed by public employees during the first year of biennium	
Restricted under (over) allowable (line 4 minus line 5 minus line 6)	175,091.04

NOTE: If the restricted amount is over allowable, this amount must be carried forward to the next budget period report.

**Labor Relations Consultant(S)
For the Year Ended December 31, 2021**

Has your government engaged labor relations consultants? ___ Yes X No

If yes, please provide the following information for each consultant:

Name of firm:
Name of consultant:
Business address:
Amount paid to consultant during fiscal year:
Terms and conditions, as applicable, including: Rates (e.g., hourly, etc.) Maximum compensation allowed Duration of services Services provided

City of Stevenson
(County/City/District)

**Local Government Risk Assumption
For the Year Ended December 31, 2021**

1. Self-Insurance Program Manager: Leana Kinley
2. Manager Phone: 509-427-5970
3. Manager Email: leana@ci.stevenson.wa.us
4. How do you insure property and liability risks, if at all?
 - a. Formal self-insurance program for some or all perils/risks
 - b. **Belong to a public entity risk pool**
 - c. Purchase private insurance
 - d. Retain risk internally without a self-insurance program (i.e., risk assumption)
5. How do you provide health and welfare insurance (e.g., medical, dental, prescription drug, and/or vision benefits) to employees, if at all?
 - a. Self-insure some or all benefits
 - b. **Belong to a public entity risk pool**
 - c. All benefits provided by health insurance company or HMO
 - d. Not applicable – no such benefits offered
6. How do you insure unemployment compensation benefits, if any?
 - a. **Self-insured (“Reimbursable”)**
 - b. Belong to a public entity risk pool
 - c. Pay taxes to the Department of Employment Security (“Taxable”)
 - d. Not applicable – no employees
7. How do you insure workers compensation benefits, if any?
 - a. Self-insured (“Reimbursable”)
 - b. Belong to a public entity risk pool
 - c. **Pay premiums to the Department of Labor and Industries**
 - d. Not applicable – no employees
8. How do you participate in the Washington Paid Family & Medical Leave Program?
 - a. Self-insured (“Voluntary Plan”) for one or both program benefits
 - b. **Pay premiums to the State’s program for both benefits**
 - c. Not Applicable – No Employees

If the local government DID NOT answer (a) to any of the above questions, then there is no need to complete the rest of this schedule.

If the local government answered (a) to any of the above questions, then answer the rest of the form in relation to the government's self-insured risks and copy the table below as needed.

	<u>Please list the title of the self-insurance program or type of risk covered by self-insurance:</u>				
	<i>Unemployment</i>	<i>Program/Risk 2</i>	<i>Program/Risk 3</i>	<i>Program/Risk 4</i>	<i>Program/Risk 5</i>
Self-Insurance as a <i>formal</i> program?	<u>Yes</u>				
If yes, do other governments participate?	<u>No</u>				
If yes, please list participating governments.					
Self-Insure as part of a joint program?	<u>No</u>				
Does a Third-Party Administer manage claims?	<u>Yes</u>				
If no, does an employee or official reconcile claims payments to the information in the claims management software or other records of approved claims? (Not applicable for self-insured unemployment compensation.)					
Has program had a claims audit in last three years?	<u>No</u>				
Are program resources sufficient to cover expenses?	<u>Yes</u>				
Does an actuary estimate program liability?	<u>No</u>				
Number of claims paid during the period?	<u>0</u>				
Total amount of paid claims during the period?	<u>\$0</u>				
Total amount of recoveries during the period?	<u>\$9,693.90</u>				

Provide any other information necessary to explain answers to the Schedule 21 questions above.



Agreement No. SEASMPC-2123-StevPW-00029

Draft 2/11/22 - SHORELANDS-SHORELINE MASTER PROGRAM COMPETITIVE 21-23

BETWEEN

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

City of Stevenson - Public Works

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY," and City of Stevenson, hereinafter referred to as the "RECIPIENT," to carry out with the provided funds activities described herein.

GENERAL INFORMATION

Project Title:	Stevenson Shoreline Public Access & Trail Plan
Total Cost:	\$72,000
Total Eligible Cost:	\$72,000
Ecology Share:	\$72,000
Recipient Share:	\$0
The Effective Date of this Agreement is:	01/01/2022
The Expiration Date of this Agreement is no later than:	06/30/2023
Project Type:	SMP Competitive Planning Grant

Project Short Description

RECIPIENT's Shoreline Master Program (SMP) prioritizes public access, including both physical and visual shoreline access, pedestrian trails, and view protection. Creation of a shoreline public access and trail plan will help implement the SMP by preparing a comprehensive strategy consistent with the state guidelines at WAC 173-26-221(4). This programmatic approach will identify local needs and opportunities for an integrated shoreline public access system that reflects the community vision of the City's Comprehensive Plan. The plan will also help streamline the shoreline permitting process and reduce conflicts between adjacent uses.

Project Long Description

The RECIPIENT's recent SMP Comprehensive Update and Periodic Review addressed the need for public access to the shorelines of the state, as prioritized by the Shoreline Management Act (SMA). The RECIPIENT's SMP policies prioritize continuous public pedestrian access along local shorelines, and a system of physical and visual access to shorelines, while also balancing natural resource protection, private property rights, public safety, and navigation. The SMP also establishes the City's intent to prepare a comprehensive and integrated public access and trail plan that will identify overall public access needs and opportunities. This will allow the RECIPIENT to transition from a more reactive regulatory approach of implementing public access requirements on a site-by-site basis as part of project review and permitting, to a more proactive approach that an overall plan will provide.

The RECIPIENT's SMP manages approximately 10 miles of shorelines along Rock Creek, Rock Cove, and the Columbia River - a shoreline of statewide significance. Located in the Columbia Gorge National Scenic Area that prioritizes scenic, cultural, recreational, and natural resources and related local economies. The community values its high quality of life, natural and scenic beauty, healthy economy, and active waterfront while also maintaining the small-town character.

The shoreline public access and trails plan will recognize, protect, maintain and enhance the existing collection of pedestrian pathways, recreational trails, and sites within the city, and identify opportunities for new features to address gaps and reduce conflicts. The plan will allow the City to vacate streets for the purpose of shoreline public access without the higher scrutiny, additional noticing, and payment of fair market value for individual sites and/or actions required by RCW 35.79.035.

Broad community input will inform a more cohesive city-wide system to serve residents and visitors alike. Robust public involvement will be key to preparation of the plan and the RECIPIENT will invite active participation through a series of real-talk conversations with shoreline property owners, tribal representatives, and the Stevenson community at large. Components of the project will include mapping of existing facilities and priority access and/or recreational features; a land acquisition budget; improvement concepts for key sites and/or corridors; and a draft SMP amendment to consider regulatory reliance on the new Plan.

Overall Goal:

Improve SMP implementation and address unmet shoreline planning needs in line with the community vision and local economy, including:

- Increase public access to publicly owned areas of the shorelines (RCW 90.58.020(5)).
- Increase recreational opportunities for the public in the shoreline (RCW 90.58.020(6)).
- Protect private property rights, public access rights, and public safety (WAC 173-26-221(4)).
- Foster a prompt, predictable, open, and uncomplicated shoreline permitting process.
- Alleviate neighborhood impacts at informal and/or poorly planned shoreline access areas.

RECIPIENT INFORMATION

Organization Name: Stevenson, City of - Public Works

Federal Tax ID: # 91-6001512

DUNS Number: # 025644105

Mailing Address: PO Box 371
Stevenson, Washington 98648

Physical Address: 7121 E Loop Road
Stevenson, Washington 98648

Organization Email: planning@ci.stevenson.wa.us

Contacts

Project Manager	Ben Shumaker Planning Director PO Box 371 / 7121 East Loop Road Stevenson, Washington 98648 (509) 427-5970 City Hall (509) 427-8202 Fax ben@ci.stevenson.wa.us
Billing Contact	Anders Sorestad Deputy Clerk/Treasurer II 7121 E Loop Road Stevenson, Washington 98648 (509) 427-5970 City Hall (509) 427-8202 Fax anders@ci.stevenson.wa.us
Authorized Signatory	Scott Anderson Mayor 7121 E Loop Road Stevenson, Washington 98648 (509) 427-5970 City Hall (509) 427-8202 Fax scott.anderson@ci.stevenson.wa.us

ECOLOGY INFORMATION

Mailing Address: Department of Ecology
Shorelands
PO Box 47600
Olympia, WA 98504-7600

Physical Address: 300 Desmond Drive SE
Lacey, WA 98503

Contacts

Project Manager	Michelle McConnell Regional Shoreline Planner PO Box 47775 Olympia, WA 98504-7775 360-407-6349 Michelle.McConnell@ecy.wa.gov
Financial Manager	Cindy James Financial Manager PO Box 47600 Olympia, WA 98504-7600 360-407-7421 Cindy.James@ecy.wa.gov

SCOPE OF WORK

Task Number: 1

Task Cost: \$ 2,000

Task Title: 1. Project Administration / Management

Task Description:

The RECIPIENT shall provide necessary project oversight to complete the scope of work in compliance with this ECOLOGY agreement, which includes project coordination, administration, and management.

- A. The RECIPIENT shall coordinate with ECOLOGY throughout the project. The RECIPIENT will provide ECOLOGY opportunities to review draft deliverables at appropriate intervals. ECOLOGY will provide ongoing technical assistance and will evaluate consistency of deliverables with the Shoreline Management Act and applicable guidelines throughout the review process.
- B. The RECIPIENT shall conduct project management activities including compliance with state statutes and rules, project scheduling, adherence to the scope of work, timelines, and due dates; and request for, and if applicable, conducting the competitive procurement process including preparation of contractor bidding documents, advertisements, and grant monitoring.
- C. The RECIPIENT shall submit quarterly progress reports and payment requests (PRPRs) with supporting documentation, maintain project records, and submit ECOLOGY-approved deliverables by the due dates established between ECOLOGY and the RECIPIENT.

Task Goal Statement:

Properly manage and fully document the project in accordance with ECOLOGY's grant administration requirements.

Task Expected Outcome:

Timely and complete submittal of requests for reimbursement, quarterly progress reports, and recipient closeout report. Properly maintained project documentation.

Recipient Task Coordinator: Ben Shumaker

1. Project Oversight: Coordination, Management, and Administration Deliverables

Number	Description	Due Date
1.1	Quarterly Payment Request / Progress Report (PRPR)	
1.2	Recipient Close Out Report	06/30/2023

SCOPE OF WORK

Task Number: 2

Task Cost: \$18,000

Task Title: 2. Public Involvement

Task Description:

The project will be consistent with the Stevenson Planning Commission's Conscientious Public Involvement Framework. The RECIPIENT's project outreach and engagement efforts will include:

- Evaluation of stakeholders within the community at large, how they will be affected by this project, which groups are advantaged or disadvantaged, and specific involvement efforts best designed for each group.
- Encouraging broad stakeholder involvement in the public process.
- Frequent, direct communication with public and private property owners.
- Open, informal dialogue and formal consultation with tribal representatives.
- Bi-directional engagement with the public at large across the local range of socioeconomic sectors.

The RECIPIENT will consult with tribal officials early and often during the plan's development using existing and new communication channels, especially for tribes less responsive to past formal consultation efforts. Where protection of cultural resources conflicts with public access, the RECIPIENT will present informal solutions to avoid or reduce the conflict. To the fullest extent possible, tribal discussions will preserve any sensitive or proprietary information. Prior to adoption of the finalized Shoreline Public Access & Trail Plan, the RECIPIENT will initiate formal consultation of THPOs and consider modifications to the plan as necessary.

The public involvement efforts of the project are expected to be robust and specifically engage disadvantaged populations to ensure environmental justice. RECIPIENT will rely on a project consultant for such robust efforts.

The RECIPIENT will:

- A. Secure qualified consultant services: In accordance with the RECIPIENT or State of Washington procurement procedures, the RECIPIENT will enter into a contract with the selected consultant(s) and prepare a sub agreement in accordance with the scope of work in this agreement.
- B. Prepare a public involvement plan and project website/online media presence.
- C. Conduct a robust effort involving real-talk with shoreline property owners about public access, consistent communication with tribal officials, and bi-directional engagement with stakeholders and public at large.

Task Goal Statement:

To ensure the RECIPIENT has qualified personnel to conduct the scope of this project.

To ensure the shoreline public access issue is well identified, the public is informed and educated about the issue, the public’s concerns are addressed in the proposed solution(s) to the issue, and the community is apprised of project actions at each step of the way.

Task Expected Outcome:

- Signed contract and sub-agreement with consultant(s).
- Project-specific public involvement plan and user-friendly online presence as project website and/or social media.
- One-on-one conversations with shoreline property owners and tribal officials.
- Two or more well advertised public workshops and listening sessions on preliminary concept and concept refinements.

Recipient Task Coordinator: Ben Shumaker

2. Public Involvement Deliverables

Number	Description	Due Date
2.1	Final signed consulting contract. Upload to EAGL per the date in the Deliverable Due Dates form.	3/31/2022
2.2	Project-Specific Public Involvement Plan uploaded to EAGL by the due date.	5/30/2022
2.3	Public Involvement Summary Chapter in the Access and Trails Plan	4/30/2023

SCOPE OF WORK

Task Number: 3

Task Cost: \$52,000

Task Title: 3. Shoreline Public Access & Trail Plan

Task Description:

The RECIPIENT will prepare a Plan document that inventories existing features and proposes new and/or enhanced shoreline public access and trail sites and or facilities. The Plan will reflect the Public Access Planning process outlined by the state guidelines at WAC 173-26-221(4), and be based on information gathering, evaluation and assessment. The Plan will include narrative text, illustrative graphics, a preliminary land acquisition budget, and preliminary draft SMP amendment language. As related to and reflective of the public involvement facets of the project, an iterative phased approach will include, but not be limited to:

- Early concept planning;
- Evaluation of ecological impacts;
- Concept refinement;
- Appraisals and acquisition budget;
- Preliminary draft SMP amendment; and
- Finalize the Plan.

Planning/Design. The Plan will project future needs for shoreline public access sites and demonstrate understanding of the context wherein the sites are located. This Plan will be highly visual to assist broad-based understanding of its intentions. It will also serve as a precursor to a future amendment of the Stevenson SMP. Preliminary draft amendment language will facilitate further discussions between the RECIPIENT and ECOLOGY after completion of this project. The RECIPIENT will rely on a project consultant for exceptional planning, mapping, and design services to foster the Plan's preparation, approval and acceptance.

Habitat Biology. The Plan will preserve natural characteristics of the shoreline and protect ecological resources. Prior to finalization, it will be reviewed through a mitigation sequence evaluation similar to all shoreline projects. The RECIPIENT will conduct a planning-level analysis of shoreline ecological functions and alternative locations/alignments to avoid and reduce impacts of public access sites and trails.

Appraisal. This Plan will serve as the foundation of a program supporting RECIPIENT'S acquisition of shoreline public access sites. Proactive methods are necessary to understand likely costs for property and/or easement acquisition. The RECIPIENT will rely on a project consultant for planning-level appraisal services to assist program budgeting.

The RECIPIENT will prepare:

- A. Draft components for public/stakeholder review; and
- B. A revised, final version of the Shoreline Public Access & Trail Plan.

Task Goal Statement:

The Plan will facilitate broad-based understanding of its intentions through maps, conceptual designs, and other graphics. It will ensure preservation of sensitive ecological and cultural resources. The Plan will include preliminary budgeting tools for the development of a Shoreline Public Access & Trail Program, and include a preliminary draft amendment to the SMP for further discussion.

Task Expected Outcome:

The Shoreline Public Access & Trail Plan provides a SMART (Specific, Measurable, Actionable, Reasonable, and Timely) indication of where various types of shoreline public access is expected.

Recipient Task Coordinator: Ben Shumaker

3. Shoreline Public Access & Trail Plan Deliverables

Number	Description	Due Date
3.1	Draft Stevenson Shoreline Public Access & Trail Plan. Individual components uploaded quarterly, as available; or a complete draft to be uploaded to EAGL by the due date.	2/28/2023
3.2	Stevenson Shoreline Public Access & Trail Plan uploaded to EAGL by the due date.	4/30/2023

BUDGET

Funding Distribution: EGXXXXX
 Funding Title: Model Toxics Control Operating Account (MTCOA)
 Funding Type: Grant
 Funding Effective Date: 01/01/2022
 Funding Expiration Date: 06/30/2023
 Funding Source:
 Title: Model Toxics Control Operating Account (MTCOA)
 Type: State
 Funding Sources %: 100%
 Description: Model Toxics Control Operating Account (MTCOA)
 Approved Indirect Costs Rate: Approved State Indirect Rate: 0%
 Recipient Match %: 0%
 InKind Interlocal Match Allowed: No
 InKind Other Match Allowed: No
 Is this Funding Distribution used to match a federal grant? No

Shoreline Master Program – Periodic Review	Task Total
1. Project Administration / Management	\$2,000
2. Public Involvement	\$18,000
3. Shoreline Public Access & Trail Plan	\$52,000
Total	\$72,000

Funding Distribution Summary

Recipient/Ecology Share

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
Model Toxics Control Operating Account (MTCOA)	0.00%	\$0.00	\$72,000	\$72,000
Total		\$0.00	\$72,000	\$72,000

AGREEMENT SPECIFIC TERMS AND CONDITIONS

N/A

SPECIAL TERMS AND CONDITIONS As of 8/4/21.

Deliverable Due Date Form:

The RECIPIENT will negotiate the task deliverable due dates with the ECOLOGY Project Manager, and the ECOLOGY Project Manager will enter the information in the Deliverable Due Date EAGL form. The RECIPIENT will keep track of these due dates, and will note any date changes on the quarterly progress reports. The Deliverable Due Date form can be found on the Application Menu - Forms page in EAGL. (Note: This form does not automatically print out with the agreement.)

GENERAL FEDERAL CONDITIONS As of 12/10/2020

If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION:

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR

VOLUNTARY EXCLUSION” without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.

7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment. 8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <<http://www.sam.gov>> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than \$25,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than \$25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required DUNS number, at www.fsr.gov <<http://www.fsr.gov>> within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov <<http://www.usaspending.gov>>.

For more details on FFATA requirements, see www.fsr.gov <<http://www.fsr.gov>>.

C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems, or services, including equipment, systems, or services produced or

provided by entities identified in section 889, are recorded in the [System for Award Management \(SAM\)](#) exclusion list.

If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION:

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment. 8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for

reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <<http://www.sam.gov>> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING

REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than \$25,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than \$25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required DUNS number, at www.frs.gov <<http://www.frs.gov>> within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov <<http://www.usaspending.gov>>.

For more details on FFATA requirements, see www.frs.gov <<http://www.frs.gov>>.

C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the [System for Award Management \(SAM\)](#) exclusion list.

GENERAL TERMS AND CONDITIONS AS OF LAST UPDATED 06/24/2021 VERSION

1. ADMINISTRATIVE REQUIREMENTS

- a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (<https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>)
- b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
- c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
- d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (<https://ocio.wa.gov/policy/accessibility>) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.

The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

- a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:

- Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.

* For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.

- For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section 106).

b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:

- Keep the IDP at the project site.
- Make the IDP readily available to anyone working at the project site.
- Discuss the IDP with staff, volunteers, and contractors working at the project site.
- Implement the IDP when Cultural Resources or human remains are found at the project site.

c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.

- Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.

d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.

- Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.

e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT'S designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION

a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.

b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.

- c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.
- d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
- e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
- f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
- g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.
- h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
- i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.
- j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

- a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
- b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.
- c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
- d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

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

9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have

any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

- a) RECIPIENT notifies the funding program of an appeal request.
- b) Appeal request must be in writing and state the disputed issue(s).
- c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
- d) ECOLOGY reviews the RECIPIENT's appeal.
- e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review.

The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive. The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS

- a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for

their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:

- Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
- Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
- Submit the QAPP to ECOLOGY for review and approval before the start of the work.

b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at: <http://www.ecy.wa.gov/eim>.

c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at: <https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards>. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

- a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
- b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

- a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
- b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
- c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item. Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING

- a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.

- b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.
- c) RECIPIENT shall use ECOLOGY's provided progress report format.
- d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.
- e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS

- a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.
- b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.
- c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.
- d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.
- e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.
- f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:
 - 1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.
 - 2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.

g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

22. RECORDS, AUDITS, AND INSPECTIONS

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

- a) Be kept in a manner which provides an audit trail for all expenditures.
- b) Be kept in a common file to facilitate audits and inspections.
- c) Clearly indicate total receipts and expenditures related to this Agreement.
- d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.

RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

- a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.
- b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.

For more suggestions visit ECOLOGY's web page, Green Purchasing,

<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing>.

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of

this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.

Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the Agreement and any amendments.

If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination. RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and

equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

End of General Terms and Conditions

DRAFT



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: ARPA Funding
 Meeting Date: May 19, 2022

Executive Summary:

The City will receive \$447,354 in American Recovery Plan Act (ARPA) funding with specific areas in which to spend it. We have until the end of 2024 to obligate the funds, and until the end of 2026 to spend them. This is a continuation of the discussions held on June 17th, July 15th, October 21st of 2021, and January 20th, 2022.

Overview of Items:

At the January 20th council meeting, it was decided to engage the community regarding the projects for ARPA funding. There is an opportunity to bid on a used vector truck for a cost of \$70-100k, less than the proposed \$150k. This cost is not in the budget and the bidding closes next week.

Proposed Projects are:

Lead Agency	Type	Project	Cost Estimate
City	Water	School Street Waterline Replacement	\$375,000
City	Water/Sewer	Vector Truck	\$150,000
SDA	Business Support	Bricks & Clicks	\$20,000
SDA	Business Support	Façade Grant Program	\$50,000
SDA	Business Support	Blade Sign Micro Grants	\$10,000
SDA	Business Support	Entrepreneur/Co-working Hub	\$50,000
Port	Recreation	Golf Carts for Cruise Ships	\$35,000
SDA	Business Support	Streatery	
City	Broadband	Broadband	
City	Housing	Homeless Housing/Shelter	

Total Business Support projects: \$130,000

Total Recreation: \$35,000

Total Water/Sewer: \$525,000

Total All Project Costs: \$690,000 (does not include unlisted costs for homeless housing, broadband or a streatery)

Action Needed:

Approve spending up to \$150,000 for a vector truck out of ARPA funds.



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

Letter from Deputy Secretary of the Treasury to SLFRF Recipients

1 message

SLFRF@treasury.gov <slfrf@treasury.gov>

Mon, May 16, 2022 at 12:40 PM

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

Dear State, Local, and Territorial Leaders:

One year ago, Treasury launched the American Rescue Plan's State and Local Fiscal Recovery Funds (SLFRF), which provide the resources needed for state and local governments to respond to the COVID-19 public health emergency and lead a strong, resilient, and equitable recovery. At that time, the country continued to face great risk and uncertainty about the course of the pandemic and the economic recovery.

The year since has seen tremendous progress: hundreds of millions of Americans have been vaccinated against COVID-19, and the economy created more jobs in 2021 than any year on record. This success was not preordained: it is the result of intentional policies, including the American Rescue Plan and the investments made by state and local governments through SLFRF.

While the first year of the program has made a difference in communities across the country, much work remains to be done to protect public health, ensure that this economic recovery reaches all Americans, and addresses evolving needs during the recovery. With this in mind, SLFRF was designed not only to help families, small businesses, and communities weather the pandemic – but also to support transformative investments that build a stronger and more equitable economy for the future. As we enter the second year of SLFRF and as many governments receive their second tranche of funds, these opportunities are at the forefront of my mind.

Treasury urges state and local governments to continue to use SLFRF funds to confront the most pressing challenges that our economy and communities face:

- expanding the workforce and providing competitive wages,
- expanding access to affordable housing, and
- keeping our families and communities safe.

First, SLFRF can be used to make investments to expand your workforce and provide competitive wages. In today's strong labor market – with the unemployment rate well below 4 percent and a record high number of job openings per unemployed worker – expanding the labor force is critical to fill open positions and grow the economy. Governments across the country are using SLFRF to ensure jobs offer competitive wages and working conditions to attract talent, train workers for in-demand careers, help underserved workers reenter the labor market, rehire public workers that educate children and keep communities safe, and expand childcare to help working parents balance caring for their children and maintaining their jobs.

Second, SLFRF can expand affordable housing, bringing down one of the largest costs that families face and addressing a crucial challenge in many communities. The United States faces a long-standing shortage of affordable housing; during the pandemic, this crisis became acute, as millions of renters and homeowners fell behind on their payments. In response, governments used SLFRF to help 770,000 households afford rent, mortgage, or utility costs in 2021, in many cases building on the national eviction prevention infrastructure developed over the last year. More broadly, SLFRF presents an opportunity to dramatically accelerate development and preservation of affordable housing, expanding access to safe, quality, affordable homes that are critical to the wellbeing of all Americans.

Third, SLFRF can help keep communities safe, providing resources to improve public safety. SLFRF gives communities on the frontlines of this issue access to historic levels of funding that they can use for a comprehensive approach to preventing and reducing violence. Dozens of governments have invested in community-based violence intervention programs and other holistic efforts to prevent violence by strengthening communities. This includes programs that strengthen economic opportunity and reduce crime like jobs programs for youth, which offer key work experience, training, and productive summer opportunities. Governments across the country have also used SLFRF to keep police officers on the beat in their communities, preventing cuts to public safety departments amid revenue losses caused by the pandemic and providing bonuses for recruitment and retention of police officers.

Over the past year, state and local governments have done a tremendous amount of work to put SLFRF funds to work to fight the pandemic and support our country's recovery. Treasury is proud to partner with you in this work and looks forward to continuing to support SLFRF recipients as they seize this once in a generation opportunity to enhance growth and build economic resiliency for those most in need.

As we look ahead, Treasury encourages state and local governments to share your successes publicly, highlighting how SLFRF funds are getting people back to work and into good jobs, expanding affordable housing, and improving public safety in your community.

Sincerely,

Adewale O. Adeyemo
Deputy Secretary of the Treasury

[Letter from Deputy Secretary of the Treasury to SLFRF Recipients](#)

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	April, 2022	
Amount Due:	\$ 9,166.00	Monthly Contract Amount
	1,000.00	Program Management Time
	<u>7,499.46</u>	Monthly Reimbursables
	\$ 17,665.46	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	192
Telephone Calls:	52
E-Mails:	39
Business Referrals:	872
Tracked Overnight Stays:	46
Mailings (student, relocation, visitor, letters):	4
Chamber Website Pageviews	9,095
COS Website Pageviews	6,314

CHAMBER BUSINESS

Chamber Board Meeting: In April our board meeting focused on approving our Government Affairs objectives, legislative platform and operating policies and the creation of our Government Affairs Council.

Chamber Membership: We had 3 new members join the Chamber and 8 membership renewals in April.

Chamber E-Newsletter: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons to over 1,200 recipients.

Facebook Pages: The Chamber manages Facebook pages for Visit Stevenson, WA, Christmas in the Gorge, Wind River Business Association as well as for the Chamber itself.

Chamber Marketing, Projects, Action Items:

- Monthly meeting with NB Marketing for progress updates on our marketing plan and to review analytics
- Placed ads
- Held Chamber Coffee Break, Chamber Happy Hour networking events and 3 Ribbon Cutting events
- Sent out press release about Chamber changes
- Added monthly travel blog about spring hikes and Dog Mt shuttle to website
- Fixed broken links on website and added more events
- Created 2 tutorial videos on how to use new membership features on chamber website
- Hosted travel writer from Scenic WA
- Created 3 itineraries for FAM Tours – sent to influencers
- Continue planning Skamania Sip and Stroll Festival
- Sent out monthly membership survey
- Continue working on creating our Government Affairs program
- Bi-weekly meetings with Washington Chamber Executives

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements, attend monthly meetings and manage the WRBA Facebook page.

Stevenson Downtown Association (SDA): Attend monthly SDA board meeting and promotion committee meetings.

(The projects and tasks described below are an example of services provided to the City of Stevenson through an additional contract with the Chamber to administer their promotional programs and deliverables.)

Stevenson/SBA Meetings and Projects:

- Monthly meeting with NB Marketing to review analytics and plan for action items for next month
- Placed ads
- Promote Stevenson as a travel destination on social media
- Added monthly travel blog about spring hikes and Dog Mt shuttle to website
- Boosted ads on social media for travel blog and events
- Updated businesses on Stevenson Map
- Working with Port on waterfront locations for adding more webcams
- Coordinated with Choice Events on planning for Gorge Blues and Brews Festival

2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-D1	Website	\$ 339.14
P2-D2	Social Media and Print Ad Creation	\$1,350.00
P2-D3	Boosting	\$ 100.00
P2-D5	Ad placement	\$4,000.00
P2-D7	Misc promotional	<u>\$1,710.32</u>
		\$7,499.46

2022 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

Monthly flat rate for program management \$1,000.00

	<i>2022 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	\$85,000.00	\$8,499.46	\$18,585.82	\$66,414.18

TREASURER'S REPORT

Fund Totals

City Of Stevenson

Time: 13:54:21 Date: 05/11/2022

04/01/2022 To: 04/30/2022

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	1,038,369.69	104,675.24	85,709.24	1,057,335.69	15,130.62	7,023.42	-1,783.20	1,077,706.53
010 General Reserve Fund	332,877.70	104.98		332,982.68	0.00	0.00	0.00	332,982.68
020 Fire Reserve Fund	1,609,627.58	478.52		1,610,106.10	0.00	0.00	0.00	1,610,106.10
030 ARPA	223,677.00	0.00		223,677.00	0.00	0.00	0.00	223,677.00
100 Street Fund	391,864.78	27,481.79	26,747.97	392,598.60	648.48	4,050.62	-48.05	397,249.65
103 Tourism Promo & Develop Fund	870,203.82	33,077.78	29,188.44	874,093.16	0.00	4.78	-3.21	874,094.73
105 Affordable Housing Fund	7,881.37	94.60		7,975.97	0.00	0.00	0.00	7,975.97
300 Capital Improvement Fund	173,709.03	2,494.90		176,203.93	0.00	0.00	0.00	176,203.93
400 Water/Sewer Fund	1,817,554.39	164,027.96	127,654.21	1,853,928.14	2,039.29	7,137.48	-3,581.39	1,859,523.52
406 Wastewater Short Lived Asset Res. Fund	43,558.00	0.00		43,558.00	0.00	0.00	0.00	43,558.00
408 Wastewater Debt Reserve Fund	61,191.00	0.00		61,191.00	0.00	0.00	0.00	61,191.00
410 Wastewater System Upgrades	-228,256.56	0.00	33,942.62	-262,199.18	0.00	0.00	0.00	-262,199.18
500 Equipment Service Fund	205,372.89	15,203.75	7,742.01	212,834.63	829.20	921.57	-22.15	214,563.25
630 Stevenson Municipal Court	0.00	1,701.78	1,701.78	0.00	0.00	0.00	0.00	0.00
	6,547,630.69	349,341.30	312,686.27	6,584,285.72	18,647.59	19,137.87	-5,438.00	6,616,633.18

TREASURER'S REPORT

Account Totals

City Of Stevenson

04/01/2022 To: 04/30/2022

Time: 13:54:21 Date: 05/11/2022

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	1,251,324.95	380,813.02	267,916.97	1,364,221.00	-5,083.09	37,785.46	1,396,923.37
10	Xpress Bill Pay	33,913.46	34,622.76	40,000.00	28,536.22	-354.91	0.00	28,181.31
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	400.00	0.00	0.00	400.00	0.00	0.00	400.00
20	Pacific Premier (Formerly Opus	71,953.23	80.12	72,033.35	0.00	0.00	0.00	0.00
Total Cash:		1,357,691.64	415,515.90	379,950.32	1,393,257.22	-5,438.00	37,785.46	1,425,604.68
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	3,274,474.50	1,089.45	0.00	3,275,563.95	0.00	0.00	3,275,563.95
6	US Bank Safekeeping	1,915,464.55	0.00	0.00	1,915,464.55	0.00	0.00	1,915,464.55
Total Investments:		5,189,939.05	1,089.45	0.00	5,191,028.50	0.00	0.00	5,191,028.50
		6,547,630.69	416,605.35	379,950.32	6,584,285.72	-5,438.00	37,785.46	6,616,633.18

TREASURER'S REPORT
Fund Investments By Account

City Of Stevenson

Time: 13:54:21 Date: 05/11/2022
Page: 3

04/01/2022 To: 04/30/2022

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	474,367.56		157.83	157.83		474,525.39
010 000 General Reserve Fund	91,081.60		30.30	30.30		91,111.90
020 000 Fire Reserve Fund	764,886.86		254.49	254.49		765,141.35
100 000 Street Fund	278,070.58		92.52	92.52		278,163.10
103 000 Tourism Promo & Develop Fund	407,772.31		135.67	135.67		407,907.98
300 000 Capital Improvement Fund	92,286.80		30.70	30.70		92,317.50
400 000 Water/Sewer Fund	1,012,216.59		336.77	336.77		1,012,553.36
500 000 Equipment Service Fund	153,792.20		51.17	51.17		153,843.37
5 - LGIP	<u>3,274,474.50</u>	<u>0.00</u>	<u>1,089.45</u>	<u>1,089.45</u>		<u>3,275,563.95</u>
001 000 General Expense Fund	426,045.00					426,045.00
010 000 General Reserve Fund	211,908.38					211,908.38
020 000 Fire Reserve Fund	635,725.10					635,725.10
103 000 Tourism Promo & Develop Fund	320,417.69					320,417.69
300 000 Capital Improvement Fund	25,549.13					25,549.13
400 000 Water/Sewer Fund	285,600.57					285,600.57
500 000 Equipment Service Fund	10,218.68					10,218.68
6 - US Bank Safekeeping	<u>1,915,464.55</u>	<u>0.00</u>	<u>0.00</u>			<u>1,915,464.55</u>
	<u>5,189,939.05</u>	<u>0.00</u>	<u>1,089.45</u>	<u>1,089.45</u>		<u>5,191,028.50</u>

TREASURER'S REPORT

Fund Investment Totals

City Of Stevenson

04/01/2022 To: 04/30/2022

Time: 13:54:21 Date: 05/11/2022

Page: 4

Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	900,412.56		157.83	157.83		900,570.39	156,765.30
010 General Reserve Fund	302,989.98		30.30	30.30		303,020.28	29,962.40
020 Fire Reserve Fund	1,400,611.96		254.49	254.49		1,400,866.45	209,239.65
030 ARPA						0.00	223,677.00
100 Street Fund	278,070.58		92.52	92.52		278,163.10	114,435.50
103 Tourism Promo & Develop Fund	728,190.00		135.67	135.67		728,325.67	145,767.49
105 Affordable Housing Fund						0.00	7,975.97
300 Capital Improvement Fund	117,835.93		30.70	30.70		117,866.63	58,337.30
400 Water/Sewer Fund	1,297,817.16		336.77	336.77		1,298,153.93	555,774.21
406 Wastewater Short Lived Asset Res. Fund						0.00	43,558.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-262,199.18
500 Equipment Service Fund	164,010.88		51.17	51.17		164,062.05	48,772.58
	5,189,939.05		1,089.45	1,089.45		5,191,028.50	1,393,257.22

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

6,584,285.72

TREASURER'S REPORT
Outstanding Vouchers

City Of Stevenson

As Of: 04/30/2022 Date: 05/11/2022
Time: 13:54:21 Page: 5

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	1046	04/29/2022	Tr Rec	1		Gordon Rosander	319.38	April 2022 Reimbursement
2022	1048	04/29/2022	Tr Rec	1		Telephone Tax Vendor	0.99	Q1 2022 Tax - All Tel Corp.
2022	1049	04/29/2022	Tr Rec	1		Telephone Tax Vendor	0.08	Q1 2022 Tax - Allstream Business US LLC
2022	1050	04/29/2022	Tr Rec	1		Telephone Tax Vendor	694.74	Q1 2022 Tax - Wavedivision Holdings LLC
2022	1051	04/29/2022	Tr Rec	1		Telephone Tax Vendor	418.99	Q1 2022 Tax - Wavedivision Holdings, LLC
2022	1052	04/29/2022	Tr Rec	1		Professional Quality Roofing LLC	2,775.06	Payment of Inv #486
2022	1053	04/29/2022	Tr Rec	1		Receipting Vendor	650.00	Refund of SNUG conference Tuition
2022	1047	04/30/2022	Util Pay	1		Xpress Billpay	188.57	Xpress Import - CC - 04-28-2022__daily_batch.csv
2022	1054	04/30/2022	Util Pay	1		Xpress Billpay	35.28	Xpress Import - CC - 04-29-2022__daily_batch.csv
Receipts Outstanding:							5,083.09	
2022	1040	04/30/2022	Payroll	1	EFT	Colonial Life	139.94	Pay Cycle(s) 04/30/2022 To 04/30/2022 - Disability; Pay Cycle(s) 04/30/2022 To 04/30/2022 - Life Insurance; Pay Cycle(s) 04/30/2022 To 04/30/2022 - Accident
2022	1041	04/30/2022	Payroll	1	EFT	Department of Retirement Systems	12,447.09	Pay Cycle(s) 04/30/2022 To 04/30/2022 - PERS2; Pay Cycle(s) 04/30/2022 To 04/30/2022 - DCP
2022	1018	04/30/2022	Payroll	1	EFT	Jeffrey P Breckel		PP 04.01.22-04.30.22
2021	3014	12/12/2021	Payroll	1	15591	Chelsey M Farris	134.83	2021 Volunteer FF Pay
2022	918	04/21/2022	Claims	1	15923	AHart Associates Inc	6,250.00	Strategic Planning & Work Plan Program Design
2022	923	04/21/2022	Claims	1	15928	CenturyLink	141.19	April 2022 Kanaka Creek Trf Station Phone Service; April 2022 WWTP Phone Service
2022	928	04/21/2022	Claims	1	15933	Correct Equipment	396.34	Submersible Level Transmitter
2022	932	04/21/2022	Claims	1	15937	Fairview Garage Doors LLC	4,523.40	Liftmaster Garage Door Trolley for Upper Firehall
2022	936	04/21/2022	Claims	1	15941	Hood River Sand & Gravel, Inc	142.16	March 2022 Statement
2022	937	04/21/2022	Claims	1	15942	Ian Lofberg	112.00	Insurance Deductible for Damaged Cell Phone
2022	941	04/21/2022	Claims	1	15946	Northwest Graphic Works LLC	526.41	T-Shirts & Hoodies for Crew
2022	952	04/21/2022	Claims	1	15957	Skamania County Prosecutor	1,333.00	March 2022 Prosectuing Attorney Fees
2022	953	04/21/2022	Claims	1	15958	Skamania County Sheriff	1,800.00	February 2022 Incarceration Fees
2022	958	04/21/2022	Claims	1	15963	US Bank Safekeeping	30.00	March 2022 Safekeeping Fees
2022	960	04/21/2022	Claims	1	15965	US Bank	3,393.09	March 2022 Card #1 Credit Card Statement; March 2022 Card #2 Credit Card Statement
2022	1025	04/30/2022	Payroll	1	15971	Michael D Johnson	137.86	PP 04.01.22-04.30.22
2022	1028	04/30/2022	Payroll	1	15972	Kristy A McCaskell	137.86	PP 04.01.22-04.30.22
2022	1037	04/30/2022	Payroll	1	15973	Mark W Tittle	5,251.98	PP 04.01.22-04.30.22
2022	1043	04/30/2022	Payroll	1	15974	City of Stevenson	319.38	Pay Cycle(s) 04/30/2022 To 04/30/2022 - City Payback
2022	1044	04/30/2022	Payroll	1	15975	HRA VEBA Trust Contributions	500.00	Pay Cycle(s) 04/30/2022 To 04/30/2022 - HRA VEBA

TREASURER'S REPORT
Outstanding Vouchers

City Of Stevenson

As Of: 04/30/2022 Date: 05/11/2022
Time: 13:54:21 Page: 6

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	1045	04/30/2022	Payroll	1	15976	WGAP Washington Gorge Action Program	68.93	Pay Cycle(s) 04/30/2022 To 04/30/2022 - Food Bank
							37,785.46	
2022	1055	04/30/2022	Util Pay	10		Xpress Billpay	273.69	Xpress Import - EFT - 04-29-2022__daily_batch.csv
2022	1056	04/30/2022	Util Pay	10		Xpress Billpay	81.22	Xpress Import - CheckFree - 04-29-2022__daily_batch.csv
Receipts Outstanding:							354.91	
							37,785.46	

Fund	Claims	Payroll	Total
001 General Expense Fund	15,130.62	7,023.42	22,154.04
100 Street Fund	648.48	4,050.62	4,699.10
103 Tourism Promo & Develop Fund	0.00	4.78	4.78
400 Water/Sewer Fund	2,039.29	7,137.48	9,176.77
500 Equipment Service Fund	829.20	921.57	1,750.77
	18,647.59	19,137.87	37,785.46

TREASURER'S REPORT

Signature Page

City Of Stevenson

04/01/2022 To: 04/30/2022

Time: 13:54:21 Date: 05/11/2022

Page: 7

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

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

2022 BUDGET POSITION

City Of Stevenson

Time: 12:28:28 Date: 05/13/2022

Page: 1

001 General Expense Fund Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	734,277.12	1,047,784.22	(313,507.10)	142.7%
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
308 Beginning Balances	818,826.07	1,132,333.17	(313,507.10)	138.3%
311 Property Tax	501,569.36	73,271.80	428,297.56	14.6%
313 Sales Tax	300,000.00	120,683.52	179,316.48	40.2%
316 Utility Tax	32,000.00	24,209.03	7,790.97	75.7%
317 Other Tax	16,000.00	10,013.98	5,986.02	62.6%
310 Taxes	849,569.36	228,178.33	621,391.03	26.9%
321 Licenses	2,900.00	1,489.99	1,410.01	51.4%
322 Permits	0.00	10.00	(10.00)	0.0%
320 Licenses & Permits	2,900.00	1,499.99	1,400.01	51.7%
330 Grants	0.00	92,758.20	(92,758.20)	0.0%
335 State Shared	11,000.00	0.00	11,000.00	0.0%
336 State Entitlements, Impact Payments & Taxe	17,499.50	9,519.95	7,979.55	54.4%
330 Intergovernmental Revenues	28,499.50	102,278.15	(73,778.65)	358.9%
341 Admin, Printing & Probation Fees	222,797.62	1,538.41	221,259.21	0.7%
342 Fire District 2	32,700.00	15,368.90	17,331.10	47.0%
345 Planning	4,500.00	6,407.50	(1,907.50)	142.4%
346 Building	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	259,997.62	23,314.81	236,682.81	9.0%
350 Fines & Penalties	12,700.00	7,682.53	5,017.47	60.5%
360 Interest & Other Earnings	8,000.00	2,010.05	5,989.95	25.1%
Fund Revenues:	1,980,492.55	1,497,297.03	483,195.52	75.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	19,750.00	5,119.45	14,630.55	25.9%
512 Judicial	59,950.00	16,923.15	43,026.85	28.2%
513 Executive	123,095.00	42,756.97	80,338.03	34.7%
514 Financial, Recording & Elections	122,000.50	31,750.77	90,249.73	26.0%
515 Legal Services	16,500.00	4,832.00	11,668.00	29.3%
517 Employee Benefit Programs	525.00	25.00	500.00	4.8%
518 Centralized Services	85,923.32	114,299.63	(28,376.31)	133.0%
521 Law Enforcement	213,228.07	67,147.42	146,080.65	31.5%
202 Fire Department	99,445.00	10,612.44	88,832.56	10.7%
203 Fire District 2	30,750.00	5,649.69	25,100.31	18.4%
522 Fire Control	130,195.00	16,262.13	113,932.87	12.5%
528 Dispatch Services	6,000.00	0.00	6,000.00	0.0%
551 Public Housing Services	0.00	92,758.20	(92,758.20)	0.0%
553 Conservation	500.00	443.70	56.30	88.7%
554 Environmental Services	0.00	0.00	0.00	0.0%
550 Building	5,000.00	2,414.96	2,585.04	48.9%
560 Planning	166,980.00	44,104.68	122,875.32	26.2%

2022 BUDGET POSITION

City Of Stevenson

Time: 12:28:28 Date: 05/13/2022

Page: 2

001 General Expense Fund Months: 01 To: 04

Expenditures	Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel				
570 Economic Development	27,105.60	0.00	27,105.60	0.0%
558 Planning & Community Devel	199,085.60	46,519.64	152,565.96	23.4%
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	51.35	98.65	34.2%
573 Cultural & Community Activities	500.00	0.00	500.00	0.0%
576 Park Facilities	94,660.00	1,538.12	93,121.88	1.6%
580 Non Expenditures	0.00	(466.19)	466.19	0.0%
597 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%
100 Unreserved	778,880.93	0.00	778,880.93	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	863,430.06	0.00	863,430.06	0.0%
Fund Expenditures:	1,980,492.55	439,961.34	1,540,531.21	22.2%
Fund Excess/(Deficit):	0.00	1,057,335.69		

2022 BUDGET POSITION

City Of Stevenson

Time: 12:28:28 Date: 05/13/2022

Page: 3

010 General Reserve Fund Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	326,705.62	332,314.62	(5,609.00)	101.7%
360 Interest & Other Earnings	0.00	668.06	(668.06)	0.0%
Fund Revenues:	326,705.62	332,982.68	(6,277.06)	101.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	326,705.62	0.00	326,705.62	0.0%
Fund Expenditures:	326,705.62	0.00	326,705.62	0.0%
Fund Excess/(Deficit):	0.00	332,982.68		

2022 BUDGET POSITION

City Of Stevenson

Time: 12:28:28 Date: 05/13/2022

Page: 4

020 Fire Reserve Fund		Months: 01 To: 04			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	1,589,616.67	1,607,765.44	(18,148.77)	101.1%	
360 Interest & Other Earnings	0.00	2,340.66	(2,340.66)	0.0%	
397 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%	
Fund Revenues:	1,614,616.67	1,610,106.10	4,510.57	99.7%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	1,614,616.67	0.00	1,614,616.67	0.0%	
Fund Expenditures:	1,614,616.67	0.00	1,614,616.67	0.0%	
Fund Excess/(Deficit):	0.00	1,610,106.10			

2022 BUDGET POSITION

City Of Stevenson

Time: 12:28:28 Date: 05/13/2022

Page: 5

030 ARPA Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	223,677.00	223,677.00	0.00	100.0%
330 Intergovernmental Revenues	223,677.00	0.00	223,677.00	0.0%
Fund Revenues:	447,354.00	223,677.00	223,677.00	50.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	447,354.00	0.00	447,354.00	0.0%
Fund Expenditures:	447,354.00	0.00	447,354.00	0.0%
Fund Excess/(Deficit):	0.00	223,677.00		

2022 BUDGET POSITION

City Of Stevenson

Time: 12:28:28 Date: 05/13/2022

Page: 6

100 Street Fund		Months: 01 To: 04		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	211,186.34	316,457.10	(105,270.76)	149.8%
310 Taxes	325,000.00	140,294.14	184,705.86	43.2%
320 Licenses & Permits	600.00	200.00	400.00	33.3%
330 Intergovernmental Revenues	43,340.50	12,266.03	31,074.47	28.3%
360 Interest & Other Earnings	0.00	190.34	(190.34)	0.0%
390 Other Financing Sources	0.00	543.09	(543.09)	0.0%
397 Interfund Transfers	30,000.00	24,820.09	5,179.91	82.7%
Fund Revenues:	610,126.84	494,770.79	115,356.05	81.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance	368,498.31	72,544.61	295,953.70	19.7%
543 Streets Admin & Overhead	47,832.50	23,325.90	24,506.60	48.8%
544 Road & Street Operations	0.00	3,950.00	(3,950.00)	0.0%
566 Substance Abuse	0.00	59.14	(59.14)	0.0%
594 Capital Expenditures	134,000.00	263.50	133,736.50	0.2%
597 Interfund Transfers	0.00	2,029.04	(2,029.04)	0.0%
999 Ending Balance	59,796.03	0.00	59,796.03	0.0%
Fund Expenditures:	610,126.84	102,172.19	507,954.65	16.7%
Fund Excess/(Deficit):	0.00	392,598.60		

2022 BUDGET POSITION

City Of Stevenson

Time: 12:28:28 Date: 05/13/2022

Page: 7

103 Tourism Promo & Develop Fund Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	548,500.17	797,780.48	(249,280.31)	145.4%
310 Taxes	430,000.00	130,089.15	299,910.85	30.3%
360 Interest & Other Earnings	0.00	1,194.97	(1,194.97)	0.0%
Fund Revenues:	978,500.17	929,064.60	49,435.57	94.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	411,575.93	54,971.44	356,604.49	13.4%
594 Capital Expenditures	230,000.00	0.00	230,000.00	0.0%
999 Ending Balance	336,924.24	0.00	336,924.24	0.0%
Fund Expenditures:	978,500.17	54,971.44	923,528.73	5.6%
Fund Excess/(Deficit):	0.00	874,093.16		

2022 BUDGET POSITION

City Of Stevenson

Time: 12:28:28 Date: 05/13/2022

Page: 8

105 Affordable Housing Fund Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	6,215.61	6,376.16	(160.55)	102.6%
310 Taxes	5,000.00	1,599.81	3,400.19	32.0%
Fund Revenues:	11,215.61	7,975.97	3,239.64	71.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	11,215.61	0.00	11,215.61	0.0%
Fund Expenditures:	11,215.61	0.00	11,215.61	0.0%
Fund Excess/(Deficit):	0.00	7,975.97		

2022 BUDGET POSITION

City Of Stevenson

Time: 12:28:28 Date: 05/13/2022

Page: 9

300 Capital Improvement Fund		Months: 01 To: 04		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	107,273.57	151,803.99	(44,530.42)	141.5%
310 Taxes	20,000.00	24,263.75	(4,263.75)	121.3%
360 Interest & Other Earnings	0.00	136.19	(136.19)	0.0%
Fund Revenues:	127,273.57	176,203.93	(48,930.36)	138.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	30,000.00	0.00	30,000.00	0.0%
999 Ending Balance	97,273.57	0.00	97,273.57	0.0%
Fund Expenditures:	127,273.57	0.00	127,273.57	0.0%
Fund Excess/(Deficit):	0.00	176,203.93		

2022 BUDGET POSITION

City Of Stevenson

Time: 12:28:28 Date: 05/13/2022

Page: 10

309 Russell Ave		Months: 01 To: 04		
Revenues	Amt Budgeted	Revenues	Remaining	
330 Intergovernmental Revenues	0.00	24,820.09	(24,820.09)	0.0%
Fund Revenues:	0.00	24,820.09	(24,820.09)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	0.00	24,820.09	(24,820.09)	0.0%
Fund Expenditures:	0.00	24,820.09	(24,820.09)	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2022 BUDGET POSITION

City Of Stevenson

Time: 12:28:28 Date: 05/13/2022

Page: 11

311 First Street		Months: 01 To: 04			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	0.0%	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	0.00	2,029.04	(2,029.04)	0.0%	
Fund Revenues:	0.00	2,029.04	(2,029.04)	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	0.00	2,029.04	(2,029.04)	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	2,029.04	(2,029.04)	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2022 BUDGET POSITION

City Of Stevenson

Time: 12:28:28 Date: 05/13/2022

Page: 12

312 Columbia Ave Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
330 Intergovernmental Revenues	200,000.00	0.00	200,000.00	0.0%
Fund Revenues:	200,000.00	0.00	200,000.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	200,000.00	0.00	200,000.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	200,000.00	0.00	200,000.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2022 BUDGET POSITION

City Of Stevenson

Time: 12:28:28 Date: 05/13/2022

Page: 13

400 Water/Sewer Fund		Months: 01 To: 04		
Revenues	Amt Budgeted	Revenues	Remaining	
400 Water/Sewer	218,216.56	647,754.95	(429,538.39)	296.8%
401 Water	454,401.46	539,594.95	(85,193.49)	118.7%
402 Sewer	412,368.47	431,097.47	(18,729.00)	104.5%
308 Beginning Balances	1,084,986.49	1,618,447.37	(533,460.88)	149.2%
330 Intergovernmental Revenues	1,000.00	0.00	1,000.00	0.0%
343 Water	678,600.00	249,439.20	429,160.80	36.8%
344 Sewer	1,019,437.50	399,790.73	619,646.77	39.2%
340 Charges For Goods & Services	1,698,037.50	649,229.93	1,048,807.57	38.2%
343 Water	46,674.00	51,624.00	(4,950.00)	110.6%
344 Sewer	56,532.00	37,458.00	19,074.00	66.3%
400 Water/Sewer	4,000.00	1,511.06	2,488.94	37.8%
360 Interest & Other Earnings	107,206.00	90,593.06	16,612.94	84.5%
380 Non Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	2,891,229.99	2,358,270.36	532,959.63	81.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	623,109.97	170,981.11	452,128.86	27.4%
535 Sewer	926,611.86	282,282.66	644,329.20	30.5%
534 Water	60,970.90	51,977.06	8,993.84	85.2%
535 Sewer	118,920.00	0.00	118,920.00	0.0%
591 Debt Service	179,890.90	51,977.06	127,913.84	28.9%
594 Capital Expenditures	211,500.00	(898.61)	212,398.61	0.4%
597 Interfund Transfers	121,779.00	0.00	121,779.00	0.0%
400 Water/Sewer	160,362.33	0.00	160,362.33	0.0%
401 Water	299,075.46	0.00	299,075.46	0.0%
402 Sewer	368,900.47	0.00	368,900.47	0.0%
999 Ending Balance	828,338.26	0.00	828,338.26	0.0%
Fund Expenditures:	2,891,229.99	504,342.22	2,386,887.77	17.4%
Fund Excess/(Deficit):	0.00	1,853,928.14		

2022 BUDGET POSITION

City Of Stevenson

Time: 12:28:28 Date: 05/13/2022

Page: 14

406 Wastewater Short Lived Asset Res. Fund Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	43,558.00	43,558.00	0.00	100.0%
397 Interfund Transfers	21,779.00	0.00	21,779.00	0.0%
Fund Revenues:	65,337.00	43,558.00	21,779.00	66.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	65,337.00	0.00	65,337.00	0.0%
Fund Expenditures:	65,337.00	0.00	65,337.00	0.0%
Fund Excess/(Deficit):	0.00	43,558.00		

2022 BUDGET POSITION

City Of Stevenson

Time: 12:28:28 Date: 05/13/2022

Page: 15

408 Wastewater Debt Reserve Fund Months: 01 To: 04

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		

2022 BUDGET POSITION

City Of Stevenson

Time: 12:28:28 Date: 05/13/2022

Page: 16

410 Wastewater System Upgrades Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	(144,720.78)	144,720.78	0.0%
330 Intergovernmental Revenues	1,733,656.00	0.00	1,733,656.00	0.0%
390 Other Financing Sources	8,833,414.00	0.00	8,833,414.00	0.0%
397 Interfund Transfers	100,000.00	0.00	100,000.00	0.0%
Fund Revenues:	10,667,070.00	(144,720.78)	10,811,790.78	1.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	10,667,070.00	117,478.40	10,549,591.60	1.1%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	10,667,070.00	117,478.40	10,549,591.60	1.1%
Fund Excess/(Deficit):	0.00	(262,199.18)		

2022 BUDGET POSITION

City Of Stevenson

Time: 12:28:28 Date: 05/13/2022

Page: 17

500 Equipment Service Fund		Months: 01 To: 04		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	188,197.57	203,766.89	(15,569.32)	108.3%
340 Charges For Goods & Services	125,000.00	46,603.43	78,396.57	37.3%
360 Interest & Other Earnings	0.00	134.44	(134.44)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
Fund Revenues:	313,197.57	250,504.76	62,692.81	80.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	122,614.55	37,670.13	84,944.42	30.7%
594 Capital Expenditures	45,000.00	0.00	45,000.00	0.0%
999 Ending Balance	145,583.02	0.00	145,583.02	0.0%
Fund Expenditures:	313,197.57	37,670.13	275,527.44	12.0%
Fund Excess/(Deficit):	0.00	212,834.63		

2022 BUDGET POSITION

City Of Stevenson

Time: 12:28:28 Date: 05/13/2022

Page: 18

630 Stevenson Municipal Court Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	4,497.85	(4,497.85)	0.0%
Fund Revenues:	0.00	4,497.85	(4,497.85)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	4,497.85	(4,497.85)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	4,497.85	(4,497.85)	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2022 BUDGET POSITION TOTALS

City Of Stevenson

Months: 01 To: 04

Time: 12:28:28 Date: 05/13/2022

Page: 19

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	1,980,492.55	1,497,297.03	75.6%	1,980,492.55	439,961.34	22%
010 General Reserve Fund	326,705.62	332,982.68	101.9%	326,705.62	0.00	0%
020 Fire Reserve Fund	1,614,616.67	1,610,106.10	99.7%	1,614,616.67	0.00	0%
030 ARPA	447,354.00	223,677.00	50.0%	447,354.00	0.00	0%
100 Street Fund	610,126.84	494,770.79	81.1%	610,126.84	102,172.19	17%
103 Tourism Promo & Develop Fund	978,500.17	929,064.60	94.9%	978,500.17	54,971.44	6%
105 Affordable Housing Fund	11,215.61	7,975.97	71.1%	11,215.61	0.00	0%
300 Capital Improvement Fund	127,273.57	176,203.93	138.4%	127,273.57	0.00	0%
309 Russell Ave	0.00	24,820.09	0.0%	0.00	24,820.09	0%
311 First Street	0.00	2,029.04	0.0%	0.00	2,029.04	0%
312 Columbia Ave	200,000.00	0.00	0.0%	200,000.00	0.00	0%
400 Water/Sewer Fund	2,891,229.99	2,358,270.36	81.6%	2,891,229.99	504,342.22	17%
406 Wastewater Short Lived Asset Res	65,337.00	43,558.00	66.7%	65,337.00	0.00	0%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	100.0%	61,191.00	0.00	0%
410 Wastewater System Upgrades	10,667,070.00	-144,720.78	-1.4%	10,667,070.00	117,478.40	1%
500 Equipment Service Fund	313,197.57	250,504.76	80.0%	313,197.57	37,670.13	12%
630 Stevenson Municipal Court	0.00	4,497.85	0.0%	0.00	4,497.85	0%
	<u>20,294,310.59</u>	<u>7,872,228.42</u>	<u>38.8%</u>	<u>20,294,310.59</u>	<u>1,287,942.70</u>	<u>6.3%</u>

Minutes from Stevenson Planning Commission Meeting
Monday, April 11, 2022
6:00 PM

In person attendees at City Hall followed current CDC and State guidance regarding use of masks and social distancing.

Commissioners: Chair Jeff Breckel, Auguste Zettler, Davy Ray, Anne Keese
Staff: Community Development Director Ben Shumaker, Public Works Director Carolyn Sourek
Public attendees: Mary Repar, Bernard Versari, Kristi McCaskell

Commissioner Breckel called the meeting to order at 6:00 p.m.

A. Preliminary Matters

1. Public Comment Expectations:

Community Development Director Ben Shumaker explained the methods to participate for audience members. Please raise hand to comment. Individual comments should be limited to 3 minutes. Remote participants were reminded to use *6 to mute/unmute and *9 to raise hand.

2. Minutes*: Approval of March 14th, 2022 Planning Commission Meeting Minutes as presented. **MOTION** to approve the minutes from the March 14th, 2022 Planning Commission meeting as presented was made by **Commissioner Zettler**, seconded by **Commissioner Ray**.

- **Voting aye: Commissioners Breckel, Zettler, Ray, Keese.**

3. Public Comment Period: (For items not located elsewhere on the agenda)

>Mary Repar shared the Association of Boundary Review Boards conference will be held in Skamania County October 12th-14th, 2022. She is the President-elect. She noted the city of Stevenson has an opening for a Boundary Review Board member.

B. New Business

4. Conditional Use Permit Review: (At the request of the applicant, this review has been delayed until May.) Commissioners were notified the applicant had a conflict and the review will be rescheduled. The public hearing will be re-advertised.

5. Comprehensive Plan Amendment & Zoning Code Amendment: Integrating Shoreline Master Plan/Program with Comprehensive Plan & Zoning Code, Performing Periodic Zoning Code Amendment.

Community Development Director Ben Shumaker requested the Planning Commission review a new proposal regarding the Comprehensive Plan amendment and zoning code text amendment to integrate the new Shoreline Master Plan (SMP) with the existing programs. Within the review the Commission was asked to consider consolidating overlapping zoning use categories, incorporating zoning use interpretations, and better aligning PR (Public Use & Recreation District) setbacks with existing development. He explained the text colors/highlighted areas indicated specific actions or changes.

The following decision points were asked to be considered:

- What methods of public involvement are appropriate for the review of this proposed change?
- Who is responsible for undertaking the public involvement methods selected?

Shumaker recommended the Planning Commission establish a conscientious public involvement method to expedite completion of the review process by May 2022.

In response to a question regarding public participation, **Shumaker** noted a point of order. He explained when there is a proposal to amend the Comprehensive Plan a public hearing needs to be held, and this meeting is had been advertised as a public hearing. It is a public process, and the scope of the process decided on will depend on what the amendment is.

Shumaker, Public Works Director Carolyn Sourek and Commissioners reviewed and discussed the proposed changes outlined on the Comprehensive Plan. Several questions were raised regarding which terms to use: Shoreline Management Program, Shoreline Master Program, Shoreline Master Plan, etc.

Amendment types were organized into 5 categories:

- Document Maintenance (Pages: Cover, i, iii, vii, globally for headers/footers, 8, 95, 121-124, 127, 129-132)
- Date Corrections (Pages: i, vii)
- SMP Integration (Pages: 2, Objectives: 2.2, 2.16, 4A.2, 4A.3, 9.9, 9.10)
- Shoreline Access (Objectives: 4A.1, 4A.7)
- Shoreline Management (Objectives: 4A.2, 4A.3, 4A.4, 4A.5, 4A.6)

A number of items in the Comprehensive Plan were deemed to be minor formatting changes consisting of typo corrections, date revisions, and combinations/integration of text sections.

Commission Chair Breckel noted they were reconciling documents that had already been adopted.

Moving into a discussion on zoning changes, **Community Development Director Shumaker** advised a policy change he was recommending would consolidate a number of the use categories within the transportation, utility, and communications zoning sections. He recalled at one time there were 270 variations of use categories contained within the city's zoning code, but over the years the city has reduced that number to 110.

A second policy change would affect setbacks in the PR district containing a number of city, state and county buildings along Rock Creek. Currently if a road runs by the front of the property there is a 25' setback requirement from that road with new buildings. If a road runs to the side of a property, there is a 10' setback required.

Shumaker proposed amending the setback to 10' for all sides and applying the pedestrian visibility triangle to the property. A detailed discussion took place. Setback consistency among the districts was stated to be preferred. After consideration it was agreed via consensus to retain the pedestrian visibility triangle and to include the R3 District's 20' minimum driveway length in an updated draft.

It was agreed to include Planning as a responsible department in Comp Plan section 4A.1. A number of other revisions were discussed and agreed to, including adding a definition of the Shoreline Master Plan to the Zoning Code in areas regulated by the SMP; consolidating use categories to reference the SMP, removing duplicated sections concerning Railroad Facilities and Parking, and incorporating amendments to the use tables on occupancy of travel trailers in the R2 Two-Family Residential District and allowance of Residential Outbuildings in the C1 Commercial District.

Community Development Director Shumaker clarified two changes identified-adding a further objective to Planning's responsibility at the end of document and doing a comprehensive review of the document regarding shoreline master plan vs program.

Shumaker then requested the Planning Commission determine the level of public involvement regarding the proposed changes to the Comprehensive Plan and the zoning code. He related notices regarding the proposed setback changes had been sent to the parcel owners in the PR district but not adjacent districts.

It was agreed no further public engagement was necessary, as there were no significant changes and much of the work was to ensure consistency between the SMP and zoning. **Planning Commission Chair Breckel** pointed out the amount of input the SMP had received was substantial. The changes will need to go before the City Council for approval. **Shumaker** will verify that changes to the Comprehensive Plan will require a public hearing to be held.

C. Old Business

6. Comprehensive Plan Amendment: Continued Workshop to review steps for 2019 Amendment Application on Capital Facility Planning.

Community Development Director Shumaker initiated continuation of a discussion regarding the Comprehensive Plan amendments for Capital Facility Planning.

Carolyn Sourek, the new Public Works Director for Stevenson was introduced.

Much of the discussion initially centered on the issue of determining how and when to have homeowners with septic systems hook-up to sewers when they become available. **Shumaker** suggested draft language be developed with the focus being on how it should be, followed by the development of specific regulations. It was generally agreed to establish a phased-in approach to converting existing septic system users to sewers and to conditionally allow septic systems where sewers are not available.

A further discussion to determine and define clear levels of service for utilities within the Comprehensive Plan then took place. **PW Director Sourek** provided an example of levels of service within transportation systems. She questioned if the Comprehensive Plan was the document to set specific service levels as they may not be consistent with current standards.

Shumaker noted there were options: Define levels of service in the Comprehensive Plan and then build regulatory systems and capital improvement plans to follow or wait until other planning efforts and assessments are completed to determine what can be done. He stated the

state wants the Comprehensive Plan to be the primary planning document for cities. It was eventually agreed to refer to more specific individual service plan for details.

Shumaker shared language was now included to provide for map updates and tracking of minor changes without having to go through the process of amending the Comprehensive Plan.

D. Discussion

7. Thought of the Month:

None.

8. Staff & Commission Reports:

Downtown Planning

The 2019 draft downtown plan is being revised at the sub-committee stage. Mike Beck is now serving as Skamania County representative. Other participants include Mayor Anderson, city staff, Planning Commission Chair Breckel, Economic Development Council staff, Downtown Association members.

Sewer Projects

A number of projects are underway along Loop Road for the sewer line extension and Rock Creek Drive for the Cascade interceptor. Roads will close periodically.

Transportation Grant Concepts

Working on transportation grants, to be awarded in 2023. One is for the First St. overlook project, a second one is to install sidewalks from Cascade Village apartments to schools. May 21st from 10 a.m. to 2 p.m. the Grange will hold a plant/seed swap at Stevenson Library. Spruce Up Stevenson Day is scheduled for Saturday, April 23

E. Adjournment

PC Chair Breckel declared the meeting adjourned at 8:38 p.m.

Minutes recorded by Johanna Roe

Contracts and/or Change Orders awarded above \$10,000
from April 21st thru May 13th

Date	Contractor	Amount	Total Contract	Description of service
4/25/2022	Crestline Construction	39,434.36	310,272.93	CO #2 for the Main D Extension to address storm system work necessary to complete the project. This will be taken from the Street Fund.
4/25/2022	Grayling Engineers	82,770.00	82,770.00	Enginer and manage the 2022 waterline improvmeent proejects consisting of Loop Road, West Vancouver and Ryan Allen.
5/9/2022	Crestline Construction	12,432.89	322,705.82	CO #3 for the Main D Extension related to removal of oversaturated material and recompaction of trench.
5/12/2022	Crestline Construction	14,505.04	1,946,780.90	CO #3 for the Collection System Improvement Project. Changes the alignment of the sewer collection system to protect the curb and sidewalk. Revises the invert and rim elevations of a manhole at the Rock Creek PS to fix a design-phase survey issue.
5/13/2022	Street Scan	14,942.00	14,942.00	Scan and map assets within the city's road. Will take a road inventory and record the condition of pavement.

Washington Gorge Action Programs
Skamania County Housing Programs
 May-2022
 Submitted by Curt Gray

Rental Assistance

Outputs

	Apr
Number of households served	26
Number of individuals within those households	46
Total Number of bed nights provided	3466

Housing and Essential Needs

Outputs

	Apr
Number of individuals served with Housing/Utilities	1
Number of individuals served with Essential Needs	7
Total Number of bed nights provided	30

Permanent Support Housing

	Apr
Number of individuals obtained employment	0
Number of individuals increasing their income	0
Number of individuals retained employment for 90 days or more	0
Number of HH removed Barriers that hindered individuals in obtaining job	0
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	2
Number of individuals completed Life Skills meeting	3
Number of individuals denied services	0

Outputs PSH

	Apr
Number of households served	5
Number of individuals within those households	5

Shelter

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

Outputs

	Apr
Number of households served	6
Number of individuals within those households	9
Total Number of bed nights provided	253

Total Outcomes for all Programs

	Apr
Number of individuals obtained employment	3
Number of individuals increasing their income	3
Number of individuals retained employment for 90 days or more	0
Number of HH removed Barriers that hindered individuals in obtaining job	2
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	26
Number of individuals completed Life Skills meeting	30
Number of individuals denied services	0

Success Stories

Apr 2022:

1. One (1) emergency shelter resident has obtained employment
2. Two (2) emergency shelter resident has maintained employment
3. No COVID infections in the emergency shelter



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Abandon Vehicle Right of Way	3
Simple Assault	2
Animal - Barking Dog	1
Burglary Non Res Unlawful Ent	1
Business Establishment Alarm	1
Carprowl Theft from Auto	2
Child Abuse or Neglect	1
Citizen Assist	1
Citizen Dispute	5
Civil Process	1
Problems with Dogs	1
Domestic Violence	5
Drug Referral	1
Eluding / Attempt to Elude	1
Found Property	2
Fraud	2
Harrass	1
Hit & Run Accident	2
Information Report	2
Jail Problems/Inmate Problems	1
Juvenile Problem	3
Lost Dog	1
Lost Property	1
Medical Emergency	22
Mental Health Problems	2
Mtorist Assist	1
officer safety information	1
Patrol Request	1
Traffic Collision Prop Damage	1
Rape	1
Sex Offense/Abuse	1
Suspicious Person/Circumstance	4
Theft Other Property	3
Trespassing	3
Power/Gas/Water Problems	1
Vandalism/Mailic Misch	2
VIN Number Inspection	2
Wanted Person - Warrant	2
Welfare Check	1

Total reported: 89

Report Includes:

All dates between `00:00:00 04/01/22` and `00:00:00 05/01/22`, All agencies matching `SCSO`, All natures, All locations matching `21`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

Nature of Incident

Information Report

Total Incidents

1

Total reported: 1

Report Includes:

All dates between `00:00:00 04/01/22` and `00:00:00 05/01/22`, All agencies matching `SCSO`, All natures, All locations matching `22`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Total</u>
46.30.020	Driving Without Insurance	1
46.61.502	DWI	1
46.61.687	CHILD PASS REST REQU	1
9A.36.041	4TH DEGREE ASSAULT	1
9A.56.050	THEFT III	2
9A.76.150	INTRODUCING CNTRABND	1

Report Totals		7
----------------------	--	----------

Report Includes:

All dates of issue between `00:00:00 04/01/22` and `00:00:00 05/01/22`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types

CHECK REGISTER

City Of Stevenson

Time: 16:46:42 Date: 05/17/2022

04/22/2022 To: 05/19/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1176	05/19/2022	Claims	1	EFT	Department of Revenue	5,543.09	April 2022 Taxes
1177	05/19/2022	Claims	1	EFT	Kenneth B Woodrich PC	2,190.00	April 2022 Statement
1173	05/17/2022	Claims	1	15977	Skamania County Auditor	837.00	Recording Documents for EDA Grant
1178	05/19/2022	Claims	1	15978	Aramark Uniform Services	101.76	April 2022 Statement
1179	05/19/2022	Claims	1	15979	BSK Associates	1,724.75	April 2022 WWTP Sampling; April 2022 WTP Sampling
1180	05/19/2022	Claims	1	15980	Cascade Columbia Distribution	2,460.76	Chemicals for WTP
1181	05/19/2022	Claims	1	15981	CenturyLink	141.23	May 2022 Kanaka Creek Trf Station Phone Service; May 2022 WWTP Phone Service
1182	05/19/2022	Claims	1	15982	Centurylink Comm Inc	44.79	April 2022 WWTP Long Distance
1183	05/19/2022	Claims	1	15983	City of Hood River	5,883.87	January-March 2022 Sludge Hauling
1184	05/19/2022	Claims	1	15984	City of Stevenson	2,811.82	April 2022 Statement; April 2022 Statement; April 2022 Statement; April 2022 Statement; April 2022 Statement; April 2022 Statement; April 2022 Statement; April 2022 Statement; Ap
1185	05/19/2022	Claims	1	15985	CivicPlus LLC	509.00	Supplement 17, Update 2-To The Code of Ordinances
1186	05/19/2022	Claims	1	15986	Class 5	272.11	June 2022 Fax Service; June 2022 Phone Service
1187	05/19/2022	Claims	1	15987	Clifton Michael Coulter	817.50	May 2022 Statement
1188	05/19/2022	Claims	1	15988	Columbia Gorge Excavation LLC	1,588.58	Backfill for Re-located Electrical Line; Backfill for Re-located Electrical Line
1189	05/19/2022	Claims	1	15989	Columbia Gorge Interpretive Center	15,248.59	2022 Hotel/Motel Tax Contract
1190	05/19/2022	Claims	1	15990	Columbia Hardware Inc	441.52	April 2022 Statement
1191	05/19/2022	Claims	1	15991	Columbia River Disposal	200.08	April 2022 Garbage Service
1192	05/19/2022	Claims	1	15992	Crestline Construction Company, LLC	401,139.96	WW Project Outlay Report #2; Main D Pay Est. #1 4/1-4/30
1193	05/19/2022	Claims	1	15993	DbA Classy Glass Daniel W Bentrup	400.00	Window Cleaning
1194	05/19/2022	Claims	1	15994	DeVaul Publishing	207.87	Ad for CUP-Bolton Minister; Ad for 6 year Transportation Imp Program; Ad for 6 year Transportation Imp Program; Public Hearing-Trans Imp Program; Public Hearing-Trans Imp Program
1195	05/19/2022	Claims	1	15995	Department of Commerce	23,855.22	2022 Base Res Loan Payment
1196	05/19/2022	Claims	1	15996	Department of Ecology-Cashiering Unit	24,789.60	Waste Water Design Loan
1197	05/19/2022	Claims	1	15997	Cynthia Dominik-Medlin	818.42	Reimbursement for sewer issues
1198	05/19/2022	Claims	1	15998	Gorge Networks Inc	95.34	May 2022 WTP Broadband
1199	05/19/2022	Claims	1	15999	Gregory Scott Cheney	172.50	May 2022 Statement
1200	05/19/2022	Claims	1	16000	H2Oregon	20.41	April 2022 Statement; Drinking Water Dispenser for WWTP
1201	05/19/2022	Claims	1	16001	HD Fowler Company	164.77	Water Meter Supplies
1202	05/19/2022	Claims	1	16002	Insta-Pipe, Inc.	34,120.65	Waste Water Project; Waste Water Project
1203	05/19/2022	Claims	1	16003	Menke Jackson Beyer LLP	8,567.06	May Family BLA2021-07
1204	05/19/2022	Claims	1	16004	NAPA Auto Parts	1,264.06	April 2022 Statement
1205	05/19/2022	Claims	1	16005	NCL of Wisconsin Inc	309.03	Lab Supplies for WWTP

CHECK REGISTER

City Of Stevenson

Time: 16:46:42 Date: 05/17/2022

04/22/2022 To: 05/19/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1206	05/19/2022	Claims	1	16006	Office of State Treasurer - Cash Mgmt Di	275.46	May 2022 Remittance
1207	05/19/2022	Claims	1	16007	One Call Concepts Inc	33.17	April 2022 Statement
1208	05/19/2022	Claims	1	16008	PUD No 1 of Skamania County	5,904.42	April 2022 Statement; April 2022 Statement; Frank Johns Blinker-April 2022 Statement; April 2022 Statement
1209	05/19/2022	Claims	1	16009	PacWest Machinery Inc	1,931.03	Hose for Sweeper; Return of Sweeper Hose; Sweeper Hose
1210	05/19/2022	Claims	1	16010	Petty Cash	202.86	April 2022 Statement
1211	05/19/2022	Claims	1	16011	Precision Concrete Cutting	1,500.00	Sidewalk Survey Inspections
1212	05/19/2022	Claims	1	16012	QCL Inc	350.00	2022 Annual Hearing Tests
1213	05/19/2022	Claims	1	16013	RADCOMP Technologies	2,578.20	May 2022 Monthly Contract; Returned Computer Mounts
1214	05/19/2022	Claims	1	16014	Ricoh USA Inc	119.67	April 2022 Statement
1215	05/19/2022	Claims	1	16015	Skamania County Chamber of Commerce	17,665.46	April 2022 Statement
1216	05/19/2022	Claims	1	16016	Skamania County Fire District #1	3,229.71	2022 Radio Maintenance & Infrastructure Fees
1217	05/19/2022	Claims	1	16017	Skamania County Probation	130.00	April 2022 Probation Costs
1218	05/19/2022	Claims	1	16018	Skamania County Prosecutor	1,333.00	April 2022 Prosecuting Attorney Fees
1219	05/19/2022	Claims	1	16019	Skamania County Sheriff	2,280.00	March 2022 Incarceration Fees
1220	05/19/2022	Claims	1	16020	Skamania County Treasurer	18,433.64	May 2022 Remittance; May 2022 Remittance
1221	05/19/2022	Claims	1	16021	Timothy Charles Shell	1,950.00	April 2022 Statement
1222	05/19/2022	Claims	1	16022	Traffic Safety Supply Co	1,198.44	No Parking/Truck Parking Prohibited Signs
1223	05/19/2022	Claims	1	16023	US Bank Safekeeping	30.00	April 2022 Safekeeping Fees
1224	05/19/2022	Claims	1	16024	US Bank Voyager Fleet Systems	1,822.17	April 2022 Statement
1225	05/19/2022	Claims	1	16025	US Bank	4,914.81	April 2022 Card #1 Credit Card Statement; April 2022 Card #2 Credit Card Statement
1226	05/19/2022	Claims	1	16026	USA Bluebook	285.16	Water Testing Supplies
1227	05/19/2022	Claims	1	16027	Verizon Wireless	102.80	April 2022 Cell Phone Charges
1228	05/19/2022	Claims	1	16028	WEX Bank	518.12	April 2022 Statement
1229	05/19/2022	Claims	1	16029	WSP USA Inc	4,153.25	First Ped Amenities Overlook
1230	05/19/2022	Claims	1	16030	Wallis Engineering PLLC	69,416.02	Wastewater Collection System; Wastewater Collection System; Wastewater Collection System
1231	05/19/2022	Claims	1	16031	Wave Broadband	286.15	May 2022 City Hall Internet Service; May 2022 WWTP Service; May 2022 Firehall Internet Service

001 General Expense Fund	44,404.86	
100 Street Fund	59,748.53	
103 Tourism Promo & Develop Fund	32,914.05	
311 First Street	4,153.25	
400 Water/Sewer Fund	110,691.51	
410 Wastewater System Upgrades	418,856.56	
500 Equipment Service Fund	6,336.21	
630 Stevenson Municipal Court	279.91	
	677,384.88	Claims: 677,384.88

CHECK REGISTER

City Of Stevenson

Time: 16:46:42 Date: 05/17/2022

04/22/2022 To: 05/19/2022

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
-------	------	------	--------	-------	----------	--------	------

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

Clerk Treasurer: _____ Date: _____

Claims Vouchers Reviewed By:

Signed: _____

Signed: _____

Signed: _____

Auditing Committee (Councilmembers or Mayor)