

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**September 19, 2019**  
**6:00 PM, City Hall**

Items with an asterisk (\*) have been added or modified after the initial 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.

Councilmembers Robert Muth and Jenny Taylor request excused absences.

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

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

- a) **Liquor License Renewal** - North Bonneville PDA
- b) **Approve Proclamation Declaring September 2019 as Childhood Cancer Awareness Month** - Mayor Scott Anderson presents this proclamation for council consideration and approval. (p. 6)
- c) **Special Occasion Liquor License Application** - Skamania Democratic Central Committee at the Hegewald Center on Oct. 12 from 5-9:30pm.
- d) **Minutes** of August 22, 2019 City Council Meeting. (p. 7)

MOTION: To approve consent agenda items a-d.

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

**5. UNFINISHED BUSINESS:**

- a) **Sewer Plant Update** - Public Works Director Eric Hansen will provide an update on the Stevenson Wastewater System and the Compliance Schedule. (p. 19)

**6. COUNCIL BUSINESS:**

- a) **Approve Resolution 2019-346 Rescinding Resolution 2019-328 Regarding the Creation of a Metropolitan Park District** - City Administrator Leana Kinley presents this resolution

for council review and approval. A new resolution regarding the creation of a district for the purposes of supporting the pool will be presented at the October council meeting. (p. 24)

MOTION: To approve resolution 2019-346 rescinding resolution 2019-328 calling for the creation of a Metropolitan Park District.

- b) Approve the Wastewater Project Amendment No. 1 to the Wallis Contract** - City Administrator Leana Kinley presents this amendment for council consideration. The increased scope includes \$17,721 for a cultural review, which is required due to the location of the lift stations and treatment plant, and \$2,801 for an income and affordability study (sample documents attached). (p. 27)

MOTION: To approve Wastewater Project Amendment Number 1 with Wallis Engineering in the amount of \$20,522 for a revised contract amount of \$410,000.

- c) Approve Ratification of the Russell Avenue Project Local Agency Agreement Supplement No. 1 and Revised Project Prospectus** - Public Works Director Eric Hansen requests council approval of the Agreement Supplement No 1 and revised Project Prospectus with the Washington State Department of Transportation, which increases the overall project costs by \$254,013, from \$982,659 to \$1,236,672. (p. 55)

MOTION: To approve the ratification of the Local Agency Agreement Supplement No. 1 and revised Project Prospectus for the Russell Avenue Project for a total project cost of \$1,236,672.

- d) Approve Contract Amendment with Wallis Engineering for the Russell Project** - Public Works Director Eric Hansen requests approval of the attached contract amendment in the amount of \$5,760.82 for a total revised contract amount of \$235,745.81 for a change in the design from 8' wide sidewalks to 10' wide sidewalks. (p. 60)

MOTION: To approve Supplement Agreement Number 3 with Wallis Engineering in the amount of \$5,760.82 for a total revised contract amount of \$229,984.99.

- e) Planning Commission Appointment** - The Planning Commission is recommending City Council appoint Mike Beck to fill position #3, which was vacated by the resignation of Karen Ashley.

MOTION: To appoint Mike Beck to Planning Commission position #3.

- f) Approve Resolution 2019-345 Declaring the Intent to Adopt a Sales Tax Credit Authorized by House Bill 1406** - City Administrator Leana Kinley presents this resolution for council consideration. Funds from the sales tax credit can be used for affordable housing and related costs as outlined in the resolution. (p. 64)

MOTION: To approve Resolution 2019-345 declaring the intent of the city council to adopt legislation to authorize a sales and use tax for affordable and supportive housing in accordance with substitute house bill 1406 (chapter 338, laws of 2019) and other matters related thereto.

- g)** **Approve Ordinance 2109-1146 Regulating Camping** - City Administrator Leana Kinley presents Ordinance 2019-1146 regulating camping in the city for council consideration. A draft of this ordinance was presented and discussed at the August council meeting. (p. 66)

MOTION: To approve Ordinance 2019-1146 regulating camping in the city.

- h)** **Ordinance 2019-1147 Revising Fund Structure** - City Administrator Leana Kinley presents this ordinance for council review and consideration. This ordinance restricts the use of these funds to what is stated in the ordinance. The amount of money in each fund will be allocated with adoption of a revised 2019 budget ordinance. (p. 72)

MOTION: To approve ordinance 2019-1147 to add the General Reserve and Fire Reserve Funds to the fund structure.

- i)** **\*Approve Amendment No. 1 to DOE Loan for WWTP Design** - City Administrator Leana Kinley requests approval of amendment no. 1 to agreement no. WQC-2019-StevPW-00044 between the Washington State Department of Ecology and the City of Stevenson. This amendment adds the immediate improvements as task 4 for \$63,000, moving the money from the design task. The total amount of the loan and terms remain the same. (p. 74)

MOTION: To approve amendment no. 1 to agreement no. WQC-2019-StevPW-00044 between the State of Washington Department of Ecology and City of Stevenson.

- ij)** **Preliminary 2020 Budget** - City Administrator Leana Kinley presents the 2019 budget calendar and the proposed 2020 cost of living adjustment. The preliminary 2020 budget will be presented prior to the meeting for council review and discussion. (p. 81)

## **7. INFORMATION ITEMS:**

- a)** **Chamber of Commerce Activities** - The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in August, 2019. (p. 83)
- b)** **Sheriff's Report** - A copy of the Skamania County Sheriff's report for August, 2019 is attached for council review. (p. 85)
- c)** **Elected Officials Essentials Flyer** - Information about upcoming training for new and seasoned elected officials. (p. 91)

- d) Municipal Court Cases Filed** - A summary of Stevenson Municipal Court cases recently filed is attached for Council's review. (p. 92)
- e) Fire Department Report** - The attached report describes some of the activities conducted by the Stevenson Fire Department in August, 2019. (p. 93)
- f) Building Permits Issued** - Stevenson has 19 SFRs total with 9 started in 2019, 4 cabins, 1 triplex, and 73 building permits for 2019. 4 houses have been finalized since last council meeting. Invision wants to start talks soon to start the building phase of tree houses for the Lodge. North Bonneville has 2 SFRs and one duplex, 1 finalized since last council meeting.
- g) AWC 2020 Legislative Priorities** - The 2020 Legislative Priorities for the Association of Washington are attached for council review. (p. 94)
- h) \*Housing Market Information** - A copy of the August 2019 RMLS Mid-Columbia residential real estate statistics is attached for your review. (p. 96)

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

- a)** Eric Hansen, Public Works Director
- b)** Ben Shumaker, Community Development Director
- c)** Leana Kinley, City Administrator (p. 101)

**9. VOUCHER APPROVAL AND INVESTMENTS UPDATE:**

- a)** August 2019 payroll & September 2019 A/P checks have been audited and are presented for approval. August payroll checks 13806 thru 13810 total \$101,018.97 which includes twenty-one EFT payments. A/P Checks 13811 thru 13868 total \$162,592.47 which includes four ACH payments. The A/P Check Register is attached for your review. Detailed claims vouchers will be available for review at the Council meeting. August 2019 Investment Activity: \$300,000 bond matured at 1.3% (Federal Home Loan Mortgage Corp.), \$300,737.10 Non-Callable Bond purchased at 1.45% (Federal Farm Credit Bank). (p. 102)

**10. MAYOR AND COUNCIL REPORTS:**

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

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

- a) RCW 42.30.110(g) to review the performance of a public employee.



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

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*UPCOMING MEETINGS AND EVENTS:*

- Sept. 23rd Downtown Plan Concept Review, 6pm at Hegewald Center
- Sept. 24th Joint Meeting with Skamania County Fire District No. 2 to discuss Fire Hall project, 6pm at City Hall
- Oct. 5th Logtoberfest 1-7pm
- Oct 8th Joint Workshop with Skamania County to discuss Park Plaza project, 5:30pm at Commission Chambers

**CITY OF STEVENSON  
PROCLAMATION**

**A PROCLAMATION RECOGNIZING SEPTEMBER AS CHILDHOOD CANCER  
AWARENESS MONTH IN THE CITY OF STEVENSON**

**WHEREAS**, pediatric cancer is the leading cause of death by disease in children; and

**WHEREAS**, 1-in-285 children in the United States will be diagnosed by their 20<sup>th</sup> birthday; and

**WHEREAS**, 80 percent of childhood cancer cases are diagnosed only after the disease has metastasized and spread to other areas of the body; and

**WHEREAS**, two-thirds of childhood cancer patients will have long-lasting chronic conditions as a result of the treatments they go through; and

**WHEREAS**, the National Cancer Institute recognized the unique research needs of childhood cancer and increased funding to conduct this research; and

**WHEREAS**, in the last 20 years, only four new drugs have been deployed specifically to treat children with cancer; and

**WHEREAS**, researchers and healthcare professionals work diligently to dedicate their expertise to treat and cure children with cancer; and

**WHEREAS**, too many children are affected by this deadly disease and more must be done to raise awareness and find a cure.

**NOW, THEREFORE**, I, Scott Anderson, Mayor of the City of Stevenson, on behalf of the Stevenson City Council, do hereby proclaim September 2019 as:

***CHILDHOOD CANCER AWARENESS MONTH***

In the City of Stevenson. I encourage all Stevenson residents to learn more about childhood cancers and consider what we all can do to support children with cancer and their families.

Adopted this 19<sup>th</sup> day of September, 2019.

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

ATTEST: \_\_\_\_\_  
Leana Kinley, City Clerk

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**August 22, 2019**  
**6:00 PM, City Hall**

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**1. CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor Anderson called the meeting to order at 6:00 p.m. and led the Council and audience in the flag salute.

**PRESENT**

Councilmember Robert Muth  
Councilmember Paul Hendricks  
Councilmember Amy Weissfeld  
Councilmember Matthew Knudsen

**ABSENT**

Councilmember Jenny Taylor

**Others present:**

Ken Woodrich, City Attorney  
Leana Kinley, City Administrator  
Eric Hansen, Public Works Director  
Ben Shumaker, Stevenson Community Development Director  
Karl Russell, Building Inspector/Water System Manager

**2. CHANGES TO THE AGENDA:** Minor document additions were included in the current packet.

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

**a) Special Occasion Liquor License Application** - Friends of Stevenson Library at the Library on October 5 from 6-9pm.

**b) Approve Lodging for Permit Training** - Mary Corey will be attending the Washington Association of Permit Technician's Conference in Chelan on Sept. 30th and staying two nights. The negotiated rate for the conference is \$140 per night, higher than the \$94 per diem rate. Council approval would be for the higher rate of \$140 per night for her to attend the conference.

**c) Liquor License Renewal** - El Rio Texicana

**d) Water Adjustment** - Top Gear Driving School (Meter No. 201200) requested a water adjustment of \$19.60 for a leaky toilet which they have since repaired.

**e) Approve Resolution 2019-344 Authorizing New Post Office Box Custodians** - Former Deputy Clerk/Treasurer Carla Cosentino retired in February and was the last remaining custodian for the city's Post Office Box. This Resolution updates the custodians to Mary Corey and Leana Kinley.

**f) Approve Ratification of Resolution 2019-336 for a Scrivener's Change** - City Administrator Leana Kinley presented a scrivener's change to resolution 2019-336 regarding an affordable housing sales tax ballot measure for council approval. The

change is on page 4 of the document regarding how the question to the voters is asked.

**g) Minutes** of July 18, 2019 City Council Meeting.

**MOTION:** Councilmember Muth motioned to approve consent agenda items a-g as presented, followed by a second from Councilmember Hendricks. The motion passed unanimously.

#### **4. PUBLIC COMMENTS:**

Hannah Joy from Carson asked if the City Council was planning to subsidize the Skamania County pool even if the proposed levy passes. Historically the council has been OK with supporting pool.

Ken Woodrich, Attorney for the City advised the public comment period was just that, not for questions. Mayor Anderson stated there was no commitment from the City Council on the issue.

Mayor Anderson stated there would be no public comment tonight regarding Initiative 1639. He said enough people had stated their beliefs and it was time to let the matter rest.

Cliff Nutting from the west end of the county referred to a number of laws he felt were possibly being compromised regarding data bases of gun owners. He declared the Department of Licensing was the only department with the authority to compile names, and that was for pistols only. He said the State of Washington needed to issue additional guidelines regarding enforcement of I-1639.

Mary Repar of Home Valley spoke against the City of Stevenson issuing homeowners permits for septic systems when the city is looking to fund and build a new \$10M waste water treatment plant. She said she felt the city should put a moratorium on septic fields within city limits.

#### **5. OLD BUSINESS:**

**a) Discuss Letter Supporting Title 23 Waiver** - Olga Kaganova, Deputy General Manager with the Port of Cascade Locks spoke to City Council regarding a request the POCL was making to request a waiver from Title 23 requirements regarding the use of toll revenues on projects that receive federal funding. The Pacific Crest Trail crosses the bridge and she spoke about the need for safe crossings for pedestrians and bicyclists. The POCL is planning to install a pathway across the bridge to accommodate those users. A Federal Lands Access Program grant has been applied for but if accepted it means the 100% of the toll revenue would have to be devoted to the bridge. The Oregon Legislature did not provide any funds to pay for the project.

Stevenson City Council members pointed out the Port of Cascade Locks receives all the tolls generated with the vast majority coming from the Stevenson community and does not use the funds to fully maintain the bridge as intended. Kaganova

acknowledged 80% of the toll revenue is spent on the bridge maintenance, with the rest used for POCL projects. She went on to stress the regional economic benefits of the bridge.

Councilmember Hendricks noted his wife is the local representative for the Pacific Crest Trail Association and, speaking for himself, he was in support of the project but would like to see some revenue sharing. He noted among his constituents the perception is the lion's share of the tolls are paid by Stevenson residents without a lot of benefits seen by them. He shared the Bridge is the only interstate bridge that mandates it be open to pedestrians.

Councilmember Knudsen followed up with comments stating he felt there were also perceptions the POCL needs to make sure the developments and projects they invest in need to be more stable and profitable, rather than subsidizing them with BOTG toll revenue. Councilmember Weissfeld stated she did not feel it was appropriate for toll revenues to pay for green grass at the POCL Marine Business Park. She said she understood the current passage may be unsafe and was in support of the project but to ask for a waiver and then not comply with maintenance funded from tolls is not fair.

Councilmember Muth reviewed the legal language regarding the waiver and asked questions regarding where the actual request was going to-Oregon legislators or Washington?

Mary Repar asked about public comments and was this topic something she could talk on. She spoke, saying, "Hell, no" against supporting the waiver. She declared the POCL makes plenty of money from the bridge tolls and federal money received. She stated the Washington side has terrible access to the bridge and needs to be made safer. She said the POCL should give money back to Skamania County.

Cliff Nutting complained about the bicyclists and pedestrians not paying tolls or tire taxes or other means of revenue. He believed they should pay something for usage. He also opposed the waiver.

**MOTION** Made by Councilmember Hendricks: To authorize the Mayor to sign on the OneGorge letter of support for the Title 23 waiver as presented.

**MOTION** died for lack of a second.

**b) Discuss I-1639** - Council discussed whether or not to take further action regarding the enforcement of I-1639 within the City of Stevenson. Attached was a letter from the Sheriff regarding the matter.

Mayor Anderson noted a meeting regarding I-1639 meeting was held with Sheriff Brown, Pat Bond, Ken Woodrich, Adam Kick and City Administrator Leana Kinley. At the meeting Sheriff Brown stated he would continue controlling enhanced background checks but that other checks required by next summer may be hard. Proper training is upon seller, safe storage upon purchaser. Sheriff Brown

will continue to control what he can. He is doing his part as required in letter and will enforce law as drawn up-no changes anticipated.

Councilmember Knudsen shared Sheriff Brown was invited to attend the City Council meeting. He reiterated there was concern about liability, and referred to minutes from the July 2019 City Council meeting in which City Attorney Woodrich noted liability falls on enforcement. He said he had a concern with city money already being wasted without accountability and didn't want to misuse city funds on issues with enforcement. Councilmember Weissfeld took exception on Councilmember's Knudsen statement regarding poor accountability of city money. She stated she felt the letter from Sheriff Brown served the purpose.

Caleb Wold from Carson asked if the law would be enforced as Sheriff outlined? Councilmember Muth stated the Council is a legislative body, not an enforcement agency, so we can't take a position. The chief law enforcement officer has discretion on enforcement. City of Stevenson has contract with Sheriff's Office to provide Law Enforcement. Councilmember Knudsen stated he felt the liability issue has been addressed.

**c) Fire Hall Update** - Staff proposes holding a joint meeting with Fire District 2 and the Fire Chief to agree on a vision and goal for the new fire hall project. One proposal is the next Fire District 2 Commissioners meeting on Monday, September 9th at 6pm. Other availability can be discussed if a quorum of council will not be available. The latest renderings from the Needs Committee are attached.

Updated designs for the proposed firehall were presented in councilmember packets. City Administrator Kinley stated that before the project moves forward, it would help to have the City Council and Fire District 2 Commissioners agree on what the firehall should look like. Councilmembers and City Administrator Kinley discussed the ongoing issues and frustrations regarding the building of a new firehall. There were concerns over the delay in coming to a decision and all the back and forth in determining a design that meets the fire department needs but stays within city budget parameters.

Councilmember Knudsen asked for a clear agenda and direction during any additional meetings to avoid going around and round again. Councilmember Weissfeld agreed. She believed a consensus was arrived at during the last needs committee meeting. She questioned the need for another meeting if it meant going over the same topics.

Councilmember Weissfeld serves on the needs committee. She reported she urged it not to focus on design, that the needs were a priority.

All agreed there had been a proposal costing \$6.3M put before the council and the council had determined that was unaffordable. The question remains as to what could be built that is functional and meets the needs of the fire department. Councilmember Weissfeld does not want to build something drawn on the back of a napkin.

There was some confusion over who the meeting would involve. Ben Shumaker, City Planning stated it would be with the Fire Commission. Karl Russell, Fire Commissioner noted that none of the fire commissioners had been included in the current group of committees and wanted more involvement and input.

Councilmember Hendricks asked if there was a dollar amount they council could settle on in order to share at the meeting. No definite number was agreed to. He was concerned the last meeting was too contentious and wanted there to be understanding that everyone was on the same side. Ben Shumaker reminded the Council the Fire District is a taxing agency and will be paying some of the cost.

Councilmember Knudsen also asked if a firm dollar amount number could be determined. The consensus was it was unlikely.

Administrator Kinley asked the Council to consider what the framework for the new Firehouse would look like. Currently the ownership is split 50/50 between the fire department and the city. How should the new one be structured? Keep the same model or look at a larger picture? Councilmember Muth shared that he recalled it would be similar to the current arrangement, with the city owning the property and leasing the building to the fire department.

After further discussion a meeting was scheduled for September 24 at 6 p.m.

**d) Sewer Plant Update** - City Administrator Leana Kinley provided an update on the Stevenson Wastewater System and the Compliance Schedule. A report was attached for review. Administrator Kinley directed Councilors attention to the graph on page 33-34 that showed the trend lines are going down for BOD-TOS due to sidestreaming of waste. The amounts are still not within permitted levels for BOD, but they are continuing to reduce.

## **6. NEW BUSINESS:**

**a) Wastewater Connection Appeal** - Ron Richards and Terry Steeves appealed the requirement to connect to city sewer. The appeal procedure in SMC 13.08.070 (attached) allows the matter to come before Council. An email from Public Works Director Eric Hansen was attached with the initial appeal request and his recommendation. Administrator Kinley also included the city code that allows for an appeal.

Administrator Kinley shared recommendations from PWD Eric Hansen, in which he agreed to not connecting, as there are no plans to extend the main sewer line past the property in question. There is sewer but not in that area. It goes up School Street but not Kanaka.

Attorney Woodrich noted this was not a land use matter but just a utility appeal.

**MOTION:** Councilmember Muth motioned to approve the appeal by Ron Richards and Terry Steeves regarding connection to city sewer at 330 NW Kanaka Creek Rd. Motion was seconded by Councilmember Weissfeld.

Following the motion and second further discussion was held. Councilmember Knudsen shared he understood the situation but was concerned that the City was setting a trend whereby septic installation permits would be routinely issued rather than sewer hookups. It has been a common topic. Councilmember Hendricks agreed, noting he has not seen an appeal denied and asked if it would become common knowledge to apply for septic permits.

Councilmember Knudsen asked if the city needs to come up with a better plan to address this. What can we do as a system to overcome the problems of the hills? We've had this discussion over time. Should a moratorium be put in place?

Councilmember Weissfeld agreed it was a valid point but believed in going with staff advice. Councilmember Knudsen did not dispute Eric's recommendation but felt further discussion was warranted about a better plan to address the problem. He was concerned about allowing additional septic tanks while reducing the number of sewer hookups and accompanying fees the city needs to pay for the new sewage treatment plan.

**Voting:** Councilmembers Hendricks and Knudsen voted nay, Councilmembers Weissfeld and Muth voted aye. Mayor Anderson was advised he could cast the deciding vote, as it was not an ordinance or expenditure item. Mayor Anderson voted aye. The motion carried 3-2.

Further discussion was held regarding what future possibilities and tools could be used to address the issue. Councilmember Hendricks suggested placing the item as a topic for a future retreat.

**b) Park Plaza Design Approval** - The Stevenson Downtown Association presented the design for the Park Plaza project for council review and approval according to the stipulations outlined in their Tourism Fund contract. Once the Park Plaza is created there will need to be agreements in place regarding the care and maintenance of the facility. A workshop with the County Commissioners on October 8th or 9th at 5:30pm is proposed to start discussions on the framework for such agreements.

Marie Perez, Brian Adams and Joe Schlick shared information and details on the proposed Park Plaza Project set for the Skamania County Courthouse lawn in downtown Stevenson. They reviewed the history and timeline of the project. Without approval from the City of Stevenson the project cannot access \$147,000 provided by legislature.

- Concerns and questions from audience and Council included a lack of covered areas as protection against rain, maintenance and cleaning costs and responsibilities, possibility of homeless camping, parking, and entrance



to courthouse via the ADA pathway as door is now locked. If a geo-tech or archeological study shows problems can changes be made that don't increase costs?

- Positive comments were received about the layout and amphitheater, multi-usage/seasonal use and intent, lighting of bollards, open plan for viewpoints, ADA pathway, possible revenue from outdoor dining areas, etc. Mayor Anderson stated he still preferred placing the amphitheatre in the center to take advantage of the natural slope.

Joe Schlick noted the Stevenson downtown plan has parking as a topic to be addressed. Brian Adams pointed out that approval would also provide opportunities to obtain additional funds. A joint workshop with the County Commissioners is planned in early October to address maintenance, permits, archeological reviews, parking and other items in a long list of details. Councilmember Hendricks asked for construction blueprints to include provisions for a roof that can be retrofitted. Something temporary was also suggested, such as tents or sailcloth.

**MOTION:** To approve the Park Plaza Project Design as presented was made by Councilmember Knudsen with a second by Councilmember Paul Hendricks. The motion carried unanimously.

Ken Woodrich, City Attorney suggested appointing an ad-hoc committee to avoid holding a special meeting. Councilmembers Hendricks and Knudsen and Mayor Anderson will attend on October 8th at 5:30 at the County Commissioners Chambers.

**c) Discuss Ordinances to Address Homeless** - Council discussed the two draft ordinances (Sit-Lie and Camping) attached to assist Councilmembers with managing the increased number of homeless persons and camps now appearing throughout the city. The ordinances are independent of each other. They were based on those that City Attorney Woodrich drafted for the City of Washougal. City Administrator Leana Kinley noted the previous ordinances before council resulted in recommendations to direct people to local resources. These ordinances are now intended to legislate responses.

Ken Woodrich, City Attorney provided input regarding the ordinances and how the Sit-Lie language can be vulnerable to legal challenges. Washougal did not adopt the Sit-Lie, just the Camping ordinance.

The Port of Skamania County and Sheriff's Office are facing increased challenges regarding homelessness. They need legal tools to help address the issue. Attorney Woodrich shared some legal findings into ordinances that need to be observed. Ordinances that ban camping can be adopted and enforced if there is adequate shelter available either through NGO's or public entities. If the shelters are provided by churches, the church cannot require attendance at services as a condition for staying.

Attorney Woodrich referred to the City of Vancouver camping ordinance as a model of a reasonable restriction. If no shelter is available, cities cannot prohibit sleeping in public places but can limit stays, for example, to just one night. Definitions of camping need to be clear. RV's are included in the camping ordinance.

Sit-Lie ordinances prohibit people from lying in doorways, alleys, etc. and obstructing access to businesses. They are hard to enforce. No loitering signs are too vague and no longer used.

Ben Shumaker, Community Development Director asked if the Port of Skamania had adopted any ordinances related to homelessness and were they subject to the same provisions regarding shelters available? The response was they have not, they would need to pass a similar ordinance for any property they own within the county and work with the Sheriff's Office.

Following Council discussion, audience comments and further explanations regarding problems and options that occur with ordinances addressing homelessness, the Council asked Administrator Kinley to come to the next meeting with a sample ordinance regarding camping by homeless individuals. Councilmember Weissfeld noted she was OK with a camping ordinance but felt the provisions regarding sleeping in a vehicle on any street during the day needed to be removed or revised. She also felt the Sit-Lie ordinance was too harsh as it seemed directed at just one situation and she it was a sledgehammer approach. Councilmember Muth noted the penalties do not match fines or jail times, and recommended running the sample ordinance past the county prosecuting attorney. Attorney Woodrich suggested this was the first step to avoid the establishment of homeless encampments that have the potential to become health and fire hazards. He advised that even with an ordinance in place it should not be the last time a discussion about homelessness should take place. Councilmember Hendricks noted that addressing homelessness was an item on the goals for City Council.

**d) Approve lamResponding Contract** - Fire Chief Rob Farris requested approval of the contract with lamResponding for supplemental dispatch services. The department has tried it out over the past year and are so pleased they are expanding use to other agencies in the county. This will be for 3 years, at \$300 each year. The cost is split between Stevenson Fire Department and Fire District 2.

**MOTION:** To approve the contract with lamResponding for three years at \$300 each year was made by Paul Hendricks with a second provided by Amy Weissfeld. The motion passed unanimously.

**e) Discuss 2020 Goals** - City Administrator Leana Kinley presented a memo and current strategic plan status for aiding the discussion of goals for the 2020 budget cycle.

City Administrator Leana Kinley demonstrated a Gant chart that showed priorities based on original goals. Some additions from the recent staff and board survey were included at the bottom.

City Administrator Kinley wanted to know what items on or off the timeline could be taken off or exchanged. The chart showed the work planned through the years 2020-2021 as well as long-term projects. The Council discussed what progress was being made with goals and what still needed to be done.

Councilmember Knudsen stated he was concerned about how the City was spending on loans. He asked what could be removed. Administrator Kinley explained the loans were all for capital projects and the capital improvement program will merge those programs together as project fund planning. Councilmember Knudsen asked for more information on the one-off's that appear frequently. It was pointed out that the items usually are within the budget. The budget approved by the Council may require budget amendments and contract approval with specific dollar amounts, and any amounts that exceed need to be adjusted accordingly or authorized through a budget amendment. Councilmember Muth asked if the city budget and allocations were built on council priorities. Councilmember Hendricks asked if staff had any needs they would like to see included.

Broadband expansion was noted not to be on the list. Administrator Kinley suggested internships may be one way to leverage staffing for that project. Mayor Anderson stated broadband was not possible due to time limits of staff.

Ben Shumaker, Community Development Director said the biggest needs to address were a deliberate growth strategy determined in large part by the buildable lands and housing needs assessment currently taking place which in conjunction with the county could help coordinate growth. Capital improvement plan could help fill the gap between the budget and long-term planning to help find and prioritize funds. Mayor Anderson pointed out the chart was a good visual to help coordinate projects and combine resources especially when it came to projecting road and utility work.

Shumaker also noted the road diet was accomplished for local streets, but this plan would help land use policies match the city's ability to provide utilities and eventually make it a condition of approval to extend utilities beyond city limits if annexation is approved. Attorney Woodrich suggested making it a matter of policy.

Karl stated the water system goals were attainable and he felt not much needed to be changed.

Councilmember Weissfeld asked where the communication plan was as it was not on the chart. Councilmember Knudsen noted it was ever changing and there was always room for communication improvement. Administrator Kinley pointed out the recent outreach via the fair booth and newspaper articles and letters to the editor

as good examples. Councilmember Weissfeld asked that for any large projects communication with residents be maintained.

Mayor Anderson noted there had been a lot accomplished and to stay the course. Councilmember Weissfeld asked what do we plan for next? Is there another retreat planned? Administrator Kinley stated she envisioned one for early 2020. A consensus was for water needs and critical infrastructure. Councilmember Knudsen suggested to look at what is not here, particularly affordable housing.

An audience member asked if affordable housing meant building homes for people on welfare or for middle income. She requested some way to help builders put up houses less expensively. Councilmember Hendricks said they were exploring various options including tiered permitting fees to lower the costs of development.

Mayor Anderson stated finding altruistic people such as the MOSS group willing to help others was important when it came to helping solve the housing situation. Mayor Anderson stated it was expensive, people working multiple jobs still could not afford housing in the area. Councilmember Knudsen shared he was President of the MOSS group. Councilmember Weissfeld stated she agreed but referred to individuals connected with the MOSS group had spoken rudely to her. She requested respectful dialogue in the future.

City Administrator Kinley reiterated if the proposed .1% sales tax levy passes in November, it would allow the city to access a sales tax credit to gain approximately \$53,000 to help support rental assistance or low-income housing.

## **7. INFORMATION ITEMS:**

**a) Sheriff's Report** - A copy of the Skamania County Sheriff's report for July 2019 was attached for council review.

**b) Chamber of Commerce Activities** - A copy of the Chamber of Commerce Activities report for July 2019 was attached for council review.

**c) Planning Commission Minutes** - Minutes were attached from the 7/8/19 Planning Commission meeting.

**d) Lakeview Street History** - Attached was an email and associated documents describing the history of Lakeview Street.

**e) Fire Department Report** - A copy of the Fire Department's report for July 2019 was attached for council review.

**f) Municipal Court Cases Filed** - A summary of Stevenson Municipal Court cases recently filed was attached for council's review.

**g) Affordable Housing Sales Tax Measure** - The information sheet regarding the November 2019 ballot measure for a .1% sales tax for affordable housing was attached for review.

## **8. CITY ADMINISTRATOR AND STAFF REPORTS:**

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

Ben Shumaker noted the downtown planning workshop is scheduled for either September 23rd or 25th at 6 p.m. The concepts developed will be presented for

review. He urged the council to attend if possible. So far over 60 residents have taken part and he is pleased with the engagement and data collection. There are more concepts in the works. The downtown plan will help inform the Capital Improvement Program.

Karen Ashley has retired from the Planning Commission so a seat is vacant. Shumaker is recruiting for a new member and only city residents can serve.

On the Loop Road project, council decided not to run a sewer line. Now two property owners came in to ask about sewer hook-ups. To extend the sewer line and fix other items it would cost \$900K, to just run the additional line would cost \$300K.

Karl Russell, Building Inspector/Water System Manager stated there are 23 houses under new construction, 9 in 2019. All but one of the 9 are single family residences. 70 building permits total for 2019. The McCloskey construction has run into neighbor's sewer lines on the property-the lawyers are talking. Shumaker stated that land use expectations and utilities are mismatched. Karl noted that one-off's, single homes and latecomers make it difficult to coordinate utilities and slow construction considerably. Mayor Anderson asked for a cost on installing sewer mains while the Loop Road construction is taking place. Administrator Kinley said she would work on getting the estimate. She reported that increases to water rates next year will be 5% water and 35% for wastewater. Karl expressed concerns that at the same time the rates are rising the Park Plaza appears to be using excessive amounts of water. He asked for water conservation to be stressed.

Shumaker noted that with the last zoning code update the council created new processes for interpretations of a use table. Prior decisions took much longer. He was able to save time by being able to make interpretations regarding zoning changes and that carving out trade, commercial and industrial districts was helpful.

#### **b) Leana Kinley, City Administrator**

Administrator Kinley reported the City received a water discharge permit for the water treatment plant that is good until 2024.

Kinley reported the new phone system went live on August 22nd, with individual voice mail and an incoming phone tree now available.

The IACC conference registration is open. It will be held in Wenatchee. It is a good place to learn about capital and construction project funding info. A number of staff are planning to attend.

Working on creating draft revised agreements and local agreement amendment for Russell Street project. May require a special council meeting. Public Works is waiting for two more temporary construction easements to come in order to finalize the project for construction.

Time sheet process: still on Excel spreadsheets and there are still problems. Nova Time could work for Public Works. It would cost \$4K for timesheet system initially, then \$2K per year. Current costs for staff to spend time moving spreadsheets is \$3,300. Administrator Kinley asked the council if they would approve looking at options. The consensus was yes.

**9. VOUCHER APPROVAL AND INVESTMENTS UPDATE:**

a) July 2019 payroll & August 2019 A/P checks have been audited and were presented for approval. July payroll checks 13735 thru 13739 total \$99,772.96 which includes twenty-five EFT payments. A/P Checks 13740 thru 13805 total \$199,696.10 which includes three ACH payments. The A/P Check Register was attached for your review. Detailed claims vouchers will be available for review at the Council meeting. No investment activity in July 2019.

**MOTION** to approve vouchers as presented made by Councilmember Muth with a second by Councilmember Hendricks. The motion passed unanimously.

**10. MAYOR AND COUNCIL REPORTS:**

Councilmember Knudsen requested that as the next city budget begins to be built could some funds go to homeless shelter and DV shelter. It was suggested to check with WGAP and SCCDVSA regarding their non-profit status.

Mayor Anderson reported the Regional Collaboration meeting between Skamania County cities, school district, Port, PUD, EDC and Commissioners went so well they are suggesting to meet quarterly in order to share info on projects. Councilmember Hendricks asked to be involved.

Skamania County EDC is in the process of hiring a new Executive Director.

**11. ISSUES FOR THE NEXT MEETING:** None reported.

**12. ADJOURNMENT** - Mayor Anderson adjourned the meeting at 8:57 p.m.

=====

Approved \_\_\_\_\_; Approved with revisions \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Minutes recorded by Johanna Roe



# City of Stevenson

Leana Kinley, City Administrator

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

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

To: Stevenson City Council  
From: Leana Kinley, City Administrator  
RE: Sewer Plant Update  
Meeting Date: September 19, 2019

## **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:**

### Plant Operations:

Plant contract operator Jacobs has informed the city they will terminate their contract on Dec. 31, 2019 (letter attached). Staff will be working over the coming months to transfer data, line up agreements for biosolids and get additional staff and equipment necessary to operate the plant in order to take over on January 1, 2020.

The plant is performing well and we plan on taking a clarifier offline for inspection and maintenance due to the decrease in loads. This hasn't happened since at least 2017.

The average monthly Influent BOD load has been:

### 2018

- January 675 lbs/day – No Effluent Violations
- February 1,793 lbs/day – No Effluent Violations
- March 1,099 lbs/day – BOD and TSS Effluent Violations
- April 991 lbs/day – BOD and TSS Effluent Violations
- May 1,265 lbs/day – BOD and TSS Effluent Violations
- June 1,124 lbs/day – No Effluent Violations
- July 920 lbs/day – Low pH Violation (one day)
- August 1,113 lbs/day – No Effluent Violations
- September 1,439 lbs/day – Low pH Violation (one day)
- October 1,072 lbs/day – No Effluent Violations
- November 1,032 lbs/day – No Effluent Violations
- December 807 lbs/day – No Effluent Violations

### 2019

- January 776 lbs/day – Solids washout from clarifiers on 29<sup>th</sup> and 30<sup>th</sup>, TSS and BOD Effluent Violations
- February 749 lbs/day – Solids washout from clarifiers on the 18<sup>th</sup>.

- March 803 lbs/day – Solids washout from clarifiers on March 13<sup>th</sup>, TSS Effluent Violation
- April 589 lbs/day – Solids washout from clarifiers on April 1<sup>st</sup>
- May 1,067 lbs/day – No Effluent Violations
- June 897 lbs/day – No Effluent Violations
- July 785 lbs/day – No Effluent Violations
- August 833 lbs/day – No Effluent Violations

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:

Progress continues to be made on the WWTP design. A draft remodeling of the current lab area to a certifiable lab space was presented and discussed. This may need to be fast-tracked due to the contract changes with Jacobs. Other aspects recently discussed include the Headworks and Blower Building concepts. Everything is on track for an October presentation to council.

Funding:

The report for the CERB grant is in process, staff will incorporate the results on the feasibility of the sidestream material disposal.

The city received a Notice of Further Consideration for the its EDA application for lift station improvements and flood protection at the wastewater treatment plant (letter attached). There is a list of Engineering, Environmental and Legal items they need information on by October 12 in order to move forward. The total project amount is \$5,068,000 and 80% would be covered by the grant and the remaining 20% will be covered by a USDA loan that the city is in the process of obtaining.

Staff is responding to questions on the USDA application for the EDA match and obtaining the additional paperwork needed for the loan, which includes a Cultural Resources survey.

Compliance:

Staff has discussed a draft amended Administrative Order with Ecology. It will require additional testing and add time to the daily rounds impacting the budget. One item they mentioned possibly adding is a Rate Study. With all the recent changes staff is recommending a rate study whether or not Ecology requires it. There are opportunities for a rate study to be done at no cost to the city through Rural Community Assistance Corporation (RCAC), funded through either USDA or DOE.

Action Needed:

None.





**JACOBS**

818 Riverside Drive  
Hood River, OR 97031  
Tel 541-386-2432  
Fax 541-386-6236

September 6, 2019

Mr. Eric Hansen  
Public Works Director  
City of Stevenson, Washington  
PO Box 371  
Stevenson, Washington 98648

Subject: Agreement for Operations, Maintenance and Management Services for the City of Stevenson, Washington (the "Agreement") between Operations Management International ("OMI") and the City of Stevenson.

Dear Mr. Hansen:

I am writing to you today regarding the above referenced Agreement, specifically the renewal option set forth in Article 2.1 of the subject Agreement. As you are aware, the current term of this Agreement expires on December 31<sup>st</sup> of this year. After careful evaluation, OMI has determined that it will not be able to renew the Agreement for another 5-year term. We are thankful to the City for being our partner for so many years and we will work with the City to ensure a smooth transition to another contractor effective January 1, 2020.

Please feel free to contact me at 541-386-2432 if you have any questions.

Sincerely,

Louie Hooks  
Project Manager

cc: File  
Efrain Rodriguez – Regional Director of Operations



**U. S. DEPARTMENT OF COMMERCE**  
Economic Development Administration  
915 Second Avenue, Room 1890  
Seattle, WA 98174  
Fax: 206.220.7669  
Voice: 206.220.7660

September 11, 2019

In reply refer to:  
EDA Control No. 113223

Ms. Leana Kinley  
City Administrator  
City Administrator's Office  
City of Stevenson  
7121 East Loop Road  
Stevenson, Washington 98648

Dear Ms. Kinley:

The Economic Development Administration (EDA) is pleased to inform you that your application has been reviewed for merit and selected for further consideration. **Please, note that this notification of further consideration is intended to inform you of EDA's competitive preliminary selection of your project, but does not guarantee final approval or legally bind EDA to make an award.**

Subject to the availability of funds, your proposed project, estimated to cost \$5,068,000 will be considered for \$4,054,400 in EDA funding under the Economic Adjustment program, authorized under section Title II, Section 209 of the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. Section 3121 et seq.).

By acceptance of this letter, you agree to provide all additional information requested below, and any other additional information that may be requested subsequently. You also acknowledge that final approval and the timing of such an approval are subject to EDA's acceptance of all required information and the availability of EDA funding.

**Additional Information:** Please address the following concerns, providing responses and updated items as necessary to Justin Jones by October 12, 2019:

Engineering:

- Underground conveyance pipes may be in poor condition, allowing for undesirable levels of infiltration. If not mitigated in the future, the municipality could find itself in a similar situation of not being able to handle flow conditions. Please describe the city's 5-10 year plan for this.

Environmental:

- Please provide NWI Map with proposed project clearly marked.
- Please provide FEMA floodplain map with proposed project clearly marked.

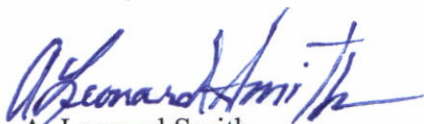
- Documentation of Compliance with Section 106 of the National Historic Preservation Act – Submit copies of correspondence exchanged with the State Historic Preservation Officer (SHPO)/THPO.
- Please provide documentation of EDA NEPA Public Notice publication using the attached templates. Please note that the floodplain notice has a 30-day public comment period and the NEPA notice has a 15-day public comment period.
- Please provide USFWS IPaC report.
- Please provide zoning map with proposed project clearly marked.
- Please provide a discussion of construction waste and name of receiving waste facility/facilities.
- Please provide discussion of hazardous and toxic substances relating to construction of proposed project.
- Please provide a copy of the Ecology Administrative Order.
- Please provide capacity vs. demand and discuss whether the proposed project would increase amount of water to the WWTP. If so, how much? Can the WWTP handle the increased load? Will proposed project necessitate changes to WWTP NPDES permit?
  - Please provide a short summary and estimated schedule for the separate projects that are planned to address the wastewater treatment system's capacity to handle waste loads.
- Please discuss whether temporary lane closures will impact traffic patterns.
- Please provide any public comments you have received concerning the proposed project.
- Please confirm whether the proposed project meets the CE requirements under SEPA.

Legal:

- The preliminary engineering report identifies a number of easements and rights of way that will need to be accessed – Please describe the plan for gaining access to the property.
- Provide a copy of the terms for all sources of match funding (one grant and two loans).

The information requested above will supplement your application and enable EDA to continue processing your application. If you cannot meet this deadline, or if you have questions regarding the requested information, please contact Justin Jones at (206) 220-7678 or [jjones4@eda.gov](mailto:jjones4@eda.gov).

Sincerely,



A. Leonard Smith  
Regional Director, Seattle Regional Office



# 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: Pool Metropolitan Parks District  
Meeting Date: September 19, 2019

## **Executive Summary:**

The City adopted Resolution 2019-328 in January to allow the voters in the Stevenson-Carson School District, less North Bonneville, to decide on creating a Metropolitan Park District for the pool. There was a Public Hearing by the Boundary Review Board on August 29<sup>th</sup> where a significant portion of the Stabler/Hemlock community expressed, via petition, to not participate in the district. There were other concerns related to the boundaries and authority of the district brought up which make the rescinding the original proposition and creating a new proposition the best course of action.

## **Overview of Items:**

Consensus in the Boundary Review Board meeting was the pool is a community asset and should be preserved. Concerns expressed were about the creation of another governing body, the ability of a Metropolitan Park District to expand beyond the limited purpose it was intended (pool only), the ability of the district to raise taxes without a vote of the people, and the ability of the district to condemn or annex land.

In creating a new resolution for a proposition there are options for the council to consider:

1. District Boundaries:
  - a. Stevenson City Limits-This would eliminate the need for a Boundary Review Board process and remove a concern of some who feel they live too far from the pool facility to benefit from it. It will be a smaller tax base, resulting in a higher tax rate than the initial \$.19 proposed.
  - b. Stevenson City Limits and Urban Area-This option has been discussed with the county as they would need to adopt a resolution on this district boundary option. There would still need to be a Boundary Review Board process. The tax base would be larger, helping to reduce the initial rate. There may be more opposition within the urban area to the district.
  - c. Other solutions which expand the district outside the Urban Area and would need a resolution from the County and be subject to the Boundary Review Board process.
2. How will the Commissioners be selected?
  - a. If the district is only the city limits of Stevenson, the city council can be the park district commissioners as well.
  - b. Commissioners can be voted on, which will increase costs of the district operations but allow for voters to elect the governing body.

- c. Commissioners can also be appointed by the city and county (depending on the district boundaries).
- 3. What is the scope of the district?
  - a. The initial measure for the School District boundaries was limited to the Pool. This option has the broadest support.
  - b. The district can be a parks and pool district. Council discussed at its retreat in 2018 the creation of a parks district for maintaining and improving city parks. If the district were only the city of Stevenson, this option is available. The levy rate would need to be higher than if it were only for running the pool.
- 4. What levy rate will be proposed?
  - a. The maximum levy rate for a Metropolitan Park District is \$.50. This would bring in about \$113k if the boundaries were the city limits and about \$160k if they include the urban area.
  - b. The breakdown of the revenue and expenses is below:

Pool Financials		
	17/18	18/19
Grants/Partnerships	52,162.10	76,358.00
School District	73,244.63	47,992.58
Total Non-Fee Revenue	125,406.73	124,350.58
Fee Revenue	78,561.26	75,861.42
Expenditures	(203,967.99)	(200,212.00)

**Action Needed:**

- Bring forward a resolution for a ballot measure creating a park district at the October 17<sup>th</sup> meeting – Yes/No
- What are the boundaries of the district?
  - Stevenson City Limits
  - Stevenson City Limits and Urban Area
  - Other:
- How will the Commissioners be selected?
  - If Stevenson only-Councilmembers
  - Appointed
  - Voted
- What is the scope of the district?
  - Pool Only
  - Parks and Pool
- What levy rate for the district?



**CITY OF STEVENSON  
RESOLUTION NO. 2019-346**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEVENSON  
RESCINDING RESOLUTION 2019-328 CALLING FOR THE CREATION  
OF A METROPOLITAN PARK DISTRICT**

**WHEREAS**, the City Council of the City of Stevenson passed Resolution 2019-328 on January 17, 2019 calling for the creation of a Metropolitan Park District; and

**WHEREAS**, a similar resolution was passed by the Skamania County Board of County Commissioners; and

**WHEREAS**, the Boundary Review Board took initial public comment regarding the boundaries of the district; and

**WHEREAS**, the hearing revealed that there is much confusion regarding the nature of the park district and the rationale for its boundaries; and

**WHEREAS**, we believe the County and the City can make a clearer record of the purpose and limitations of the district as well as the rationale behind the proposed boundaries and ease the burden on the Boundary Review Board; and

**WHEREAS**, rescinding the resolution will allow the Boundary Review Board to review a future proposal that is clearer.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Stevenson do hereby rescind Resolution 2019-328 and asks the Boundary Review Board to no longer consider the current proposal.

PASSED by the Council of the City of Stevenson this 19<sup>th</sup> day of September, 2019.

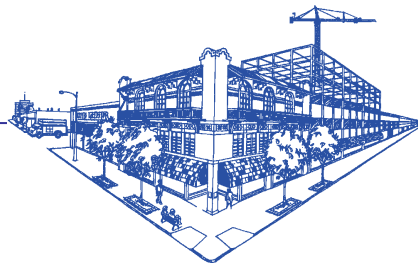
\_\_\_\_\_  
Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of the City of Stevenson

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



## MEMORANDUM

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To: Clark Worth – Barney & Worth, Inc.  
From: Eric Hovee  
Subject: Gladstone & Clackamas County Demographics  
Date: March 26, 2019

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On behalf of Barney & Worth, Inc., the economic and development consulting firm E. D. Hovee & Company, LLC has prepared this overview report to profile demographic characteristics for residents and households in the City of Gladstone with comparisons to Clackamas County and the entire state of Oregon. Also included is PRIZM household segmentation data for Gladstone.

### INFORMATION SOURCES

Data for this report is derived from the proprietary data firm Environics which has acquired and now provides geographically customized national demographic data previously available primarily from Nielsen/Claritas. A few notes regarding the data:

- Information is estimated as of 2019 – using 2000/10 Census plus American Community Survey data together with 5-year Environics/Claritas 2024 forecasts for some indicators. Data is provided for three geographies – residents within the City of Gladstone as compared with all residents of Clackamas County and for the state of Oregon.
- Psychographic groupings are based on PRIZM household segmentation – with 68 groupings defined nationwide. PRIZM is the household segmentation system, described by Claritas as means to reveal consumer preferences that “combines demographic, consumer behavior, and geographic data to help marketers identify, understand and reach their customers and prospects.”

Specifically noted with this report is that the most current demographic estimates of Environics are as of 2019. The official repository for population estimates in Oregon – the PSU Center for Population Research and Census – will not have published 2019 estimates available until Spring 2020.

The appendix to this memo report illustrates the boundaries of the Gladstone study area considered – together with detailed tabular information as obtained from Environics/Claritas.

## DEMOGRAPHIC OBSERVATIONS

What follows is an overview of preliminary observations drawn from this analysis.

### Summary Population & Household Trends

With the first table in the Appendix, summary information is provided for U.S. Census population, household, and family household information as per the 2000/2010 censuses together with an Environics/Claritas estimate for 2019 and a projection for 2014 – looking five years ahead:

- As of 2019, **population** of Gladstone is estimated at 12,273 residents – equating to a less than 3% share of Clackamas County’s total population of just over 421,800 – and to 0.3% of statewide population of approximately 4.5 million.
- From 2000-10, Gladstone’s **population increased** by less than 2% – well below the population growth factors of 11-12% experienced county- and state-wide. In the first 9 years of the current decade (of 2010-19), Gladstone’s growth rate has picked up – with in city population increasing by close to 7% – better than half the 12% growth experienced by Clackamas County and the 10% increase for all of Oregon.
- Looking ahead, **Environics projects** that Gladstone’s population growth will close to only about 1% point below the 6% increases projected county- and state-wide through 2024.
- As is the case throughout much of the U.S., **household growth** has outpaced population growth – due to shrinkage of the average number of persons per household. The disparity between household and population growth was particularly pronounced for Gladstone from 2000-2010, less so since 2010 – but still more so than for the county or state.

### Population Characteristics

- **Racial composition** of Gladstone’s population is fairly similar to that of Clackamas County – but diverges from statewide characteristics. Close to 88% of Gladstone’s population is white alone as compared to less than 86% county- and 81% state-wide. One noted difference is with the Asian alone segment of the population, estimated at less than 2% of Gladstone residents versus 4-5% county- and state-wide.
- The proportion of the population that is **Hispanic or Latino** is just under 9% both in-city and county-wide, below the state-wide proportion of 13%.
- In terms of **ancestry**, the top three ancestry groupings for Gladstone are German, English and Italian heritage – totaling about 29% of residents in-city as compared with 27% for Clackamas County and 23% for Oregon.
- At 89%, the proportion of residents that **speak English-only** at home is close to 90%, slightly above the 88% figure county-wide and the state-wide proportion of 85%.
- **Gender balance** is approximately 51/49 (female/male) in-city and county-wide, both with slightly higher proportions of women than for the entire state.



- At 41.8 years, **median age** of Gladstone residents is only modestly below the 42.0 median age figure county-wide but above the state-wide median of 39.9 years. Gladstone has a slightly above average share of young adults age 25-44 than is the case for the county but is slightly below the state. The proportion of Gladstone residents who are older adults age 75+ exceeds both state and county figures (but at a relatively small share of the overall population).

## Education & Affluence

- **Educational attainment** of Gladstone’s adult population (25 years of age and older) is below that of the entire county and state. Over 35% of Gladstone adults have only a high school education or less, as compared with 28% of adults county- and 33% state-wide. The difference is especially pronounced in terms of higher education with less than 23% of Gladstone residents having a bachelor’s degree or better versus 36% of adults county-wide and 32% statewide. However, a sizable 42% of in-city adults have some college or an associate’s degree.
- In-city, a relatively high 47% of **Hispanic/Latino adults** have no formal education beyond high school; the figure is also fairly high at 45% county-wide and considerably higher at 62% for all of Oregon.
- At \$66,455 per year, **median household income** of Gladstone households is 18% below the comparable Clackamas County median of \$80,945 – but above at 106% of the state-wide median of \$62,774. Gladstone incomes appear less favorable when calculated in terms of average incomes – averaging just under \$83,500 in Gladstone, 24% below the county-wide average of close to \$109,500 and 4% below the state-wide average of \$86,845. A smaller proportion of Gladstone households have income \$150,000 or more than is the case for Clackamas County or Oregon – which improves the county- and state-wide averages.
- When considered in terms of **race or ethnicity**, Asian households in Gladstone have incomes that are about 27% above those of white-alone households. By comparison, Latino/Hispanic incomes are 24% below, Black/African-American incomes are 30% below, and Native American incomes are 33% below those of white residents. Income disparities are also substantial on a state-wide though less so on a county-wide basis.
- At close to 9% of all Gladstone families, **poverty rates** are higher than the less than 6% poverty rate for all families county-wide but similar to the statewide figure of 9-10%.

## Household Demographics

- Of residents age 15 and over, a relatively low 43% in-city are **married with spouse present** as compared with 52% county- and 46% state-wide. Compared to the county and state, Gladstone has above average rates of its population that are never married, widowed, or divorced – both for males and females.
- **Non-family households** account for 34% of all households in Gladstone, above the 31% share of Clackamas County but below the statewide proportion of 37%.
- Gladstone households are slightly less likely to have **their own children** as part of the household than is the case county- or state-wide. The difference is most pronounced for

married couple families that have their own children – comprising 27% of households in Gladstone versus 32% of households county- and 30% state-wide.

- At 2.45 residents per household, **average household size** is somewhat below the Clackamas County figure of 2.53 and about the same as the state (2.44).
- Considerable additional data is available as to the characteristics of households with or without children **under the age of 18**. Of households *with* children under 18, about 62% in Gladstone 72% in Clackamas County, and 66% across Oregon are living in a household with a married couple. Of households *without* children, 41% in Gladstone are comprised of married couple families – similar to the state but below the 46% figure county-wide.
- Considerable information is also provided **regarding vehicle ownership and transportation patterns** of residents who commute to work. On average, Gladstone households own 2.0 vehicles and commute about 30 minutes to work – with fewer vehicles and shorter commutes than county-wide but more than occurs state-wide. While public transit use is somewhat greater, about 81% of Gladstone residents who work drive alone as compared with 75% of Clackamas County and 72% of Oregon residents who are employed. In addition to transit, other means of getting to work are carpooling, public transit, bicycling, and working at home – all of which are less prevalent in-city than county- or state-wide.

## Housing Characteristics

- Close to 70% of all housing units in Gladstone consist of **single family detached** units as compared to a slightly lower figure of 68% for all housing throughout Clackamas County and an even lower 63% share for the entire state. Gladstone residents are more likely than their county-wide counterparts to live in 2-3-4 plex units – and less likely to live in single-family detached, or apartments of 5+ units than their counterparts county- or state-wide.
- **Age of housing** is older in-city than county- or state-wide. The median housing structure in Gladstone was built in 1975 – 11 years earlier than the median housing unit in Clackamas County and six years before the median unit across Oregon. In large part, this is due to below average rates of population growth since 2000.
- Just under 62% of Gladstone households are **homeowners** – a figure that is comparable to the state but below the county-wide homeownership rate of 69%.
- At just over \$303,300, the median value of all owner-occupied housing in Gladstone is 28% below the Clackamas County **median home value** of \$419,900 but only 4% below the state-wide median of \$316,300.

## Employment & Occupation

- Approximately 64% of all persons age 16 and over – both in Gladstone and Clackamas County – are in the **labor force**, both above the state-wide labor force participation rate of 62%. However, at 4.3%, the unemployment rate is greater for in-city residents than the 2.9% rate estimated for all county residents and 3.9% rate for the entire state.

- While the majority of employment today consists of **white-collar jobs**, nearly 44% of Gladstone residents who are employed work at blue collar or service (including farming) jobs – as compared with 36% of resident workers county-wide and 39% state-wide.
- Depending on the geography, about two-thirds (66-68%) of workers are employed **by private-sector, for profit businesses**. Compared to the county or state, Gladstone residents are more likely to be employed in the private non-profit sector and less likely to work for government or be self-employed.
- When considered by **occupation**, Gladstone residents who are employed are more likely than their counterparts county- or state-wide to work in occupations of building/grounds maintenance, construction, food preparation/serving, health care support, installation and repair, life/physical/health science, office/administrative support, production, personal care/service and transportation/moving. Taken together, these occupations account for 61% of the jobs of Gladstone residents as compared with 47% of the jobs of all working residents county-wide and 49% of jobs state-wide.

## Summary Demographic Notes

To summarize, this review of demographics of Gladstone and all of Clackamas County indicates that:

- Gladstone has been a **comparatively slow growing** community since 2000, but the pace of growth is now beginning to pick up relative to the rest of the county and state.
- Gladstone is remarkably **similar** to the rest of the county in terms of such characteristics as race, ethnicity, ancestry and age of population – less similar to the state.
- The community **differs from the rest of the county** when it comes to characteristics related to education, affluence, housing and employment. Residents of Gladstone are more likely than their counterparts county-wide to be renters, live in older and lower value housing, work at blue collar or service jobs and drive alone to work. In-city residents are less likely to be as well educated, affluent, or live in traditional family arrangements as the full population of Clackamas County.
- On some key metrics, Gladstone is more **similar to the entire state of Oregon** than to the county in which it is located. Examples include levels of educational attainment, household incomes, poverty rates, and household characteristics including household size, rates of home-ownership and value of housing.

## PRIZM SEGMENTATION

Out of 68 PRIZM household and lifemode segments defined nationwide by Claritas, Gladstone has representation in 26. Fully 21 of these segments have much stronger representation in Gladstone than is the case throughout Oregon. The #1 Gladstone segment (termed by Environics as “Home Sweet Home”) comprises 9-10 times the share of households in Gladstone as occurs statewide.

The *top 6* segments account for over 50 % of Gladstone area households as compared with less than 10% of all households statewide. These *top 6* Gladstone segments are termed by Claritas as:

- **Home Sweet Home** (#26 segment) accounting for more than 11% of Gladstone households – are described by Claritas as upper mid(scale), middle age households without children. Widely scattered across the nation's suburbs and second cities, the residents of Home Sweet Home tend to be younger, midscale families living in mid-sized homes. The adults in the segment, mostly under 55, have gone to college and hold professional and white-collar jobs. These folks stay busy remodeling and improving their homes, enjoy the occasional night out singing karaoke, and follow professional sports.
- **Toolbelt Traditionalists** (#36) covering just under 11% of Gladstone households – described as upper mid(scale), older and mostly without kids. If something needs to be fixed, they are likely to do the work themselves with their own power tools or paint. They enjoy the benefits of AARP and are frequent QVC and HSN shoppers.
- **Cruisin' to Retirement** (#12) @ 10% of Gladstone households -- described as upscale, older, and mostly without kids. With their children mostly grown and out of the house, these older couples are Cruisin' to Retirement. They remain in the neighborhoods where they raised their families, enjoying the suburban lifestyle. They vacation often, watch golf on television, and listen to talk radio.
- **Pools & Patios** (#30) @ 7-8% of Gladstone households -- are upper mid(scale), younger, mostly with children. Pools & Patios represents one segment of middle-aged suburban families. In these stable neighborhoods graced with backyard pools and patios, residents work as white-collar managers and professionals, and are now at the top of their careers. They are above average technology users, often researching products and shopping online.
- **Metro Grads** (#50) @ 5-6% of Gladstone households – are lower mid(scale), middle age and mostly without children. Metro Grads are middle age singles and couples still establishing themselves in their careers and their lives. They are settled in suburban areas and second cities but are often out and about, attending everything from soccer and hockey games to operas.
- **Empty Nests** (#20) @ just over 5% of Gladstone households – are upper mid(scale), mature and without kids. With their grown-up children out of the house, Empty Nests is composed of upper-middle income older Americans who pursue active, and activist, lifestyles. Most residents are over 65 years old, but they show no interest in a rest-home retirement. They travel frequently, enjoy golf, and many are active in their country clubs or fraternal groups.

For added detail regarding detailed characteristics including Income Producing Assets (IPA) associated with each segment, see separate spreadsheet provided – labelled: Claritas PRIZM<sup>®</sup> Premier Master Demographic Spreadsheet 2018.

E. D. Hovee & Company, LLC appreciates the opportunity to provide this data profile and is available to address questions that may arise from review of the information presented.

# APPENDIX. MAPPED & TABULAR DATA DETAIL

## City of Gladstone



Source: EnviroNics/Claritas as is the case for all data with tables on subsequent pages.

## Summary Population & Household Trends (2000-2024)

Demographic Indicator	City of Gladstone	Clackamas County	State of Oregon
<b>Population</b>			
2000 Census	11,282	338,477	3,421,392
2010 Census	11,497	375,992	3,831,074
2019 Estimate	12,273	421,801	4,223,212
2024 Projection	12,912	448,893	4,469,365
<b>Population Growth</b>			
Percent Change: 2000 to 2010	1.91	11.08	11.97
Percent Change: 2010 to 2019	6.75	12.18	10.24
Percent Change: 2019 to 2024	5.21	6.42	5.83
<b>Households</b>			
2000 Census	4,248	128,240	1,333,716
2010 Census	4,561	145,790	1,518,938
2019 Estimate	4,968	165,728	1,692,389
2024 Projection	5,259	177,163	1,797,519
<b>Household Growth</b>			
Percent Change: 2000 to 2010	7.37	13.69	13.89
Percent Change: 2010 to 2019	8.92	13.68	11.42
Percent Change: 2019 to 2024	5.86	6.90	6.21
<b>Family Households</b>			
2000 Census	3,032	91,685	877,677
2010 Census	3,042	100,866	963,467
2019 Estimate	3,300	114,629	1,070,416
2024 Projection	3,493	122,548	1,136,483
<b>Family Household Growth</b>			
Percent Change: 2000 to 2010	0.33	10.01	9.78
Percent Change: 2010 to 2019	8.48	13.64	11.10
Percent Change: 2019 to 2024	5.85	6.91	6.17

Source: Environics/Claritas for this and subsequent tables.



## Population by Race, Ethnicity, Gender & Age (2019)

Demographic Indicator	Gladstone		Clackamas Co		Oregon	
	#	%	#	%	#	%
<b>2019 Est. Population by Single-Classification Race</b>						
White Alone	10,755	87.63	361,469	85.70	3,426,126	81.13
Black/African American Alone	167	1.36	4,566	1.08	85,070	2.01
American Indian/Alaskan Native Alone	130	1.06	3,729	0.88	60,307	1.43
Asian Alone	201	1.64	19,237	4.56	194,388	4.60
Native Hawaiian/Pacific Islander Alone	44	0.36	1,147	0.27	18,203	0.43
Some Other Race Alone	426	3.47	14,899	3.53	252,555	5.98
Two or More Races	550	4.48	16,754	3.97	186,563	4.42
<b>2019 Est. Population by Hispanic or Latino Origin</b>						
Not Hispanic or Latino	11,190	91.18	384,693	91.20	3,663,267	86.74
Hispanic or Latino	1,083	8.82	37,108	8.80	559,945	13.26
Mexican Origin	842	77.75	29,292	78.94	460,295	82.20
Puerto Rican Origin	36	3.32	977	2.63	11,045	1.97
Cuban Origin	10	0.92	527	1.42	6,018	1.07
All Other Hispanic or Latino	195	18.00	6,312	17.01	82,587	14.75
<b>2019 Est. Population by Selected Ancestry</b>						
German	1,884	15.35	62,535	14.83	552,182	13.07
English	1,096	8.93	37,665	8.93	319,951	7.58
Italian	591	4.82	14,456	3.43	117,647	2.79
Rest of Population	8,702	70.90	307,145	72.81	3,233,432	76.56
<b>2019 Est. Pop Age 5+ by Language Spoken At Home</b>						
Speak Only English at Home	10,429	89.70	349,334	87.60	3,379,525	84.86
Speak Asian/Pacific Isl. Lang. at Home	184	1.58	10,842	2.72	119,023	2.99
Speak Indo-European Language at Home	284	2.44	13,758	3.45	102,866	2.58
Speak Spanish at Home	646	5.56	22,576	5.66	356,380	8.95
Speak Other Language at Home	83	0.71	2,284	0.57	24,741	0.62
<b>2019 Est. Population by Sex</b>						
Male	5,979	48.72	207,324	49.15	2,091,477	49.52
Female	6,294	51.28	214,477	50.85	2,131,735	50.48
<b>2019 Est. Population by Age</b>						
Age 0 - 4	647	5.27	23,007	5.46	240,677.00	5.70
Age 5 - 9	693	5.65	24,109	5.72	245,288.00	5.81
Age 10 - 14	720	5.87	25,849	6.13	248,557.00	5.88
Age 15 - 17	436	3.55	16,451	3.90	153,134.00	3.63
Age 18 - 20	410	3.34	14,915	3.54	160,229.00	3.79
Age 21 - 24	569	4.64	19,922	4.72	213,466.00	5.05
Age 25 - 34	1,497	12.20	49,834	11.81	575,424.00	13.63
Age 35 - 44	1,724	14.05	53,218	12.62	551,091.00	13.05
Age 45 - 54	1,620	13.20	56,067	13.29	522,814.00	12.38
Age 55 - 64	1,701	13.86	60,568	14.36	553,478.00	13.11
Age 65 - 74	1,295	10.55	48,621	11.53	467,500.00	11.07
Age 75 - 84	604	4.92	20,242	4.80	204,428.00	4.84
Age 85 and over	357	2.91	8,998	2.13	87,126.00	2.06
Median Age	41.8	--	42.0	--	39.9	--
Average Age	41.7	--	41.3	--	40.6	--

## Education & Affluence (2019)

Demographic Indicator	Gladstone		Clackamas Co		Oregon	
	#	%	#	%	#	%
<b>2019 Est. Pop Age 25+ by Edu. Attainment</b>						
Less than 9th Grade	172	1.96	7,493	2.52	111,960.00	3.78
Some High School, No Diploma	590	6.71	12,281	4.13	179,695.00	6.07
High School Graduate (or GED)	2,340	26.60	63,021	21.18	688,146.00	23.23
Some College, No Degree	2,809	31.93	79,928	26.86	771,527.00	26.05
Associate's Degree	902	10.25	29,071	9.77	253,849.00	8.57
Bachelor's Degree	1,392	15.82	67,681	22.75	590,251.00	19.93
Master's Degree	444	5.05	26,055	8.76	252,791.00	8.54
Professional Degree	110	1.25	7,651	2.57	65,950.00	2.23
Doctorate Degree	39	0.44	4,367	1.47	47,692.00	1.61
<b>2019 Est. Pop Age 25+ by Edu. Attain., Hisp./Lat.</b>						
High School Diploma	142	26.05	4,682	25.07	105,167	37.30
High School Graduate	113	20.73	3,737	20.01	69,565	24.68
Some College or Associate's Degree	208	38.16	6,694	35.84	68,058	24.14
Bachelor's Degree or Higher	82	15.05	3,562	19.07	39,120	13.88
<b>2019 Est. Households by HH Income</b>						
Income < \$15,000	380	7.65	9,419	5.68	162,550	9.61
Income \$15,000 - \$24,999	430	8.65	11,118	6.71	149,755	8.85
Income \$25,000 - \$34,999	478	9.62	10,886	6.57	156,494	9.25
Income \$35,000 - \$49,999	489	9.84	16,670	10.06	213,933	12.64
Income \$50,000 - \$74,999	1,058	21.30	28,848	17.41	301,072	17.79
Income \$75,000 - \$99,999	731	14.71	22,787	13.75	217,513	12.85
Income \$100,000 - \$124,999	515	10.37	18,108	10.93	158,390	9.36
Income \$125,000 - \$149,999	356	7.17	13,848	8.36	108,340	6.40
Income \$150,000 - \$199,999	282	5.68	15,245	9.20	103,510	6.12
Income \$200,000 - \$249,999	109	2.19	7,287	4.40	50,919	3.01
Income \$250,000 - \$499,999	97	1.95	7,760	4.68	47,720	2.82
Income \$500,000+	43	0.86	3,752	2.26	22,193	1.31
2019 Est. Average Household Income	\$83,499	--	\$109,493	--	\$86,845	--
2019 Est. Median Household Income	\$66,455	--	\$80,945	--	\$62,774	--
<b>2019 Median HH Inc. by Single-Class. Race or Eth.</b>						
White Alone	\$81,868	--	\$67,069	--	\$64,053	--
Black or African American Alone	\$57,642	--	\$66,272	--	\$40,674	--
American Indian and Alaskan Native Alone	\$54,960	--	\$28,055	--	\$43,051	--
Asian Alone	\$103,922	--	\$68,760	--	\$82,045	--
Native Hawaiian and Other Pacific Islander Alone	\$64,248	--	\$112,500	--	\$48,753	--
Some Other Race Alone	\$52,608	--	\$66,088	--	\$48,618	--
Two or More Races	\$73,934	--	\$55,800	--	\$55,354	--
Hispanic or Latino	\$62,032	--	\$57,417	--	\$48,427	--
Not Hispanic or Latino	\$82,269	--	\$67,162	--	\$64,463	--
<b>2019 Est. Families by Poverty Status</b>						
2019 Families at or Above Poverty	3,008	91.15	107,965	94.19	968,515	90.48
2019 Families at or Above Poverty with children	1,467	44.45	46,313	40.40	401,545	37.51
2019 Families Below Poverty	292	8.85	6,664	5.81	101,901	9.52
2019 Families Below Poverty with children	208	6.30	4,775	4.17	74,969	7.00



## Household Demographics (2019)

Demographic Indicator	Gladstone		Clackamas Co		Oregon	
	#	%	#	%	#	%
<b>2019 Est. Pop Age 15+ by Marital Status</b>						
Total, Never Married	3,280	32.12	92,401	26.49	1,079,713	30.95
Male, Never Married	1,950	19.09	49,788	14.27	588,653	16.87
Female, Never Married	1,330	13.02	42,613	12.22	491,060	14.08
Married, Spouse Present	4,374	42.83	182,864	52.42	1,621,424	46.48
Married, Spouse Absent	390	3.82	12,028	3.45	138,417	3.97
Widowed	647	6.33	18,325	5.25	189,931	5.44
Male, Widowed	132	1.29	3,663	1.05	42,913	1.23
Female, Widowed	515	5.04	14,662	4.20	147,018	4.21
Divorced	1,522	14.90	43,218	12.39	459,205	13.16
Male, Divorced	554	5.42	19,277	5.53	201,239	5.77
Female, Divorced	968	9.48	23,941	6.86	257,966	7.39
<b>2019 Est. Households by Household Type</b>						
Family Households	3,300	66.42	114,629	69.17	1,070,416	63.25
NonFamily Households	1,668	33.58	51,099	30.83	621,973	36.75
<b>2019 Est. Group Quarters Population</b>						
2019 Est. Group Quarters Population	115	0.94	3,025	0.72	90,420	2.14
<b>2019 HHs By Ethnicity, Hispanic/Latino</b>						
2019 HHs By Ethnicity, Hispanic/Latino	271	5.46	9,464	5.71	141,321	8.35
<b>2019 Est. Family HH Type by Presence of Own Child.</b>						
Married Couple Family, own children	907	27.48	36,972	32.25	316,799	29.60
Married Couple Family, no own children	1,465	44.39	53,788	46.92	498,694	46.59
Male Householder, own children	132	4.00	3,978	3.47	41,919	3.92
Male Householder, no own children	132	4.00	3,554	3.10	36,596	3.42
Female Householder, own children	370	11.21	9,140	7.97	103,185	9.64
Female Householder, no own children	294	8.91	7,197	6.28	73,223	6.84
<b>2019 Est. Households by Household Size</b>						
1-Person Household	1,368	27.54	41,881	25.27	480,741	28.41
2-Person Household	1,718	34.58	58,298	35.18	601,028	35.51
3-Person Household	833	16.77	27,447	16.56	257,433	15.21
4-Person Household	625	12.58	22,438	13.54	198,218	11.71
5-Person Household	268	5.39	9,732	5.87	91,643	5.42
6-Person Household	98	1.97	3,799	2.29	38,599	2.28
7-or-more-person	58	1.17	2,133	1.29	24,727	1.46
2019 Est. Average Household Size	2.45	--	2.53	--	2.44	--

## More Household Demographics (2019)

Demographic Indicator	Gladstone		Clackamas Co		Oregon	
	#	%	#	%	#	%
<b>2019 Est. Households by Presence of People Under 18</b>						
2019 Est. Households by Presence of People Under 18	1,572	31.64	54,747	33.03	508,929	30.07
<b>Households with 1 or More People under Age 18</b>						
Married Couple Family	978	62.21	39,207	71.61	336,929	66.20
Other Family, Male Householder	150	9.54	4,525	8.27	47,980	9.43
Other Family, Female Householder	422	26.84	10,398	18.99	117,329	23.05
NonFamily Household, Male Householder	19	1.21	454	0.83	4,847	0.95
NonFamily Household, Female Householder	3	0.19	163	0.30	1,844	0.36
<b>2019 Est. Households with No People under Age 18</b>						
Households with No People under Age 18	3,396	68.36	110,981	66.97	1,183,460	69.93
<b>Households with No People under Age 18</b>						
Married Couple Family	1,392	40.99	51,544	46.44	478,619	40.44
Other Family, Male Householder	116	3.42	3,019	2.72	30,560	2.58
Other Family, Female Householder	244	7.18	5,934	5.35	59,059	4.99
NonFamily, Male Householder	714	21.02	22,740	20.49	287,696	24.31
NonFamily, Female Householder	930	27.39	27,744	25.00	327,526	27.68
<b>2019 Est. Households by Number of Vehicles</b>						
No Vehicles	396	7.97	9,349	5.64	127,238	7.52
1 Vehicle	1,439	28.96	43,012	25.95	538,603	31.82
2 Vehicles	1,851	37.26	65,098	39.28	641,213	37.89
3 Vehicles	803	16.16	31,543	19.03	262,017	15.48
4 Vehicles	349	7.03	10,332	6.23	83,893	4.96
5 or more Vehicles	130	2.62	6,394	3.86	39,425	2.33
2019 Est. Average Number of Vehicles	2.00	--	2.10	--	1.90	--
<b>2019 Est. Workers Age 16+ by Travel Time to Work</b>						
Less than 15 Minutes	1,280	22.60	41,446	22.07	563,612	31.43
15 - 29 Minutes	1,881	33.22	59,623	31.74	665,099	37.09
30 - 44 Minutes	1,469	25.94	47,505	25.29	328,341	18.31
45 - 59 Minutes	645	11.39	21,589	11.49	121,019	6.75
60 or more Minutes	388	6.85	17,671	9.41	115,319	6.43
2019 Est. Avg Travel Time to Work in Minutes	30.0	--	32.0	--	26.0	--
<b>2019 Est. Workers Age 16+ by Transp. to Work</b>						
2019 Est. Workers Age 16+ by Transp. to Work	5,844	100.00	202,841	100.00	1,915,864	100.00
Drove Alone	4,710	80.60	152,459	75.16	1,376,847	71.87
Carpooled	439	7.51	19,405	9.57	191,197	9.98
Public Transport	265	4.54	6,471	3.19	85,868	4.48
Walked	119	2.04	4,262	2.10	70,934	3.70
Bicycle	33	0.56	1,466	0.72	45,068	2.35
Other Means	49	0.84	2,194	1.08	20,945	1.09
Worked at Home	229	3.92	16,584	8.18	125,005	6.53

## Housing Characteristics (2019)

Demographic Indicator	Gladstone		Clackamas Co		Oregon	
	#	%	#	%	#	%
<b>2019 Est. Housing Units by Units in Structure</b>						
1 Unit Attached	124	2.38	7,449	4.21	83,454	4.51
1 Unit Detached	3,645	69.97	121,148	68.41	1,171,131	63.25
2 Units	174	3.34	2,439	1.38	53,646	2.90
3 to 4 Units	244	4.68	5,313	3.00	81,617	4.41
5 to 19 Units	357	6.85	15,143	8.55	150,911	8.15
20 to 49 Units	79	1.52	4,712	2.66	58,322	3.15
50 or More Units	240	4.61	9,092	5.13	96,005	5.18
Mobile Home or Trailer	346	6.64	11,560	6.53	151,780	8.20
Boat, RV, Van, etc.	0	0.00	239	0.14	4,707	0.25
<b>2019 Est. Housing Units by Year Structure Built</b>						
Built 2014 or Later	370	7.10	17,513	9.89	155,073	8.38
Built 2010 to 2013	16	0.31	4,121	2.33	29,810	1.61
Built 2000 to 2009	317	6.09	25,164	14.21	270,253	14.60
Built 1990 to 1999	664	12.75	32,285	18.23	297,159	16.05
Built 1980 to 1989	458	8.79	22,798	12.87	187,907	10.15
Built 1970 to 1979	1,560	29.95	33,039	18.66	329,260	17.78
Built 1960 to 1969	509	9.77	15,311	8.65	160,484	8.67
Built 1950 to 1959	588	11.29	10,014	5.66	138,762	7.49
Built 1940 to 1949	273	5.24	5,352	3.02	90,454	4.88
Built 1939 or Earlier	454	8.72	11,498	6.49	192,411	10.39
2019 Est. Median Year Structure Built	1975	--	1986	--	1981	--
<b>2019 Est. Occupied Housing Units by Tenure</b>						
Housing Units, Owner-Occupied	3,066	61.72	114,450	69.06	1,047,569	61.90
Housing Units, Renter-Occupied	1,902	38.28	51,278	30.94	644,820	38.10
<b>2019 Owner Occ. HUs: Avg. Length of Residence</b>						
2019 Owner Occ. HUs: Avg. Length of Residence	16.4	--	15.0	--	15.0	--
<b>2019 Renter Occ. HUs: Avg. Length of Residence</b>						
2019 Renter Occ. HUs: Avg. Length of Residence	5.5	--	5.8	--	5.8	--
<b>2019 Est. Owner-Occupied Housing Units by Value</b>						
Value Less Than \$20,000	109	3.56	2,175	1.90	31,491	3.01
Value \$20,000 - \$39,999	79	2.58	1,756	1.53	21,792	2.08
Value \$40,000 - \$59,999	16	0.52	1,022	0.89	15,625	1.49
Value \$60,000 - \$79,999	11	0.36	689	0.60	12,128	1.16
Value \$80,000 - \$99,999	16	0.52	676	0.59	15,769	1.50
Value \$100,000 - \$149,999	98	3.20	2,244	1.96	60,218	5.75
Value \$150,000 - \$199,999	218	7.11	2,930	2.56	99,991	9.54
Value \$200,000 - \$299,999	956	31.18	16,844	14.72	232,095	22.16
Value \$300,000 - \$399,999	808	26.35	24,112	21.07	194,984	18.61
Value \$400,000 - \$499,999	484	15.79	22,557	19.71	139,330	13.30
Value \$500,000 - \$749,999	183	5.97	22,596	19.74	133,306	12.72
Value \$750,000 - \$999,999	44	1.44	9,484	8.29	55,720	5.32
Value \$1,000,000 - \$1,499,999	11	0.36	4,658	4.07	23,036	2.20
Value \$1,500,000 - \$1,999,999	22	0.72	1,422	1.24	6,177	0.59
Value \$2,000,000 or more	11	0.36	1,285	1.12	5,907	0.56
2019 Est. Median All Owner-Occupied Housing Value	\$303,318	--	\$419,904	--	\$316,276	--

## Employment & Occupation – By Place of Residence (2019)

Demographic Indicator	Gladstone		Clackamas Co		Oregon	
	#	%	#	%	#	%
<b>2019 Est. Pop Age 16+ by Employment Status</b>						
In Armed Forces	0	0.00	135	0.04	2,703	0.08
Civilian - Employed	6,041	59.99	210,905	61.41	1,991,581	57.92
Civilian - Unemployed	437	4.34	9,865	2.87	132,566	3.85
Not in Labor Force	3,592	35.67	122,532	35.68	1,311,621	38.15
<b>2019 Est. Employed Civilian Population 16+ by Occupation Classification</b>						
White Collar	3,356	55.72	131,858	63.54	1,200,267	61.27
Blue Collar	1,442	23.94	40,226	19.39	367,574	18.76
Service and Farming	1,225	20.34	35,425	17.07	391,101	19.96
<b>2019 Est. Civ. Employed Pop 16+ by Class of Worker</b>						
2019 Est. Civ. Employed Pop 16+ by Class of Worker	6,023	100.00	207,509	100.00	1,958,942	100.00
For-Profit Private Workers	4,105	68.16	139,084	67.03	1,284,067	65.55
Non-Profit Private Workers	724	12.02	16,766	8.08	186,053	9.50
Local Government Workers	358	5.94	13,376	6.45	134,373	6.86
State Government Workers	174	2.89	7,786	3.75	96,899	4.95
Federal Government Workers	71	1.18	2,834	1.37	34,367	1.75
Self-Employed Workers	579	9.61	27,272	13.14	219,928	11.23
Unpaid Family Workers	12	0.20	391	0.19	3,255	0.17
<b>2019 Est. Civ. Employed Pop 16+ by Occupation</b>						
Architecture/Engineering	107	1.78	4,286	2.07	45,300	2.31
Arts/Design/Entertainment/Sports/Media	82	1.36	4,351	2.10	46,688	2.38
Building/Grounds Cleaning/Maintenance	204	3.39	5,705	2.75	71,472	3.65
Business/Financial Operations	224	3.72	10,275	4.95	88,719	4.53
Community/Social Services	46	0.76	3,264	1.57	41,031	2.10
Computer/Mathematical	154	2.56	5,476	2.64	60,469	3.09
Construction/Extraction	313	5.20	9,937	4.79	85,028	4.34
Education/Training/Library	253	4.20	11,246	5.42	109,309	5.58
Farming/Fishing/Forestry	12	0.20	2,487	1.20	36,684	1.87
Food Preparation/Serving Related	493	8.19	11,120	5.36	123,102	6.28
Healthcare Practitioner/Technician	200	3.32	12,885	6.21	108,207	5.52
Healthcare Support	154	2.56	4,344	2.09	42,477	2.17
Installation/Maintenance/Repair	189	3.14	5,472	2.64	49,778	2.54
Legal	30	0.50	1,973	0.95	20,110	1.03
Life/Physical/Social Science	69	1.15	1,688	0.81	20,484	1.05
Management	498	8.27	25,853	12.46	210,799	10.76
Office/Administrative Support	1,006	16.70	25,976	12.52	250,294	12.78
Production	456	7.57	11,355	5.47	111,117	5.67
Protective Services	74	1.23	3,345	1.61	29,731	1.52
Sales/Related	687	11.41	24,585	11.85	198,857	10.15
Personal Care/Service	288	4.78	8,424	4.06	87,635	4.47
Transportation/Material Moving	484	8.04	13,462	6.49	121,651	6.21

## PRIZM Household Segmentation (1<sup>st</sup> Page)

Household Segment		Oregon		Gladstone		
Code	Name	Count	%	Count	%	Index
1	Upper Crust	12,491	0.74	0	0.00	0
2	Networked Neighbors	13,679	0.81	1	0.02	2
3	Movers & Shakers	17,838	1.05	0	0.00	0
4	Young Digerati	43,631	2.58	0	0.00	0
5	Country Squires	19,412	1.15	0	0.00	0
6	Winner's Circle	18,466	1.09	8	0.16	15
7	Money & Brains	28,122	1.66	0	0.00	0
8	Gray Power	16,724	0.99	41	0.82	84
9	Big Fish, Small Pond	18,063	1.07	0	0.00	0
10	Executive Suites	22,628	1.34	143	2.88	215
11	Fast-Track Families	30,549	1.80	0	0.00	0
12	Cruisin' to Retirement	35,015	2.07	502	10.11	488
13	Upward Bound	31,269	1.85	221	4.45	241
14	Kids & Cul-de-Sacs	15,989	0.94	84	1.69	179
15	New Homesteaders	13,642	0.81	0	0.00	0
16	Beltway Boomers	14,535	0.86	58	1.17	136
17	Urban Elders	11,018	0.65	0	0.00	0
18	Mayberry-ville	55,455	3.28	0	0.00	0
19	American Dreams	39,108	2.31	0	0.00	0
20	Empty Nests	29,882	1.77	252	5.07	287
21	The Cosmopolitans	61,553	3.64	0	0.00	0
22	Middleburg Managers	41,504	2.45	219	4.41	180
23	Township Travelers	6,617	0.39	0	0.00	0
24	Pickup Patriarchs	14,827	0.88	0	0.00	0
25	Up-and-Comers	23,659	1.40	127	2.56	183
26	Home Sweet Home	20,110	1.19	559	11.25	947
27	Big Sky Families	22,132	1.31	0	0.00	0
28	Country Casuals	31,486	1.86	0	0.00	0
29	White Picket Fences	30,435	1.80	0	0.00	0
30	Pools & Patios	16,630	0.98	377	7.59	772
31	Connected Bohemians	44,477	2.63	0	0.00	0
32	Traditional Times	23,075	1.36	0	0.00	0
33	Second City Startups	5,956	0.35	0	0.00	0
34	Young & Influential	13,761	0.81	17	0.34	42
35	Urban Achievers	35,450	2.10	0	0.00	0
= Below Average Index				= Above Average Index		

**PRIZM Household Segmentation (2<sup>nd</sup> Page)**

Household Segment		Oregon		Gladstone		
Code	Name	Count	%	Count	%	Index
36	Toolbelt Traditionalists	37,424	2.21	542	10.91	493
37	Bright Lights, Li'l City	18,949	1.12	220	4.43	396
38	Hometown Retired	24,761	1.46	0	0.00	0
39	Kid Country, USA	15,425	0.91	0	0.00	0
40	Aspiring A-Listers	31,937	1.89	0	0.00	0
41	Domestic Duos	20,775	1.23	206	4.15	338
42	Multi-Culti Mosaic	16,816	0.99	0	0.00	0
43	City Roots	38,038	2.25	0	0.00	0
44	Country Strong	39,197	2.32	0	0.00	0
45	Urban Modern Mix	39,529	2.34	0	0.00	0
46	Heartlanders	30,636	1.81	0	0.00	0
47	Striving Selfies	32,968	1.95	66	1.33	68
48	Generation Web	30,539	1.80	161	3.24	180
49	American Classics	35,694	2.11	213	4.29	203
50	Metro Grads	22,383	1.32	278	5.60	423
51	Campers & Camo	25,080	1.48	0	0.00	0
52	Simple Pleasures	41,803	2.47	0	0.00	0
53	Lo-Tech Singles	16,491	0.97	138	2.78	285
54	Struggling Singles	18,590	1.10	129	2.60	236
55	Red, White & Blue	14,672	0.87	0	0.00	0
56	Multi-Culti Families	3,810	0.23	0	0.00	0
57	Back Country Folks	42,361	2.50	0	0.00	0
58	Golden Ponds	37,241	2.20	0	0.00	0
59	New Melting Pot	24,777	1.46	152	3.06	209
60	Small-Town Collegiates	14,155	0.84	0	0.00	0
61	Second City Generations	7,022	0.41	0	0.00	0
62	Crossroad Villagers	29,191	1.73	0	0.00	0
63	Low-Rise Living	39,168	2.31	0	0.00	0
64	Family Thrifts	6,941	0.41	0	0.00	0
65	Young & Rustic	11,251	0.67	0	0.00	0
66	New Beginnings	18,954	1.12	144	2.90	259
67	Park Bench Seniors	13,690	0.81	110	2.21	274
68	Bedrock America	12,933	0.76	0	0.00	0
	<b>Total</b>	<b>1,692,389</b>	<b>100.00</b>	<b>4,968</b>	<b>100.00</b>	<b>100</b>
	= Below Average Index				= Above Average Index	

Source: Environics/Claritas. Index values are relative to Oregon @ 100.

## Gladstone Utility Rates City Demographics

<b>Population</b>	12,273 in 2019 88% white (most others are Hispanic – 9%)
<b>Growth</b>	Population increase 6.8% since 2010 vs. 12.2% countywide and 10.2% statewide
<b>Age</b>	41.8 years median age vs. 42.0 (Clackamas County) 18.4% 65+ – almost identical to Clackamas County (18.5%), but above the statewide average (18.0%)
<b>Incomes</b>	\$66,455 median household income – well below countywide median (\$80,945) but above the statewide figure (\$62,774)
<b>Education</b>	Bachelors degree or higher 23% in comparison with countywide (36%) and statewide (32%)
<b>Employment</b>	64% in labor force (64% Clackamas County and 62% statewide) 56% white collar; 24% blue collar; 20% services Occupations: construction, building/grounds maintenance, food service, health care, office administration/support, production 9.6% self-employed Average commute time 30 minutes per day
<b>Family Status</b>	43% married with spouse present (52% countywide) 2.45 residents per household 38% 3+ person households
<b>Poverty</b>	9% of households below poverty line (6% Clackamas County; 9.5% statewide average)
<b>Housing Age</b>	Average home built in 1975 (Clackamas County average is 1986)
<b>Home Ownership</b>	61.7% owner-occupied vs. 69% (Clackamas County) and 61.9% (statewide)

*Sources:* PRIZM Lifestage Segmentation, Environics/Claritas, 2017  
2010 U.S. Census (2018 Update)

# Gladstone Utility Rates Affordability Worksheet

## U.S. EPA Guidelines

Drinking water – 2.0% of household income

Wastewater – 2.5% of household income

Total – 4.5% of household income

## Gladstone Rates

Average household income \$66,455

Water \$\_\_ per month (\$\_\_ per year) = \_\_%

Wastewater \$\_\_ per month (\$\_\_ per year) = \_\_%

Total \$57.69 per month (\$692.28 per year) = 1.0%

Poverty Guidelines income (family of 4) = \$25,750

Water \$\_\_ per month (with discount) = \_\_%

Wastewater \$\_\_ per month (with discount) = \_\_%

Total \$\_\_ per month (with discount) = \_\_%



**Gladstone Utility Rates**  
**Gladstone Households (2017)**  
**Net Worth**

**...Financial Capacity Varies Widely**

<b>Category</b>	<b>Household Net Worth</b>	<b>% Households</b>
Millionaires	\$1m or greater	0
Elite	\$350k – \$1m	19.59
High	\$200k – \$350K	7.33
<hr/>		
Above Average	\$100k – \$200k	14.04
Moderate	\$50k – \$100k	32.31
Below Average	\$25k – \$50k	4.43
<hr/>		
Low	Less than \$25k	16.79
		94.49%

*Net Worth:* household assets (including home equity), minus liabilities/debts

*Source:* PRIZM Lifestage Segmentation, Environics/Claritas, 2017

**Gladstone Utility Rates**  
**Gladstone Households (2017)**  
**Income Producing Assets (IPA)**

**...Financial Capacity Varies Widely**

<b>Category</b>	<b>Household IPA</b>	<b>% Households</b>
Millionaires	\$1m or greater	0
Elite	\$450k or greater	19.59
High	\$250k or higher	7.33
<hr/>		
Above Average	\$100k – \$250k	0
Moderate	\$50k – \$100k	8.44
Below Average	\$25k – \$50k	5.60
<hr/>		
Low	Less than \$25k	53.53
		94.49%

*IPA* = cash, savings, retirement accounts, stocks & bonds (does not include mortgage equity)

Source: PRIZM Lifestage Segmentation, Environics/Claritas, 2017

## Gladstone Utility Rates

### Peer Communities – Clackamas County (July 1, 2019)

Typical monthly residential charges based on 6 ccf of water use.

	Water	Sewer	Stormwater	Total
<b>Oak Lodge Water Services</b>	\$33.67	\$53.51	\$14.26	\$101.44
<b>Oregon City</b>	\$33.27	\$55.53	\$10.24	\$99.04
<b>Milwaukie</b>	\$32.72	\$57.41	\$28.75	\$118.88
<b>West Linn</b>	\$23.67	\$43.76	\$7.12	\$74.55
<b>Gladstone</b>	\$22.61	\$35.44	\$10.00	\$68.05

Source: City of Gladstone

### Peer Communities – U.S. (2019)

#### Group C Systems (small municipalities)

Average monthly residential water charge

<u>Base</u>	<u>500 cf</u>	<u>1,000 cf</u>	<u>Total</u>
\$17.36	\$29.69	\$46.01	\$47.01-\$63.37

Average monthly residential wastewater charge

<u>Base</u>	<u>500 cf</u>	<u>1,000 cf</u>	<u>Total</u>
\$19.68	\$33.11	\$49.02	\$52.79-\$68.70

Total charges

<u>Base</u>	<u>500 cf</u>	<u>1,000 cf</u>	<u>Total</u>
\$37.04	\$62.80	\$95.03	\$99.84-\$132.07

Source: 2019 Water and Wastewater Rate Survey, American Water Works Association

## Gladstone Utility Rates

### Low Income Affordability Program

- Base rates for water and stormwater sanitary sewer service discounted 50% for qualifying households. (Water use above the six unit minimum is charged at the full retail rate.)
- Qualifying limit set at 185% of current poverty guidelines; updated annually July 1 (USDHHS).
- Limits apply to one-person and two-person households (for all families).
- Customer must reapply each year by June 30.
- Current program use (April 2019): 121 households (109 from one mobile home park).
- Current program cost: \$??

2019 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA		
PERSON IN FAMILY/HOUSEHOLD	POVERTY GUIDELINE	185% OF POVERTY GUIDELINE
For families/households with more than 8 persons, add \$4,420 for each additional person.		
1	\$12,490	\$23,107
2	\$16,910	\$31,284
3	\$21,330	\$39,461
4	\$25,750	\$47,638
5	\$30,170	\$55,815
6	\$34,590	\$63,992
7	\$39,010	\$72,169
8	\$43,430	\$80,346

## **PROFESSIONAL SERVICES CONTRACT AMENDMENT #1**

THIS CONTRACT AMENDMENT #1(the "Amendment") to the PROFESSIONAL SERVICES CONTRACT effective as of April 18, 2019 (the "Agreement") is made and entered into this 19<sup>th</sup> day of September, **2019**, by and between CITY OF STEVENSON, a municipal corporation of the State of Washington, and hereinafter referred to as "CITY," and **Wallis Engineering, PLLC**, hereinafter referred to as the "Contractor."

NOW THEREFORE, CITY and Contractor agree to amend the Agreement as follows:

1. Contractor will perform additional services as set forth in the attached Exhibit "A1." Contractor shall make oral reports, and prepare and submit written reports, in such form and frequency as required by CITY.
2. Contractor shall be paid by CITY, for the additional work to be performed hereunder, as set forth in the attached Exhibit "A1" and Exhibit "B1." Any payment made to Contractor, however, shall not constitute acceptance of the work, or any portion thereof, which is not in accordance with this contract amendment.
3. The Contract shall be extended until December 31, 2021.

This Amendment together with the Agreement constitutes the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated, all other terms and conditions of the agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

The Parties, intending to be legally bound, indicate their approval of the Amendment by their signatures below.


[Signatures appear on next page]

IN WITNESS WHEREOF, the parties have executed this contract at Stevenson, Washington, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF STEVENSON

CONTRACTOR

By: \_\_\_\_\_  
Scott Anderson, Mayor

By:  \_\_\_\_\_  
Jane Yail, PE  
Principal Engineer

Mailing Address:  
215 West 4<sup>th</sup> Street  
Suite 200  
Vancouver, WA 98660

Approved as to form

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

360-695-7041  
Telephone Number

91-1944973  
Federal Tax ID Number

601-823-546  
UBI#

## **PROJECT BACKGROUND**

The City of Stevenson Wastewater Treatment Plant (WWTP) is in need of upgrades to replace deficient equipment and provide additional capacity. These upgrades have been identified in the City's 2017 General Sewer Plan and Wastewater Facilities Plan Update (GSP/FP), which was recently amended. The GSP/FP described a phased expansion of the WWTP, with Phase 1 including the following improvements:

- New headworks
- New aeration basin
- Disinfection upgrades
- Solids handling upgrades
- Support facility upgrades: standby generator and improvements to electrical, controls, instrumentation, and SCADA
- New laboratory and operations building
- Flood protection measures

Wallis Engineering is currently providing preliminary design services for these improvements under the prime agreement for this project.

## **SUPPLEMENTAL SCOPE OF WORK NO. 1**

This supplemental agreement is for additional services requested by the City in order to support permitting and funding requirements.

The City is currently applying for grant and loan funds from the US Department of Commerce and the US Department of Agriculture (USDA). USDA has requested completion of a cultural resources study and report prior to funding agreement completion. This work would typically be completed during final design, but preliminary design is advanced to a sufficient level to begin this permitting effort.

Also, the City would like to ascertain affordability with respect to raising their sewer rates – a necessary action to pay for improvements to the treatment plant and collection system. Current income survey information indicates a large portion of the population with lower incomes, but does not provide additional affordability information necessary to inform rate adjustment. Detailed demographic data is available through Barney and Worth that can provide this affordability information. This data has been obtained by other cities in order to help them adjust their sewer rates fairly, and may also be used to assist in obtaining funding by demonstration of hardship.

## **TASK 1 PROJECT MANAGEMENT AND ADMINISTRATION (SUPPLEMENTED)**

### ***Task 1.5 Demographic Analysis (New Subtask)***

Barney and Worth will complete a demographic analysis for the City of Stevenson. This analysis will result in detailed income and affordability data for every resident in the City, which can be used to inform sewer rate adjustment and assist in funding procurement.

**Task 1 Assumption:**

- This task would take approximately three weeks to complete

**Task 1 Deliverables:**

- Demographic data for all residents within the City of Stevenson

**TASK 7 PERMITTING (NEW TASK)**

**7.1 Cultural Resources Survey and Report**

Archaeological Investigations Northwest (AINW) will complete a cultural resources study of the City's proposed wastewater system improvements, including upgrades of the wastewater treatment plant, Cascade Avenue pump station, Kanaka Creek pump station, Fairgrounds pump station, Rock Creek pump station, and Cascade interceptor pipeline. The size of the Area of Potential Effects (APE) totals approximately 8 acres. The cultural resources survey will comply with the requirements of Section 106 of the National Historic Preservation Act of 1966 (as amended) and its implementing regulations (36CFR800), and the Washington State Department of Archaeology and Historic Preservation (DAHP) standards. The survey will include a pedestrian survey of the APE and up to ten (10) shovel tests. AINW will complete Historic Property Inventory (HPI) forms for the historic-period resources. AINW will prepare a cultural resources technical report. Wallis Engineering will provide coordination and background to AINW for use in completing their work.

**Task 7 Assumption:**

- There are no archaeological resources within the APE
- Historic resources will not be eligible for listing to the National Register of Historic Places

**Task 7 Deliverables:**

- Cultural Resources Technical Report

*P:\14\1477A WWTP and Collection Sys Imp\100 Agmt\102 Working Docs\Amendment 1\1477A Exh A1 Scope Amend 1.docx*



**Agreement**  
**Exhibit B1 - Fee Estimate**  
**City of Stevenson - WWTP Improvements**  
**WE #1477A**  
**September 2019**

TASK		E3	E4	Staff Cost	Expenses	Subconsultants		Total Cost
						Barney & Worth	AINW	
		\$136	\$119					
<b>Task 1</b>	<b>Project Management and Administration (Supplemented)</b>							
1.5	Demographic Analysis (New Subtask)	1		\$ 136.00		\$ 2,665.00		\$ 2,801.00
	<b>TASK 1 SUBTOTAL</b>	<b>1</b>	<b>0</b>	<b>\$ 136.00</b>	<b>\$ -</b>	<b>\$ 2,665.00</b>	<b>\$ -</b>	<b>\$ 2,801.00</b>
<b>Task 7</b>	<b>Permitting (New Task)</b>							
7.1	Cultural Resources Survey and Report	2	4	\$ 748.00			\$ 16,973.00	\$ 17,721.00
	<b>TASK 7 SUBTOTAL</b>	<b>2</b>	<b>4</b>	<b>\$ 748.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,973.00</b>	<b>\$ 17,721.00</b>
	<b>GRAND TOTAL</b>	<b>3</b>	<b>4</b>	<b>\$ 884.00</b>	<b>\$ -</b>	<b>\$ 2,665.00</b>	<b>\$ 16,973.00</b>	<b>\$ 20,522.00</b>

Depending on availability, actual staff usage may not match the above estimated hours breakdown. Billing rates for all staff are listed in the Fee Summary.

<b>FEE SUMMARY</b>			
Staff	Hours	Rate	Fees
SE - Senior Engineer	0	\$ 187.00	\$ -
E1 - Engineer 1	0	\$ 171.00	\$ -
E2 - Engineer 2 (PM)	0	\$ 159.00	\$ -
E3 - Engineer 3	3	\$ 136.00	\$ 408.00
E4 - Engineer 4	4	\$ 119.00	\$ 476.00
E5 - Engineer 5	0	\$ 102.00	\$ -
E6 - Engineer 6	0	\$ 92.00	\$ -
SD - Senior Designer	0	\$ 131.00	\$ -
Inspector	0	\$ 99.00	\$ -
T1 - Technician 1	0	\$ 104.00	\$ -
TW - Technical Writer	0	\$ 95.00	\$ -
C1 - Clerical 1	0	\$ 80.00	\$ -
<b>Total Fees from Staff</b>			<b>\$ 884.00</b>
Subconsultant			Fees
Barney & Worth			\$ 2,665.00
AINW			\$ 16,973.00
<b>Total Fees from Subconsultants</b>			<b>\$ 19,638.00</b>
<i>NOTE: Fee includes 10% markup</i>			
Expenses			Cost
Printing (P)			\$ -
Mileage (M)			\$ -
<b>Total Fees from Expenses</b>			<b>\$ -</b>
<b>TOTAL BUDGET</b>			<b>\$ 20,522.00</b>

## **EXHIBIT B**

### **RATE SCHEDULE**

**Rates are effective thru December 31, 2019**

<u>Staff</u>	<u>Hourly Rate</u>
Senior Engineer	\$187.00
Engineer 1	\$171.00
Engineer 2	\$159.00
Engineer 3	\$136.00
Engineer 4	\$119.00
Engineer 5	\$102.00
Engineer 6	\$92.00
Senior Designer	\$131.00
Inspector	\$99.00
Technician 1	\$104.00
Technical Writer	\$95.00
Clerical 1	\$80.00

These hourly rates include in-house office expenses, photocopying, and other incidental items. Mileage will be reimbursed at the current standard IRS rate. Outside expenses will be billed at cost plus 10%.



Agency City of Stevenson		Supplement Number 1
Federal Aid Project Number STPR-B309(001)	Agreement Number LA 9422	CFDA No. <b>20.205</b> (Catalog of Federal Domestic Assistance)

The Local Agency requests to supplement the agreement entered into and executed on July 20, 2018. All provisions in the basic agreement remain in effect except as modified by this supplement. The Local Agency certifies that it is not excluded from receiving Federal funds by a Federal suspension or debarment (2 CFR Part 180). Additional changes to the agreement are as follows:

**Project Description**

Name Russell Avenue Rebuild Length 0.09

Termini Second Street to Railroad Avenue

**Description of Work**  No Change

New street lights, sidewalk, stormwater improvements, reconstruct road base and new surfacing.

**Reason for Supplement**

To obligate construction phase funding.

Are you claiming indirect cost rate?  Yes  No Project Agreement End Date 12/31/2023

Does this change require additional Right of Way or Easements?  Yes  No Advertisement Date: 10/23/2019

Type of Work		Estimate of Funding				
		(1) Previous Agreement/Suppl.	(2) Supplement	(3) Estimated Total Project Funds	(4) Estimated Agency Funds	(5) Estimated Federal Funds
PE 86.5 %	a. Agency	4,688.00		4,688.00	4,688.00	0.00
	b. Other Design Consultant	173,724.00		173,724.00	50,724.00	123,000.00
Federal Aid Participation Ratio for PE	c. Other Addtl Design Consultant	5,760.00		5,760.00	5,760.00	
	d. State	1,000.00		1,000.00	1,000.00	0.00
	e. Total PE Cost Estimate (a+b+c+d)	185,172.00	0.00	185,172.00	62,172.00	123,000.00
Right of Way 0 %	f. Agency	50,500.00		50,500.00	50,500.00	0.00
	g. Other	0.00	0.00	0.00	0.00	0.00
Federal Aid Participation Ratio for RW	h. Other	0.00	0.00	0.00	0.00	0.00
	i. State	0.00	0.00	0.00	0.00	0.00
	j. Total R/W Cost Estimate (f+g+h+i)	50,500.00	0.00	50,500.00	50,500.00	0.00
Construction 86.5 %	k. Contract		829,000.00	829,000.00	122,000.00	707,000.00
	l. Other Consultant		130,538.00	130,538.00	130,538.00	
	m. Other Consultant Additional		35,462.00	35,462.00	35,462.00	
Federal Aid Participation Ratio for CN	n. Other			0.00		
	o. Agency		4,000.00	4,000.00	4,000.00	
	p. State		2,000.00	2,000.00	2,000.00	
	q. Total CN Cost Estimate (k+l+m+n+o+p)	0.00	1,001,000.00	1,001,000.00	294,000.00	707,000.00
r. Total Project Cost Estimate (e+j+q)		235,672.00	1,001,000.00	1,236,672.00	406,672.00	830,000.00

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the Federal funds obligated, it accepts and will comply with the applicable provisions.

**Agency Official**

**Washington State Department of Transportation**

By  
Title Public Works Director

By  
Director, Local Program  
Date Executed



**Local Agency Federal Aid  
Project Prospectus**

Prefix	Route	( )	Date	9/13/2019
Federal Aid Project Number	STPR-B309(001)		DUNS Number	025644105
Local Agency Project Number		( WSDOT Use Only )	Federal Employer Tax ID Number	91-6001512

Agency City of Stevenson	CA Agency <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Federal Program Title <input checked="" type="checkbox"/> 20.205 <input type="checkbox"/> Other			
Project Title Russell Avenue Rebuild	Start Latitude N N45 41 36 End Latitude N N45 41 32	Start Longitude W W121 53 01 End Longitude W W121 52 58			
Project Termini From-To Second Street Railroad Avenue	Nearest City Name Stevenson	Project Zip Code (+4) 98648-9198			
Begin Mile Post	End Mile Post	Length of Project .09	Award Type <input checked="" type="checkbox"/> Local <input type="checkbox"/> Local Forces <input type="checkbox"/> State <input type="checkbox"/> Railroad		
Route ID	Begin Mile Point	End Mile Point	City Number 1250	County Number 30	County Name Skamania
WSDOT Region Southwest Region	Legislative District(s) 15	Congressional District(s) 3	Urban Area Number		

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	Federal Funds (Nearest Hundred Dollar)	Phase Start Date	
				Month	Year
P.E.	179,500	56,500	\$123,000	July	2018
R/W	\$50,500	50,500	\$0	June	2019
Const.	1,001,000	294,000	\$707,000	Oct	2019
<b>Total</b>	<b>1,231,100</b>	<b>401,000</b>	<b>830,000</b>		

**Description of Existing Facility (Existing Design and Present Condition)**

Roadway Width 44'	Number of Lanes 2 drive lanes, 2 parking lanes
----------------------	---

The current asphalt surfacing has numerous potholes, along with longitudinal, transverse, and alligator cracking. Sidewalk is cracked, with both settling and heaving issues.

**Description of Proposed Work**

Description of Proposed Work (Attach additional sheet(s) if necessary)

New street lights, sidewalk, stormwater improvements, reconstruct road base and new surfacing.

Local Agency Contact Person Eric Hansen	Title Public Works Director	Phone 509-427-5970	
Mailing Address PO Box 371	City Stevenson	State WA	Zip Code 98648
Project Prospectus	By _____ Approving Authority		
	Title	Date	

Agency City of Stevenson	Project Title Russell Avenue Rebuild	Date 9/13/2019
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<b>Type of Proposed Work</b>		
Project Type (Check all that Apply)	Roadway Width 44'	Number of Lanes 2 drive, 2 parking
<input type="checkbox"/> New Construction <input type="checkbox"/> Path / Trail <input type="checkbox"/> 3-R <input checked="" type="checkbox"/> Reconstruction <input checked="" type="checkbox"/> Pedestrian / Facilities <input type="checkbox"/> 2-R <input type="checkbox"/> Railroad <input type="checkbox"/> Parking <input type="checkbox"/> Other <input type="checkbox"/> Bridge		

<b>Geometric Design Data</b>		
<b>Description</b>	<b>Through Route</b>	<b>Crossroad</b>
<b>Federal Functional Classification</b>	<input type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural <input type="checkbox"/> NHS	<input type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural <input type="checkbox"/> NHS
	<input type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input checked="" type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access	<input checked="" type="checkbox"/> Principal Arterial <input checked="" type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Access
Terrain	<input type="checkbox"/> Flat <input checked="" type="checkbox"/> Roll <input type="checkbox"/> Mountain	<input checked="" type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain
Posted Speed	25 MPH	25 MPH
Design Speed	25 MPH	35 MPH
Existing ADT	1774	2014
Design Year ADT		
Design Year		
Design Hourly Volume (DHV)		

<b>Performance of Work</b>		
Preliminary Engineering Will Be Performed By Consulting Engineer	Others 100 %	Agency %
Construction Will Be Performed By Contract	Contract 100 %	Agency %

<b>Environmental Classification</b>	
<input type="checkbox"/> Class I - Environmental Impact Statement (EIS) <input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreement <input type="checkbox"/> Class III - Environmental Assessment (EA) <input type="checkbox"/> Project Involves NEPA/SEPA Section 404 Interagency Agreements	<input checked="" type="checkbox"/> Class II - Categorically Excluded (CE) <input checked="" type="checkbox"/> Projects Requiring Documentation (Documented CE)

Environmental Considerations
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Agency City of Stevenson	Project Title Russell Avenue Rebuild	Date 9/13/2019
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<b>Right of Way</b>		
<input type="checkbox"/> No Right of Way Needed * All construction required by the contract can be accomplished within the existing right of way.	<input checked="" type="checkbox"/> Right of Way Needed	<input checked="" type="checkbox"/> No Relocation
		<input type="checkbox"/> Relocation Required

<b>Utilities</b>	<b>Railroad</b>
<input type="checkbox"/> No utility work required	<input checked="" type="checkbox"/> No railroad work required
<input checked="" type="checkbox"/> All utility work will be completed prior to the start of the construction contract	<input type="checkbox"/> All railroad work will be completed prior to the start of the construction contract
<input checked="" type="checkbox"/> All utility work will be completed in coordination with the construction contract	<input type="checkbox"/> All the railroad work will be completed in coordination with the construction contract

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

Overhead utilities, which consist of power and phone will be undergrounded during this project. Replacement of city waterline will take place during this project using city funds.

FAA Involvement

Is any airport located within 3.2 kilometers (2 miles) of the proposed project?  Yes  No

Remarks

This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Date \_\_\_\_\_ Agency  
By \_\_\_\_\_ Mayor/Chairperson

Agency City of Stevenson		Supplement Number 1
Federal Aid Project Number STPR-B309(001)	Agreement Number LA 9422	CFDA No. <b>20.205</b> (Catalog of Federal Domestic Assistance)

## VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin. Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

## VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation.

## IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 90 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

## VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

## XVII. Assurances

Local Agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).



<b>Supplemental Agreement Number</b> <u>03</u>		Organization and Address	
Original Agreement Number LA 9422		Wallis Engineering PLLC 215 West 4th Street, Suite 200 Vancouver, WA 98660	
Project Number STPR-B309(001)		Execution Date 8/9/2018	Completion Date 12/31/2021
Project Title Russell Avenue Improvements		New Maximum Amount Payable \$229,984.99	
Description of Work This project consists of providing design services for Russell Avenue Improvements Project. The project will reconstruct Russell Avenue, enhance the aesthetic appeal of the corridor by matching themes from adjacent improvements on 2nd Street and Cascade Avenue, and improve the safety and operational characteristics of the corridor between 2nd Street and the BNSF rail line.			

The Local Agency of City of Stevenson  
desires to supplement the agreement entered in to with Wallis Engineering, PLLC  
and executed on 8/9/2018 and identified as Agreement No. LA 9422

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.  
The changes to the agreement are described as follows:

**I**

Section 1, SCOPE OF WORK, is hereby changed to read:  
See Exhibit A2

**II**

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: no change

**III**

Section V, PAYMENT, shall be amended as follows:

additional funds of \$5,760.82

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.  
If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: Wallis Engineering, PLLC

By: 

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Approving Authority Signature

\_\_\_\_\_  
Date



Exhibit "A"  
Summary of Payments

	Basic Agreement	Supplement #1	Supplement #2	Supplement #3	Total
Direct Salary Cost	\$ 16,215.74	\$ 24,098.02		\$ 1,824.20	\$ 42,137.96
Overhead (Including Payroll Additives)	\$ 25,568.98	\$ 37,997.76		\$ 3,389.36	\$ 66,956.10
Direct Non-Salary Costs	\$ 7,055.00	\$ 78,518.20	\$ 22,676.34	\$ -	\$ 108,249.54
Fixed Fee	\$ 4,864.72	\$ 7,229.41		\$ 547.26	\$ 12,641.39
<b>Total</b>	<b>\$ 53,704.44</b>	<b>\$ 147,843.39</b>	<b>\$ 22,676.34</b>	<b>\$ 5,760.82</b>	<b>\$ 229,984.99</b>

**Exhibit D2**  
**Prime Consultant Cost Computations**

CONSULTANT: Wallis Engineering  
PROJECT: Russell Avenue Improvements

DIRECT SALARY COST (DSC):

<u>Classification</u>	<u>Man Hours</u>	x	<u>Rate</u>	=	<u>Cost</u>
Senior Engineer		x	\$59.32	=	\$0.00
Engineer 1		x	\$52.88	=	\$0.00
Engineer 2	11	x	\$51.20	=	\$563.20
Engineer 3		x	\$42.31	=	\$0.00
Engineer 4		x	\$38.94	=	\$0.00
Engineer 5	24	x	\$37.50	=	\$900.00
Engineer 6		x	\$27.88	=	\$0.00
Engineer 7		x	\$20.00	=	\$0.00
Senior Designer		x	\$75.00	=	\$0.00
Inspector		x	\$50.00	=	\$0.00
Technician 1	9	x	\$33.00	=	\$297.00
Technical Writer		x	\$35.00	=	\$0.00
Clerical 1	2	x	\$32.00	=	\$64.00
Clerical 2		x	\$16.00	=	\$0.00
	46		TOTAL DSC		<u>\$1,824.20</u>

OVERHEAD (OH COST - Including Salary Additives):

OH Rate x DSC of 185.80% x \$1,824.20 TOTAL OH = \$3,389.36

FIXED FEE (FF):

FF Rate x (DSC) of 30.00% x \$1,824.20 TOTAL FF = \$547.26

REIMBURSABLES:

Printing & Mileage

TOTAL REIMBURSABLES: \$0.00

SUBCONSULTANT COSTS:

EPIC \$0.00  
Klein \$0.00  
Juncus \$0.00

TOTAL SUBCONSULTANT COSTS: \$0.00 \$0.00

GRAND TOTAL = \$5,760.82

PREPARED BY: Erin Kingsley

DATE: 9/6/2019

## GENERAL SCOPE OF PROJECT

This project consists of providing design services for Russell Avenue Improvements Project. The project will reconstruct Russell Avenue, enhance the aesthetic appeal of the corridor by matching themes from adjacent improvements on 2nd Street and Cascade Avenue, and improve the safety and operational characteristics of the corridor between 2nd Street and the BNSF rail line. Improvements will include replacement of existing sidewalks and pavement, bulb-outs at the 1st Street intersection, installation of aesthetic amenities matching adjacent improvements, new decorative street lighting, replacing approximately 140 linear feet of asbestos cement waterline, installation of drainage improvements, and undergrounding of existing overhead utilities as necessary to accomplish the goals of the project.

- Supplement No.1: Execution of the Prime Agreement was expedited in an effort to begin conceptual design and prepare conceptual graphic renderings of the proposed improvements to support City outreach events. As such, the tasks included in the Prime agreement are limited to project management, NEPA coordination, topographic survey, and conceptual design efforts, but does not include design, preparation of PS&E documents, cultural resource investigations, right-of-way acquisition, or construction support. Supplement No. 1 amends existing tasks and creates new tasks necessary to deliver the design and construction documents for the project. Construction support services will be contracted under a future contract supplement.
- Supplement No. 2: During design development, final Right of Way acquisition needs were identified that differ from the original scope of work. Additional Right of Way files will be required to obtain approval from WSDOT Local Programs. This supplement will also include legal descriptions of all required Right-of-Way acquisition which was previously omitted and additional graphic preparation to support public outreach efforts.

## SUPPLEMENTAL NO. 3 SCOPE OF WORK

This supplement includes the additional design efforts needed to revise the design to include a 10-foot-wide sidewalk instead of an 8-foot-wide sidewalk.

## CONTRACT DURATION

Contract term is unaffected by this supplemental scope of work.

## SPECIFIC SCOPE OF WORK

### TASK 7 PLANS, SPECIFICATIONS AND ESTIMATES (TASK SUPPLEMENTED)

Objective: To prepare contract documents and opinions of cost at 60%, 90% and Final submittal stages.

**7.3 90% PS&E Submittal (Subtask Supplemented).** Wallis will update the 60% plans to include 10-foot-wide sidewalks and include cut-outs for future street trees. The vertical design of the curb lines will be amended based on the revised sidewalk width and all generated plan sheets will include the revised geometry.

RESOLUTION No. 2019-345

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEVENSON DECLARING THE INTENT OF THE CITY COUNCIL TO ADOPT LEGISLATION TO AUTHORIZE A SALES AND USE TAX FOR AFFORDABLE AND SUPPORTIVE HOUSING IN ACCORDANCE WITH SUBSTITUTE HOUSE BILL 1406 (CHAPTER 338, LAWS OF 2019), AND OTHER MATTERS RELATED THERETO.

WHEREAS, in the 2019 Regular Session, the Washington State Legislature approved, and the Governor signed, Substitute House Bill 1406 (Chapter 338, Laws of 2019) (“SHB 1406”); and

WHEREAS, SHB 1406 authorizes the governing body of a city or county to impose a local sales and use tax for the acquisition, construction or rehabilitation of affordable housing or facilities providing supportive housing, and for the operations and maintenance costs of affordable or supportive housing; and

WHEREAS, the tax will be credited against state sales taxes collected within the City and, therefore, will not result in higher sales and use taxes within the City and will represent an additional source of funding to address housing needs in the City; and

WHEREAS, the tax must be used to assist persons whose income is at or below sixty percent of the City median income; and

WHEREAS, the City has a lack of available affordable housing and has determined that imposing the sales and use tax to address this need will benefit its citizens; and

WHEREAS, in order for a city or county to impose the tax, within six months of the effective date of SHB 1406, or January 28, 2020, the governing body must adopt a resolution of intent to authorize the maximum capacity of the tax, and within twelve months of the effective date of SHB 1406, or July 28, 2020, must adopt legislation to authorize the maximum capacity of the tax; and

WHEREAS, this resolution constitutes the resolution of intent required by SHB 1406; and

WHEREAS, the City Council now desires to declare its intent to impose a local sales and use tax as authorized by SHB 1406 as set forth herein;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STEVENSON AS FOLLOWS:

Section 1. Resolution of Intent. The City Council declares its intent to adopt legislation to authorize the maximum capacity of the sales and use tax authorized by SHB 1406 within one year of the effective date of SHB 1406, or by July 28, 2020.

Section 2. Further Authority; Ratification. All City officials, their agents, and representatives are hereby authorized and directed to undertake all action necessary or desirable from time to time to carry out the terms of, and complete the actions contemplated by, this resolution. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified.

Section 3. Effective Date. This resolution shall take effect immediately upon its passage and adoption by the City Council as provided by law.

PASSED by the Council of the City of Stevenson this 19<sup>th</sup> day of September, 2019.

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

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of the City of Stevenson

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

**ORDINANCE NO. 2019-1146**

**AN ORDINANCE OF THE CITY OF STEVENSON, WASHINGTON REGULATING CAMPING IN THE CITY, AND PROVIDING FOR ENFORCEMENT, SEVERABILITY AND AN EFFECTIVE DATE**

**WHEREAS**, the City of Stevenson considers the life, health and safety of its residents to be paramount, and

**WHEREAS**, the Council finds people camping on public property and on public right of ways create a public health and safety hazard due to the lack of proper electrical and/or sanitary facilities for these people. People without proper sanitary facilities have openly urinated, defecated, and littered on public property on the public right of ways. Use of public property for camping purposes or storage of personal property interferes with the rights of others to use the areas for which they were intended, and

**WHEREAS**, the City further understands the need for sleep and shelter for its residents, so adequate facilities for that purpose are a priority for the Council.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF STEVENSON DO HEREBY ORDAIN AS FOLLOWS:**

**Section I- [Adoption]**

The provisions set forth on Exhibit “A”, attached hereto and fully incorporated herein by this reference, shall be added to the Stevenson Municipal Code as Chapter 9.68 and the chapter shall be renamed “Camping in Public Places”.

**Section II – Severability**

That if any clause, section, or other part of this Ordinance shall be held invalid or unconstitutional by any court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby, but shall remain in full force and effect.

**Section III - Effective Date and Expiration**

This ordinance is designated as a public emergency ordinance necessary to protect public health and safety, public property, or the public peace and shall become effective immediately after adoption by not fewer than a majority plus one of the whole Council.

PASSED by the City Council of the City of Stevenson at a regular meeting this 19<sup>th</sup> day of September, 2019.

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Scott Anderson, Mayor

ATTEST:

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Leana Kinley, City Clerk

APPROVED AS TO FORM:

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Kenneth B. Woodrich, City Attorney

## Chapter 9.68

### CAMPING IN PUBLIC PLACES

**Sections:**

<b>9.68.010</b>	<b>Findings.</b>
<b>9.68.020</b>	<b>Purpose.</b>
<b>9.68.030</b>	<b>Definitions.</b>
<b>9.68.040</b>	<b>Unlawful camping.</b>
<b>9.68.050</b>	<b>Unlawful storage of personal property in public places.</b>
<b>9.68.060</b>	<b>Penalty for violations.</b>
<b>9.68.070</b>	<b>Permit.</b>
<b>9.68.080</b>	<b>Public duty created.</b>

**Section 9.68.010 Findings.**

People camping on public property and on public right of ways create a public health and safety hazard due to the lack of proper electrical and/or sanitary facilities for these people. People without proper sanitary facilities have openly urinated, defecated, and littered on public property and on the public right of ways. Use of public property for camping purposes or storage of personal property interferes with the rights of others to use the areas for which they were intended.

**Section 9.68.020 Purpose.**

It is the purpose of this ordinance to prevent harm to the health or safety of the public and to promote the public health, safety and general welfare by making public streets and other areas readily accessible to the public and to prevent use of public property for camping purposes or storage of personal property which interferes with the rights of others to use the areas for which they were intended.

**Section 9.68.030 Definitions.**

The following definitions are applicable in this chapter unless the context otherwise requires:

"Camp" or "camping" means to pitch, create, use, or occupy camp facilities for the purposes of sleeping or habitation as evidenced by the use of camp paraphernalia.

"Camp facilities" include, but are not limited to, tents, huts, temporary shelters, or vehicles.

"Camp paraphernalia" includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, or non-city designated cooking facilities and similar equipment.

"Park" means areas of land, with or without water, developed and used for public recreational purposes, including landscaped tracts, picnic grounds, playgrounds, athletic fields, camps, foot, bicycle and bridle paths, motor vehicle drives, wildlife sanctuaries, museums, zoological



and botanical gardens, facilities for bathing, boating, hunting and fishing, as well as other recreational facilities for the use and benefit of the public

"Store" means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.

"Street" means any highway, lane, road, street, right of way, boulevard, alley, and every way or place in the City of Stevenson that is publicly owned or maintained for public vehicular travel.

"Vehicle" means every device in, upon or by which any person or property is or may be transported or drawn upon a highway including devices used exclusively upon stationary rails or tracks.

**Section 9.68.040 Unlawful camping.**

A. During all hours in any park and during the hours of 6:30 a.m. to 9:30 p.m. in the following areas, it shall be unlawful for any person to camp, occupy camp facilities for purposes of habitation, or use camp paraphernalia, except as otherwise provided by ordinance or as permitted pursuant to Section 9.68.070;

1. On city-owned or city-maintained property, including, without limitation, City Hall, City Public Works buildings, Fire Station, Utility Facilities and surrounding grounds;
2. any street; or
3. any publicly owned or maintained parking lot or other publicly owned or maintained area, improved or unimproved excluding the Skamania County Fairgrounds camping area.

B. During all hours in any park and during the hours of 6:30 a.m. to 9:30 p.m. in the following areas, it shall be unlawful for any person to occupy a vehicle for the purpose of camping while that vehicle is parked, except as otherwise provided by ordinance or as permitted pursuant to Section 9.68.070;

1. any street; or
2. any publicly owned or maintained parking lot or other publicly owned or maintained area, improved or unimproved excluding the Skamania County Fairgrounds camping area.

**Section 9.68.050 Unlawful storage of personal property in public places.**

During all hours in any park and during the hours of 6:30 a.m. to 9:30 p.m. in the following areas, it shall be unlawful for any person to store personal property, including camp facilities (other than vehicles) and camp paraphernalia, except as otherwise provided by ordinance or as permitted pursuant to Section 9.68.070:

1. On city-owned or city-maintained property, including, without limitation, City Hall, City Public Works buildings, Fire Station, Utility Facilities and surrounding grounds;
2. any street; or
3. any publicly owned or maintained parking lot or publicly owned or maintained area, improved or unimproved excluding the Skamania County Fairgrounds camping area.

**Section 9.68.060 Penalty for violations.**

Violation of any of the provisions of this chapter is a misdemeanor. Any person violating any of the provisions of this chapter shall, upon conviction of such violation, be punished by a fine of not more than one thousand dollars or by imprisonment not to exceed ninety days, or by both such fine and imprisonment.

**Section 9.68.070 Permit.**

A. The City Administrator, or his/her designee, is authorized to permit persons to camp, occupy camp facilities, use camp paraphernalia, or store personal property in parks, streets, or any publicly owned parking lot or publicly owned area, improved or unimproved, in the city of Stevenson.

B. Upon receipt of an application for any permit under this chapter, the City Administrator, or his/her designee, shall send a copy of the application to the city departments of public works, community development, and fire. Each of these departments shall inspect the application and each such department shall report to the City Administrator, or his/her designee, within ten working days after the filing of the application. Such reports shall mention any problems which the proposed activity is expected to pose for the public. It shall make any necessary recommendations for protecting the public peace, health, safety, life, property, and welfare in the event a permit is, or was, issued.

C. The City Administrator, or his/her designee, is authorized to promulgate other rules and regulations regarding the implementation and enforcement of this ordinance.

D. The City Administrator, or his/her designee, may approve a permit as provided under this section when, from a consideration of the application, reports from other city departments, and from such other information as may otherwise be obtained, he or she finds that:

1. Adequate sanitary facilities are provided and accessible at or near the proposed camp site;
2. Adequate trash receptacles and trash collection are provided; and

3. The camping activity will not unreasonably disturb or interfere with the safety, peace, comfort and repose of private property owners or of the public.

E. No permit shall be issued for a period of time in excess of fourteen (14) calendar days in any one calendar year.

F. The City Administrator, or his/her designee, is authorized to revoke a permit that has been issued if he or she finds lack of compliance with any requirement of subsection D, above, or of any rule or regulation promulgated under subsection C, above, or of any ordinance or statute.

G. Any person who is denied a permit, or had his/her permit revoked, may appeal the denial/revocation to a hearings examiner appointed by the City Administrator, or his/her designee. Notice of appeal must be in writing, and filed with the City Clerk within seven (7) working days from the date of the denial.

**Section 9.68.080 Public duty created.**

A. It is expressly the purpose of this ordinance to provide for and promote the health, safety and welfare of the general public and not to create or otherwise establish or designate any particular class or group of persons or individual who will or should be especially protected or benefited by the terms of this ordinance.

B. Nothing contained in this ordinance is intended nor shall be construed to create or form the basis of any liability on the part of the City, or its officers, employees or agents, for any injury or damage resulting from any action or inaction on the part of the City related in any manner to the enforcement of this ordinance by its officers, employees or agents.

**ORDINANCE NO. 2019-1147**

**AN ORDINANCE OF THE CITY OF STEVENSON, WASHINGTON ADDING THE GENERAL RESERVE AND FIRE RESERVE FUNDS TO THE FUND STRUCTURE**

**WHEREAS**, the City of Stevenson is committed to ensuring the financial health of the city; and

**WHEREAS**, the Council finds the need to restrict monies from the recent timber harvesting of the city’s watershed to specific uses; and

**WHEREAS**, the City further understands the need for a general reserve restricted to use for short term loans of five (5) years or less to cover urgent or emergency needs.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF STEVENSON DO HEREBY ORDAIN AS FOLLOWS:**

**Section I- Adoption**

The provisions set forth on Exhibit “A”, attached hereto and fully incorporated herein by this reference, shall be added to the Stevenson Municipal Code as Chapter 3.30 and the chapter shall be named “Reserve Funds”.

**Section II – Severability**

That if any clause, section, or other part of this Ordinance shall be held invalid or unconstitutional by any court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby, but shall remain in full force and effect.

**Section III - Effective Date and Expiration**

This ordinance shall take effect five days following the date of its publication.

PASSED by the City Council of the City of Stevenson at a regular meeting this 19<sup>th</sup> day of September, 2019.

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

ATTEST:

APPROVED AS TO FORM:

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

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

## Chapter 3.30

### RESERVE FUNDS

**Sections:**

**3.30.010                      General Reserve Fund.**

**3.30.020                      Fire Reserve Fund.**

**Section 3.30.010    General Reserve Fund.**

A fund entitled “General Reserve Fund” is established under the existing accounting and budgetary system of the city. The money in the fund shall be used for urgent or emergency purposes as determined and approved by Council. It shall not be used for recurring costs, general operating costs or planned capital items. It may be used for interfund loan provided that the interest rate is a minimum of two (2%) percentage points above the average of the past 12-months of the Local Government Investment Pool earnings rate and the loan must not exceed a payback period of five years, although it is recommended not to exceed 36 months.

**Section 3.30.020    Fire Reserve Fund.**

A fund entitled “Fire Reserve Fund” is established under the existing accounting and budgetary system of the city. The money in the fund shall be used for buildings, equipment and other capital items associated with and used in the Fire Department.



**AMENDMENT NO. 1**  
**TO AGREEMENT NO. WQC-2019-StevPW-00044**  
**BETWEEN**  
**THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY**  
**AND**  
**City of Stevenson**

PURPOSE: To amend the above-referenced agreement (AGREEMENT) between the state of Washington Department of Ecology (ECOLOGY) and City of Stevenson (RECIPIENT) for the Stevenson Clean Water Facility and Collection Improvement—Design Phase (PROJECT).

This amendment is needed to add in a new task to the scope of work and change the budget to move funds to the new task. The new task will support the design effort and will help maintain permit compliance in the interim.

IT IS MUTUALLY AGREED that the LOAN agreement is amended as follows:

- 1) The Scope of Work is modified to add in a Task 4 Instrumentation and Controls.
- 2) The PROJECT budget is modified to move money out of the design task into the new instrumentation and controls task.
- 3) The LOAN Amount Amortization Schedule remain the same.
- 4) The PROJECT Completion Date remains the same.
- 5) Based on the Completion Date loan repayment will begin no later than June 30, 2021.

All other terms and conditions of the original Agreement including any Amendments remain in full force and effect, except as expressly provided by this Amendment.

This Amendment is signed by persons who represent that they have the authority to execute this Amendment and bind their respective organizations to this Amendment.

IT IS MUTUALLY AGREED that the AGREEMENT is amended as follows:

**CHANGES TO THE BUDGET**

**Funding Distribution EL190303**

Funding Title: SRF Loan

Funding Type: Loan

Funding Effective Date: 04/01/2018

Funding Expiration Date: 06/30/2020

Funding Source:

Title: FY19 SRF (State)

Type: State

Funding Source %: 100%

Description: The Clean Water Act (CWA) (33 U.S.C 1251-1387) established the State Revolving Fund (SRF) low interest loans program (40. C.F.R. Part 31, 35 Sub Part K). Washington State administers the program under Chapter 173-98 WAC. The portion of this project funded with this funding distribution comes from non-federal source and are not subject to Federal Funding Accountability and Transparency Act (FFATA) and Single Audit Act (SAA). However, this project is subject to the federal requirements outlined in Section 4 and 5 of agreement terms and conditions.

Approved Indirect Costs Rate: Approved State Indirect: 30%

Recipient Match %: 0%

InKind Interlocal Allowed: No

InKind Other Allowed: No

Is this Funding Distribution used to match a federal grant? No

Effective Interest Rate: 2% Interest Rate: 1% Admin Charge: 1%

Terms: 20 years

Project Start Date: 04/01/2018 Project Completion Date: 06/30/2020

Estimated Initiation of Operation date:

Loan Security: Revenue Secure Lien Obligation of the Recipient

Final Accrued Interest: \$

Final Loan Amount: \$

Repayment Schedule Number: 2594

<b>SRF Loan</b>	<b>Task Total</b>
Project Design	\$ 1,167,000.00
Value Planning	\$ 57,460.00
Instrumentation and Controls	\$ 63,000.00
Project Administration/Management	\$ 122,540.00

**Total: \$ 1,410,000.00**

## CHANGES TO SCOPE OF WORK

Task Number: 3 **Task Cost:** \$1,742,000.00

Task Title: Project Design

### Task Description:

- A. The RECIPIENT will procure engineering services in accordance with state law. The RECIPIENT will include ECOLOGY's specification insert in the contract documents. The RECIPIENT must submit all contracts for engineering services before ECOLOGY will provide reimbursement for work performed under this task.
- B. The RECIPIENT will design the Stevenson Clean Water Facility and Collection Improvements Project. Plans and specifications developed by the RECIPIENT must be consistent with the requirements of Chapter 173-240 WAC. Elements of the design will include:
1. A pre-design report prior to submitting the plans and specifications.
  2. Headworks: interceptors, sampling station, flow metering, and screening/grit removal facilities.
  3. Secondary Treatment.
  4. Disinfection: new second UV channel with flow splitter boxes, refurbished first UV channel with new lighting/equipment.
  5. Miscellaneous Facilities: new operations/laboratory/shop.
  6. Solids Handling.
  7. Rock Creek Pump Station: New 1,500-gpm firm capacity duplex or triplex submersible pump station with new control panel, auxiliary standby power, and new 12-inch force main to the Clean Water Facility.
  8. Cascade Interceptor, Phase 2 Replace 1,250 feet of 12-inch Cascade Interceptor located in Rock Creek Drive with new 18-inch pipe.
  9. Main D Extension Plans & Specs: Extend Sewer Main D by installing 3,500 feet of 8-inch sewer pipe.
  10. Collection System Part 2 Alternatives Analysis.
  11. Geotechnical Considerations.
- C. The plans and specifications, construction contract documents, and addenda must be approved by the RECIPIENT prior to submittal for ECOLOGY review. All construction plans submitted to ECOLOGY for review and approval will be reduced to no larger than 11" x 17" in size. All reduced drawings must be completely legible. A current construction cost estimate will be submitted along with each plan/specification submittal.
- D. The RECIPIENT will procure a third party analysis of potential energy and water efficiency measures for incorporation into the design of any wastewater facilities. The analysis will identify potential efficiency measures, provide cost estimates, and evaluate their cost effectiveness. If the RECIPIENT has obtained either a preliminary or investment grade energy audit of the utility in the last 5 years, documentation of that audit can be submitted instead.

### Task Goal Statement:

Fully designed and construction-ready documents for collection system improvements that comply with all federal, state, and local regulatory requirements.



**Task Expected Outcome:**

- \*Timely submittal of all deliverables.
- \*Improved sewer system coverage to align with water system coverage and land use planning expectations.
- \*Avoidance of pump station overflows and pipe surcharging.
- \*Improved ground and surface water quality for the Kanaka & Vallett creek basins.

**Recipient Task Coordinator:** Eric Hansen

**Deliverables**

Number	Description	Due Date
3.1	Executed contracts for engineering services and documentation of the RECIPIENT’s process for procuring engineering services.	
3.2	Pre-design Report	
3.3	Two copies of the draft and final design.	
3.4	Investment Grade Efficiency Audit documentation.	

**CHANGES TO SCOPE OF WORK**

Task Number: 4 **Task Cost:** \$63,000.00

Task Title: Instrumentation and Controls

Task Description:

A. The RECIPIENT will include ECOLOGY’s specification insert in their specification documents. The RECIPIENT will procure a contractor via the small works roster process to construct the PROJECT. The RECIPIENT will submit a copy of the executed contract before ECOLOGY will provide reimbursement for work performed under this task.

B. The RECIPIENT, to support the design, will complete the construction of the high and medium priority immediate improvements in accordance with the Technical Memorandum Stevenson WWTP Improvements Project (June 5, 2019). The construction project will include:

1. Oxidation ditch DO sensor
2. RAS metering
3. Influent pH sensor
4. Relocate influent Parshall flume level sensor
5. Base SCADA system
6. Data Logging
7. Automate aeration control
8. Automatic RAS pump control

Task Goal Statement:

To complete the construction of the high and medium priority immediate improvements to the RECIPIENT'S WWTP.

Task Expected Outcome:

Complete the construction of the high and medium priority immediate improvements to the RECIPIENT'S WWTP.

**Deliverables**

<b>Number</b>	<b>Description</b>	<b>Due Date</b>
4.1	A copy of the executed construction contract.	

**Funding Distribution Summary**

**Recipient / Ecology Share**

<b>Funding Distribution Name</b>	<b>Recipient Match %</b>	<b>Recipient Share</b>	<b>Ecology Share</b>	<b>Total</b>
SRF Loan	0 %	\$ 0.00	\$ 1,410,000.00	\$ 1,410,000.00
SRF Forgivable Principal	0 %	\$ 0.00	\$ 575,000.00	\$ 575,000.00
<b>Total</b>		<b>\$ 0.00</b>	<b>\$ 1,985,000.00</b>	<b>\$ 1,985,000.00</b>

**AUTHORIZING SIGNATURES**

All other terms and conditions of the original Agreement including any Amendments remain in full force and effect, except as expressly provided by this Amendment.

The signatories to this Amendment represent that they have the authority to execute this Amendment and bind their respective organizations to this Amendment.

This amendment will be effective 08/27/2019.

IN WITNESS WHEREOF: the parties hereto, having read this Amendment in its entirety, including all attachments, do agree in each and every particular and have thus set their hands hereunto.

Washington State  
Department of Ecology

City of Stevenson

By:

---

Heather R. Bartlett  
Water Quality  
Program Manager

Date

By:

---

Scott Anderson  
Mayor

Date

Template Approved to Form by  
Attorney General's Office

## City of Stevenson 2020 Budget Calendar

<b>September 19, 2019</b> Regular Council Meeting	<b>Preliminary Budget Presented to Council and updated current year</b> Council direction on cost of living increase for City staff and confirm council priorities. <i>(Prior to October 1-No later than the first Monday in October)</i>
October 2, 2019	Publish notice of Public Hearing on Proposed Budget (1 <sup>st</sup> Budget Meeting).
October 9, 2019	Publish second notice of Public Hearing on Proposed Budget (1 <sup>st</sup> Budget Meeting).
<b>October 17, 2019</b> Regular Council Meeting	<b>Public Hearings (two):</b> <b>1<sup>st</sup> Budget Meeting / Public Hearing</b> on Proposed Budget. <i>(Prior to the Final Hearing)</i> <ul style="list-style-type: none"> <li>➤ Receive Budget Message <i>(Prior to November 2-At least 60 days prior to the beginning of the next fiscal year)</i></li> <li>➤ Presentation of Proposed Budget</li> <li>➤ Public Comment</li> <li>➤ City Council Deliberations &amp; Questions</li> </ul>
November 6, 2019	Publish first notice of Final Hearing on Proposed Budget <i>(for two consecutive weeks)</i> and Public Hearing on Proposed Property Tax Levy.
November 13, 2019	Publish second notice of Final Hearing on Proposed Budget <i>(for two consecutive weeks)</i> and Public Hearing on Proposed Property Tax Levy.
<b>November 21, 2019</b> Regular Council Meeting	<b>Final Hearing on Budget:</b> <i>(On or before December 3-prior to the first Monday in December)</i> Public Comment <ul style="list-style-type: none"> <li>➤ Continue City Council budget deliberations &amp; questions</li> <li>➤ Approve Budget or schedule additional meetings</li> </ul> <b>Property Tax Levy Public Hearing:</b> <i>(Prior to November 30)</i> <ul style="list-style-type: none"> <li>➤ Public Comment</li> <li>➤ Set Property Tax Levy, approve Resolution and Ordinance</li> </ul>
November 30, 2019	File Property Tax Levy Certification with County Tax Assessor
<b>December 19, 2019</b> Regular Council meeting	<b>Budget Adoption</b> <i>(Prior to December 31)</i>
January 31, 2020	Submit Copies of Final Budget to State Auditor's Office and MRSC. <i>(After Adoption)</i>



# 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: Staff Cost of Living Increase  
Meeting Date: September 19, 2019

### Explanation:

In order to ensure staff salaries remain competitive, council has increased salaries with a Cost of Living Adjustment (COLA) each year in relation to the Consumer Price Index (CPI). At the beginning of the budget process, staff requests council direction regarding a cost of living increase for city staff. Last year council decided to use the June West-B/C CPI-U going forward, which would be a 2.6% COLA for 2019.

### CONSUMER PRICE INDEXES PACIFIC CITIES AND U. S. CITY AVERAGE JUNE 2019

(All items indexes. 1982-84=100 unless otherwise noted. Not seasonally adjusted.)

MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	1 Month ending					Year ending	1 Month ending	
	Jun 2018	May 2019	Jun 2019	May 2019	Jun 2019	Jun 2019	Jun 2018	May 2019	Jun 2019	May 2019	Jun 2019	Jun 2019
U. S. City Average.....	251.989	256.092	256.143	1.8	1.6	0.0	246.196	249.871	249.747	1.7	1.4	0.0
West.....	263.732	270.880	270.957	2.9	2.7	0.0	255.804	262.608	262.418	2.9	2.6	-0.1
West – Size Class A <sup>1</sup> .....	271.724	279.410	279.446	3.0	2.8	0.0	261.963	269.470	269.007	3.0	2.7	-0.2
West – Size Class B/C <sup>2</sup> .....	153.546	157.488	157.564	2.8	2.6	0.0	153.440	157.226	157.258	2.7	2.5	0.0
Mountain <sup>3</sup> .....	102.597	105.048	105.131	2.5	2.5	0.1	103.121	105.572	105.489	2.5	2.3	-0.1
Pacific <sup>3</sup> .....	102.439	105.336	105.347	3.1	2.8	0.0	102.545	105.389	105.316	3.0	2.7	-0.1
Los Angeles-Long Beach-Anaheim, CA.....	265.522	274.479	274.380	3.1	3.3	0.0	256.208	265.283	264.640	3.4	3.3	-0.2
BI-MONTHLY DATA (Published for odd months)	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	2 Months ending					Year ending	2 Months ending	
	May 2018	Mar 2019	May 2019	Mar 2019	May 2019	May 2019	May 2018	Mar 2019	May 2019	Mar 2019	May 2019	May 2019
	Riverside-San Bernardino-Ontario, CA <sup>3</sup> .....	102.929	104.749	105.959	2.8	2.9	1.2	103.025	104.769	106.159	2.8	3.0
San Diego-Carlsbad, CA.....	289.243	297.226	300.303	2.2	3.8	1.0	273.534	279.093	281.727	2.3	3.0	0.9
Urban Hawaii.....	276.359	280.263	282.271	1.8	2.1	0.7	272.866	276.462	278.551	1.6	2.1	0.8
BI-MONTHLY DATA (Published for even months)	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	2 Months ending					Year ending	2 Months ending	
	Jun 2018	Apr 2019	Jun 2019	Apr 2019	Jun 2019	Jun 2019	Jun 2018	Apr 2019	Jun 2019	Apr 2019	Jun 2019	Jun 2019
	Phoenix-Mesa-Scottsdale, AZ <sup>4</sup> .....	139.861	141.642	142.997	2.3	2.2	1.0	138.420	140.153	141.580	2.7	2.3
San Francisco-Oakland-Hayward, CA.....	286.062	294.801	295.259	4.0	3.2	0.2	280.219	288.266	288.581	3.7	3.0	0.1
Seattle-Tacoma-Bellevue, WA.....	272.395	276.765	278.631	2.4	2.3	0.7	268.957	272.393	273.488	2.1	1.7	0.4
Urban Alaska.....	228.555	228.553	234.179	2.7	2.5	2.5	224.381	225.713	229.121	2.3	2.1	1.5

<sup>1</sup> Population over 2,500,000    <sup>2</sup> Population 2,500,000 and under, Dec 1986 = 100    <sup>3</sup> Dec 2017=100    <sup>4</sup> Dec 2001=100    Dash (-) = Not available

NOTE: In January 2018, BLS introduced a new geographic area sample for the Consumer Price Index (CPI): [www.bls.gov/regions/west/factsheet/2018cpirevisionwest.pdf](http://www.bls.gov/regions/west/factsheet/2018cpirevisionwest.pdf)

1967=100 base year indexes and historical tables including semiannual and annual average data are available at: [www.bls.gov/regions/west/data/cpi\\_tables.pdf](http://www.bls.gov/regions/west/data/cpi_tables.pdf)

Release date July 11, 2019. The next release date is scheduled for August 13, 2019. For questions, please contact us at [BLInfoSF@bls.gov](mailto:BLInfoSF@bls.gov) or (415) 625-2270.

# CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	August 2019	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	120.00	Program Management Time
	<u>1,011.90</u>	Monthly Reimbursables
	\$ 8,631.90	

## VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	645
Telephone Calls:	56
E-Mails:	18
Business Referrals:	5,462
Tracked Overnight Stays:	138
Mailings (student, relocation, visitor, letters):	12
Large Quantity Brochures	646
Chamber Website Pageviews	5,836
COS Website Pageviews	13,223

## CHAMBER BUSINESS

**Chamber Board Meeting:** We held our August board meeting with discussions on the Chamber's contract with Radcomp, new Chamber insurance that will cover board members, merger of SBA and SDA and Chamber summer events.

**Chamber Membership:** We had 20 membership renewals in August.

**"Columbia Currents" Monthly Electronic E-Newsletter:** The August 2019 issue was deployed to over 1,000 recipients.

**"Under Currents" Weekly E-Blast:** The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons.

**Facebook Pages:** The Chamber manages Facebook pages for the Stevenson Business Association, Gorge Blues and Brews Festival, Christmas in the Gorge, Logtoberfest as well as for the Chamber itself.

**Chamber Happy Hour:** The August Chamber Happy Hour event was held at Play Frontier with about 15 people in attendance.

### **Chamber Marketing, Projects, Action Items:**

- Place ads promoting benefits of Chamber membership.
- Had phone meeting with Nicole Bernard regarding next Chamber Brown Bag workshop and marketing opportunities.
- Organized 2019 Fair Parade.
- Updated Chamber website with new photos, testimonials and featured events.
- Met with River Talk Weekly to create advertising plan for remainder of 2019.

### **County/Regional/State Meeting and Projects:**

**Wind River Business Association (WRBA):** Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements and attend monthly meetings. Made lots of progress toward planning for Logtoberfest; received \$5,000 in sponsor commitments, booked all food, beverage and craft vendors, booked security team, ordered supplies, applied for liquor license, applied for County Outdoor Public Assembly permit and more.

**Stevenson Downtown Association (SDA):** Continue to work with SDA Promotion Committee members on historical walking tour of Stevenson.

(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:**

- Held August SBA meeting
- Deployed monthly newsletter
- Continue to work with Marie on SBA/SDA merger
- Sent holiday information to Skamania Lodge for co-op marketing

**2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES**

Program 1	Stevenson Street Enhancement	
P1-C	Kiosk maintenance/service	95.31
Program 2	Promotional Products and Projects	
P2-B	Stevenson Map Printing	416.80
P2-D1	Website	226.29
P2-D2	Advertising – Print	170.00
Program 3	SBA Event Program	
P3-C	4 <sup>th</sup> of July Fireworks	103.50
		\$1,011.90

	<b><i>2019 Budget</i></b>	<b><i>Current Request</i></b>	<b><i>Requested YTD</i></b>	<b><i>Remaining</i></b>
Total Program Promo Expenses	85,000.00	999.81	31,031.87	\$53,968.13

**2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME**

P2-D2	Marketing (print, social media, press releases)	4 hrs	\$ 120.00
		4 hrs	\$ 120.00





# Skamania County Sheriff's Office

## Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Agency Assistance	2
Abuse of animals except Dogs	1
Simple Assault	2
Animal - Barking Dog	1
Burglary Residence Unlawful En	1
Business Establishment Alarm	3
Carjacking Theft from Auto	1
Citizen Dispute	3
Disorderly Conduct	1
Problems with Dogs	4
Domestic Violence	5
Found Animal	1
Found Property	4
Harrass	3
Information Report	8
Jail Problems/Inmate Problems	2
Juvenile Problem	3
Lockout, Vehicle/Home	1
Medical Emergency	24
Mental Health Problems	4
Missing Person	1
Overdue Person	1
Patrol Request	1
Traffic Collision Prop Damage	3
Traffic Accident, w/ Injuries	1
Property Damage, Non Vandalism	1
Public Nuisance/County Ordinances	1
Repossession of property	1
Request Traffic Enforcement	5
Residential Alarm	2
Sex Offense/Abuse	1
Shooting Noise	1
Suspicious Person/Circumstance	5
Theft Other Property	4
Traffic Hazard	2
Traffic Stop	1
Trespassing	3
Power/Gas/Water Problems	2
Vagrancy	1
Vehicle Fire	1
VIN Number Inspection	2
Vicious Animals	1
Wanted Person - Warrant	5
Welfare Check	4

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Total reported: 124

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**Report Includes:**

All dates between '00:00:00 08/01/19' and '00:00:00 09/01/19', 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

---

<u>Nature of Incident</u>	<u>Total Incidents</u>
Citizen Dispute	1
Medical Emergency	3
Attempted Suicide	1

---

Total reported: 5

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### Report Includes:

All dates between `00:00:00 08/01/19` and `00:00:00 09/01/19`, 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

## Law Total Incident Report, by Nature of Incident

---

<u>Nature of Incident</u>	<u>Total Incidents</u>
Simple Assault	1
Incomplete 9-1-1 Calls	1
Lost Property	1
Theft Other Property	1
Wanted Person - Warrant	1

---

Total reported: 5

---

---

### Report Includes:

All dates between `00:00:00 08/01/19` and `00:00:00 09/01/19`, All agencies matching `SCSO`, All natures, All locations matching `19`, 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>
9A.36.041	4TH DEGREE ASSAULT	3
9A.56.050	THEFT III	1
9A.76.040	RESISTING ARREST	1

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<b>Report Totals</b>		<b>5</b>
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### Report Includes:

All dates of issue between `00:00:00 08/01/19` and `00:00:00 09/01/19`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types



# Elected Officials Essentials



Learn the most critical legal and functional responsibilities of elected office



Open to newly elected and seasoned elected officials



11 satellite locations throughout Washington

Saturday  
December 7  
2019

**Registration  
opens October 9!**

*Those not yet in elected office will need to register after November 3.*

Getting elected to city council is just the beginning. Once you start your role, there are many things to learn — and quickly. Get a head start by attending this popular event that explores the most important legal and functional roles of city elected officials in Washington.

- Understand your roles and responsibilities
- Learn important ethical considerations to keep you on the right side of the law
- Examine real-world municipal scenarios with onsite legal counsel
- Network with other city leaders in your region

This event fulfills the Open Government Training Act's specific training requirements (including public records, records retention, and open public meetings) for elected officials.

## Locations

Olympia (live)  
Arlington  
Chelan  
Chewelah  
Covington  
Gig Harbor  
Kennewick  
Kirkland  
Spokane Valley  
Vancouver  
Yakima

Stevenson Municipal Court  
Summary of Cases Filed 2019  
Updated 8/15/2019

<u>Charge</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
<b>Criminal Non-Traffic</b>												
Assault 4th Degree	1	2	1	-	1	-	1	3	-	-	-	-
Bail Jumping	-	-	-	-	-	-	-	-	-	-	-	-
Disorderly Conduct	-	-	1	-	-	-	-	-	-	-	-	-
Malicious Mischief III	-	-	-	-	-	-	-	-	-	-	-	-
Minor in Possession (Marijuana)	-	-	-	-	-	-	-	-	-	-	-	-
No Contact/Protection/Antiharass Order Vio	1	-	1	-	-	-	-	-	-	-	-	-
Obstruct law enforcement	1	-	2	-	-	-	-	-	-	-	-	-
Resisting Arrest	-	-	-	-	-	-	-	-	-	-	-	-
Supply Liquor/Premises to Minor	-	-	-	-	-	-	-	-	-	-	-	-
Theft 3	-	1	1	4	1	-	1	1	-	-	-	-
Other Criminal Non-Traffic	-	-	1	-	-	-	-	-	-	-	-	-
<b>Total Criminal Non-traffic</b>	<b>3</b>	<b>3</b>	<b>7</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Criminal Traffic</b>												
DUI/Physical Control	1	-	-	-	1	-	-	-	-	-	-	-
Operate Vehicle w/o Ignition Interlock	-	-	-	-	-	-	-	-	-	-	-	-
No Valid Op License or Driving While Suspended	1	3	1	1	-	-	1	1	-	-	-	-
Hit & Run	-	-	-	-	-	-	-	-	-	-	-	-
Reckless Driving	-	-	1	-	1	-	-	-	-	-	-	-
<b>Total Criminal Traffic</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Non-Traffic Infraction</b>												
Dog Running at Large	-	-	-	-	-	-	-	-	-	-	-	-
Open/Consume Alcohol Public Place	-	-	-	-	-	-	-	-	-	-	-	-
Open/Consume Marijuana Public Place	-	-	-	-	-	-	-	-	-	-	-	-
Outdoor Burning Violation	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Non-Traffic Infractions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Traffic Infraction</b>												
Vehicle Registration (Fail to Register/Expired)	-	-	-	2	-	-	-	-	-	-	-	-
Fail to Signal	-	-	-	-	-	-	-	-	-	-	-	-
Fail to Wear Safety Belt	-	-	-	-	-	-	-	-	-	-	-	-
Fail to Yield Right of Way	-	1	-	-	-	-	-	1	-	-	-	-
Following too Close	-	-	-	-	-	-	-	-	-	-	-	-
Improper Passing on Left	-	-	-	-	-	-	-	-	-	-	-	-
Leaving Unattended Veh on Roadway	-	-	-	-	-	-	-	-	-	-	-	-
Negligent Driving 2nd Degree	-	-	-	-	-	-	-	-	-	-	-	-
No Motorcycle Endorsement	-	-	-	-	-	-	-	-	-	-	-	-
No Valid Operator's License/No License on Person	-	1	-	1	-	2	-	-	-	-	-	-
Open Alcoholic Container	-	-	-	-	-	-	-	-	-	-	-	-
Op Motor Vehicle w/o Headlights when Req'd	-	-	-	-	-	-	-	-	-	-	-	-
Op Motor Vehicle w/o Insurance	2	1	3	2	-	-	-	-	-	-	-	-
Speeding	-	1	-	3	2	1	-	1	-	-	-	-
Wrong Way on One-Way Street	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Traffic Infractions</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>8</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Parking Infractions</b>												
Illegal Parking, Standing, Stopping	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Traffic Violations &amp; Citations:</b>	<b>4</b>	<b>7</b>	<b>5</b>	<b>9</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2019 Monthly Total Violations &amp; Citations</b>	<b>7</b>	<b>10</b>	<b>12</b>	<b>13</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2019 Year-to-Date Total Violations &amp; Citations</b>	<b>7</b>	<b>17</b>	<b>29</b>	<b>42</b>	<b>48</b>	<b>51</b>	<b>54</b>	<b>61</b>	<b>61</b>	<b>61</b>	<b>61</b>	<b>61</b>
YTD Traffic related 2019 YTD:	4	11	16	25	29	32	33	36	36	36	36	36
YTD Traffic related 2018 YTD:	14	35	59	70	85	101	110	115	116	119	122	124
YTD Traffic related 2017 YTD:	4	5	12	12	14	19	23	23	29	30	31	35
YTD Traffic related 2016 YTD	6	10	16	21	26	42	63	68	75	97	100	103





# *City of Stevenson*

## **Fire Department – Rob Farris, Chief**

(509) 427-5970

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

To: Stevenson City Council  
From: Rob Farris, Fire Chief  
RE: Fire Department Update – August 2019  
Meeting Date: September 19th, 2019

### **Executive Summary:**

Fire Department is functioning normally. Nothing to report on at this time.

### **Overview of Items:**

*New Fire Hall:* Nothing to report on at this time.

*2020 Budget Goals:* Ongoing.

#### *Drills/Training/Calls:*

August Drills/Training – 56 Hours of volunteer training time

August Calls – 7 total

- 1 – Smoke Investigation
- 1 – Wildfire
- 2 – Fire Alarms
- 1 – Motor Vehicle Collision
- 1 – Mutual Aid
- 1 – Vehicle Fire

**Action Needed:** Would like the Mayor to give insight on security camera systems for the Fire Station.

## Advocacy

Published on Sep 15, 2019

# Preview the 2020 City Legislative Priorities

Contact: [Candice Bock](#)

AWC's [Legislative Priorities Committee](#) has wrapped up its work. The Committee met on September 5 and adopted recommend priorities for 2020. The recommendations now go to the AWC Board of Directors for review and final adoption.

Here is a snapshot of the Committees' 2020 recommended priorities:

- Pursue a comprehensive city transportation bill that provides new resources and options
- Pursue full funding for the Public Works Trust Fund
- Pursue the creation of a tax increment financing option for cities
- Preserve city fiscal health with secure funding sources.
- Behavioral health – Support statewide medication assisted treatment (MAT) services in city and regional jails if fully funded by the state and feasible in local jurisdictions.
- Continue to advance a watershed-based approach and strategic plan to address local fish-blocking culverts along with state culverts, and provide significant local funding.
- Continue to pursue new resources and policies to increase affordable housing both at the state and local level.

While the slate of issues the committee has recommended are all crucial to cities, it is important to keep our expectations for 2020 realistic. 2020 is a short session (60 days) and the Legislature will only be making limited changes to the 2019-2021 budget through the supplemental budget process. Additionally, it is a major election year with all of the House positions and half of the Senate positions up for election. Typically, in an election year, legislators are unwilling to take on controversial issues that could distract come November.

However, even with limited expectations, 2020 is an important time to bring forward this list of priorities. By focusing on these issues in 2020 we may achieve some positive outcomes during the session, but we can also educate legislators, bring together stakeholders, and build more momentum for the 2021 session when they will again be adopting the next biennial budget and more inclined to take on major policy issues.

Once the Board approves AWC's final 2020 priorities, we will share those with the full membership. We will also talk about them and advise how you can be a strong city advocate at [AWC's Cities on Tap](#) events this fall. We hope we will see you at one of these fun and educational evenings.

### Time to adopt your city's legislative agenda

Each month we have been reminding you about the importance of being strong city

### Related content

Learn how to advocate for your city during the legislative interim



city's legislative agenda should focus on the policy issues and capital requests that your city supports and needs. Be specific and keep it short and simple. It is a real benefit if you can also include support for AWC's priority issues.

Once you have your adopted agenda – share it. Make sure to sit down and review it with your legislators as soon as possible – they will need time to work with you on how best to support your needs. You should also share it with your residents, other local stakeholders and your local news media.

### **Federal action**

While we tend to joke about the in-action of Congress in the other Washington, this is a good time to reflect on the impact Congress can have on cities. The [National League of Cities](#) (NLC) recently shared its five priorities for Congress this fall.

- Prevent a federal government shutdown
- Stop the looming infrastructure cuts
- Reauthorize flood insurance
- Empower local broadband leadership
- Invest in infrastructure

AWC will be convening our [Federal Priorities Committee](#) this fall to review and update AWC's federal agenda for 2020.

### **State of the Cities survey**

Thank you to all of those cities that completed the State of the Cities survey. We know how much work it was and we are grateful! AWC's State of the Cities project takes a look at the issues facing Washington's cities and towns and identifies common issues and trends, as well as what cities need to succeed. We expect to have the completed report available by the end of the year.

[View from the Hill](#)   [Advocacy](#)

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# MARKET ACTION



A Publication of RMLS™, The Source for Real Estate Statistics in Your Community

Residential Review: Mid-Columbia

August 2019 Reporting Period

## August Residential Highlights

Pending sales saw a strong month this August in the Mid-Columbia region. There were 118 pending sales, a 11.3% gain over August 2018 (106) and a 10.3% gain from July 2019 when 107 offers were accepted.

New listings, at 167, showed a 7.7% increase over August 2018 (155) despite decreasing 5.1% from July 2019, when 176 new listings were offered.

Similarly, the 106 closings recorded fell four short of the 110 recorded in August 2018 (-3.6%) but outpaced July 2019 (95) by 11.6%.

Total market time rose to 87 days in August, and inventory decreased slightly to end at 4.1 months.

## Year to Date Summary

Comparing the first eight months of 2019 to 2018, new listings (1,070) have increased 8.7%, while pending sales (698) decreased 8.0% and closed sales (609) decreased 14.1%.

## Average and Median Sale Prices

Comparing 2019 to 2018 through August of each year, the average sale price has increased 6.5% from \$322,200 to \$343,100. In the same comparison, the median sale price has increased 13.6% from \$279,900 to \$318,000.

Inventory in Months*			
	2017	2018	2019
January	4.2	4.1	4.8
February	4.6	3.7	5.4
March	2.9	3.5	3.5
April	2.8	4.1	5.1
May	3.9	3.5	3.8
June	3.4	3.4	4.0
July	4.0	3.6	4.3
August	3.2	3.5	4.1
September	5.1	5.3	
October	4.1	3.8	
November	3.9	3.8	
December	4.2	4.3	

Percent Change of 12-Month Sale Price Compared With The Previous 12 Months	
<b>Average Sale Price % Change:</b>	+6.9% (\$339,500 v. \$317,700)
<b>Median Sale Price % Change:</b>	+15.2% (\$310,000 v. \$269,000)

\*Inventory in Months is calculated by dividing the Active Residential Listings at the end of the month in question by the number of closed sales for that month. This number includes proposed and under construction homes.

For further explanation of this measure, see the second footnote on page 3.

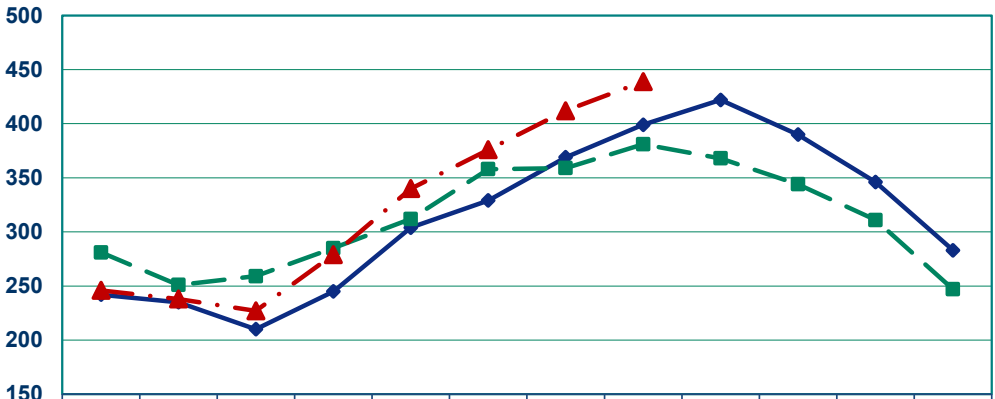
Mid-Columbia Residential Highlights		New Listings	Pending Sales	Closed Sales	Average Sale Price	Median Sale Price	Total Market Time
2019	August	167	118	106	350,200	331,800	87
	July	176	107	95	358,800	340,000	65
	Year-to-date	1,070	698	609	343,100	318,000	81
2018	August	155	106	110	358,700	288,300	117
	Year-to-date	984	759	709	322,200	279,900	96
Change	August	7.7%	11.3%	-3.6%	-2.4%	15.1%	-26.1%
	Prev Mo 2019	-5.1%	10.3%	11.6%	-2.4%	-2.4%	33.8%
	Year-to-date	8.7%	-8.0%	-14.1%	6.5%	13.6%	-15.6%

# AREA REPORT • 8/2019

## Mid-Columbia

	RESIDENTIAL														Avg. Sale Price % Change <sup>2</sup>	COMMERCIAL		LAND		MULTIFAMILY		
	Current Month							Total Market Time <sup>3</sup>	Year-To-Date							Year-To-Date		Year-To-Date		Year-To-Date		
	Active Listings	New Listings	Expired/Cancelled Listings	Pending Sales	Pending Sales 2019 v. 2018	Closed Sales	Average Sale Price		New Listings	Pending Sales	Pending Sales 2019 v. 2018	Closed Sales	Average Sale Price	Median Sale Price		Closed Sales	Average Sale Price	Closed Sales	Average Sale Price	Closed Sales	Average Sale Price	
100	White Salmon/ Bingen	31	16	2	9	-10.0%	7	413,100	51	78	48	11.6%	38	497,100	472,000	22.9%	2	155,800	15	201,200	1	420,000
101	Snowden	3	2	1	1	-	1	628,000	21	10	6	20.0%	6	481,300	493,000	6.7%	-	-	1	620,000	-	-
102	Trout Lake/ Glenwood	11	3	0	1	-66.7%	1	387,000	10	13	7	-36.4%	7	359,400	387,000	1.8%	1	1,550,000	7	176,100	-	-
103	Husum/ BZ Corner	8	2	0	1	0.0%	0	-	-	14	5	-16.7%	3	419,300	458,000	-18.2%	-	-	4	349,500	-	-
104	Lyle/ High Prairie	24	5	1	-	-100.0%	4	376,000	108	36	14	16.7%	16	313,000	316,900	-9.2%	-	-	11	151,300	-	-
105	Dallesport/ Murdock	4	1	1	4	300.0%	2	427,300	170	16	11	-31.3%	5	351,600	368,500	48.3%	1	800,000	-	-	-	-
106	Appleton/ Timber Valley	5	-	0	0	-	1	349,000	15	9	5	150.0%	6	249,800	266,300	21.3%	-	-	3	74,200	-	-
108	Goldendale/ Centerville	39	20	2	14	133.3%	14	242,700	76	117	84	16.7%	73	209,700	205,000	-4.1%	-	-	69	55,000	1	108,300
109	Bickleton/ East County	4	3	-	0	-	0	-	-	5	2	100.0%	2	104,400	104,400	-65.1%	-	-	4	47,600	-	-
110	Klickitat	1	0	1	0	-	1	97,900	458	4	4	-42.9%	5	115,400	97,900	-33.3%	-	-	3	76,600	-	-
	<b>Klickitat Co. Total</b>	<b>130</b>	<b>52</b>	<b>8</b>	<b>30</b>	<b>25.0%</b>	<b>31</b>	<b>326,100</b>	<b>87</b>	<b>302</b>	<b>186</b>	<b>6.3%</b>	<b>161</b>	<b>310,000</b>	<b>274,900</b>	<b>93.7%</b>	<b>4</b>	<b>665,400</b>	<b>117</b>	<b>105,800</b>	<b>2</b>	<b>264,100</b>
111	Skamania	6	3	0	-	-100.0%	2	571,500	16	13	7	75.0%	7	586,900	493,000	49.5%	-	-	3	233,700	-	-
112	North Bonneville	2	0	0	0	-100.0%	1	318,000	3	9	9	-43.8%	9	303,800	308,000	26.5%	-	-	1	65,000	-	-
113	Stevenson	13	6	1	7	133.3%	1	375,000	53	34	20	-9.1%	14	432,300	425,000	36.0%	-	-	18	114,100	-	-
114	Carson	13	7	0	6	200.0%	4	318,000	86	39	24	-4.0%	16	325,800	294,000	3.1%	1	140,000	9	418,900	-	-
115	Home Valley	4	1	0	0	-	2	416,500	128	8	5	66.7%	5	345,600	383,000	23.7%	-	-	-	-	-	-
116	Cook, Underwood, Mill A, Willard	6	0	0	1	0.0%	0	-	-	11	5	-58.3%	5	691,600	425,000	-7.6%	-	-	1	730,000	-	-
117	Unincorporated North	14	5	4	0	-100.0%	2	224,300	246	20	15	25.0%	15	223,600	147,000	10.2%	-	-	2	95,000	-	-
	<b>Skamania Co. Total</b>	<b>58</b>	<b>22</b>	<b>5</b>	<b>14</b>	<b>-6.7%</b>	<b>12</b>	<b>365,800</b>	<b>98</b>	<b>134</b>	<b>85</b>	<b>-9.6%</b>	<b>71</b>	<b>375,300</b>	<b>373,000</b>	<b>10.3%</b>	<b>1</b>	<b>140,000</b>	<b>34</b>	<b>220,900</b>	<b>-</b>	<b>-</b>
351	The Dalles	71	39	4	28	-15.2%	30	286,100	53	254	192	-16.9%	172	268,100	260,000	13.0%	7	397,900	21	99,600	3	268,200
352	Dufur	5	2	1	1	-50.0%	2	241,500	86	13	10	11.1%	10	240,500	217,500	-11.1%	-	-	2	127,500	-	-
353	Tygh Valley	17	5	1	1	0.0%	1	209,000	333	26	12	-7.7%	10	212,100	167,000	6.5%	-	-	1	30,000	-	-
354	Wamic/ Pine Hollow	13	1	-	3	200.0%	1	393,500	137	15	6	-50.0%	5	263,700	220,000	-22.5%	1	1,000,000	2	96,000	-	-
355	Maupin/ Pine Grove	14	-	-	1	0.0%	1	80,000	208	13	5	-37.5%	5	209,700	221,800	37.6%	1	172,500	2	71,500	-	-
356	Rowena	-	0	0	0	-	0	-	-	-	0	-100.0%	0	-	-	-	0	-	0	-	0	-
357	Mosier	19	6	0	1	0.0%	3	293,300	29	26	10	-28.6%	12	460,500	496,500	-7.8%	-	-	7	174,900	-	-
	<b>Wasco Co. Total</b>	<b>139</b>	<b>53</b>	<b>6</b>	<b>35</b>	<b>-10.3%</b>	<b>38</b>	<b>279,700</b>	<b>66</b>	<b>347</b>	<b>235</b>	<b>-18.7%</b>	<b>214</b>	<b>273,500</b>	<b>260,000</b>	<b>-100.0%</b>	<b>9</b>	<b>439,800</b>	<b>35</b>	<b>112,500</b>	<b>3</b>	<b>268,200</b>
361	Cascade Locks	12	5	2	6	100.0%	3	268,300	11	35	21	-30.0%	20	269,800	274,500	7.3%	-	-	3	38,500	-	-
362	Hood River City	52	19	3	20	25.0%	9	570,100	78	130	84	-13.4%	67	478,400	445,000	3.5%	1	130,000	14	217,400	1	475,000
363	Hood River-W	25	7	-	6	20.0%	6	457,600	58	50	36	50.0%	32	563,300	529,300	-13.4%	-	-	5	306,600	-	-
364	Hood River-E	7	1	0	0	-	0	-	-	5	2	-71.4%	4	676,500	521,500	10.8%	-	-	1	325,000	-	-
366	Odell	8	2	0	3	200.0%	2	355,500	28	28	22	69.2%	18	390,400	407,500	0.9%	-	-	-	-	-	-
367	Parkdale/ Mt. Hood	7	4	1	2	-33.3%	4	638,600	29	30	16	-27.3%	12	539,300	417,500	12.9%	-	-	4	196,500	-	-
	<b>Hood River Co. Total</b>	<b>111</b>	<b>38</b>	<b>6</b>	<b>37</b>	<b>32.1%</b>	<b>24</b>	<b>497,800</b>	<b>52</b>	<b>278</b>	<b>181</b>	<b>-6.2%</b>	<b>153</b>	<b>468,500</b>	<b>427,000</b>	<b>1.0%</b>	<b>1</b>	<b>130,000</b>	<b>27</b>	<b>214,900</b>	<b>1</b>	<b>475,000</b>
370	Sherman Co.	1	2	0	2	-	1	47,000	1555	9	11	37.5%	10	218,200	231,600	51.6%	-	-	6	34,100	-	-

### Active Residential Listings

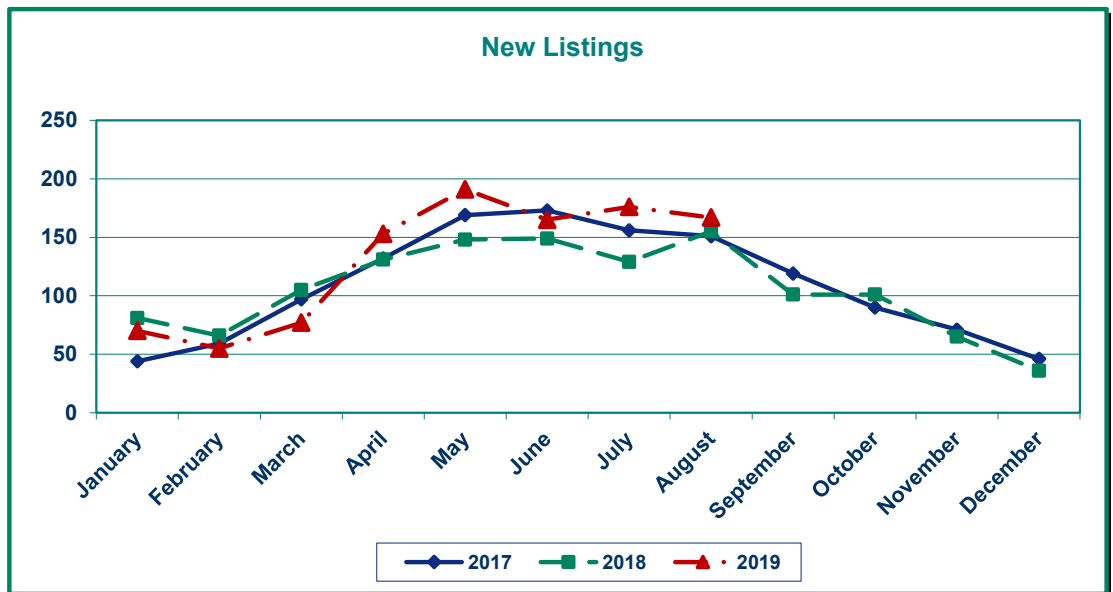


### ACTIVE RESIDENTIAL LISTINGS MID-COLUMBIA

*This graph shows the active residential listings over the past three calendar years in Mid-Columbia.*

### NEW LISTINGS MID-COLUMBIA

*This graph shows the new residential listings over the past three calendar years in Mid-Columbia.*



<sup>1</sup> Percent change in number of pending sales this year compared to last year. The Current Month section compares August 2019 with August 2018. The Year-To-Date section compares 2019 year-to-date statistics through August with 2018 year-to-date statistics through August.

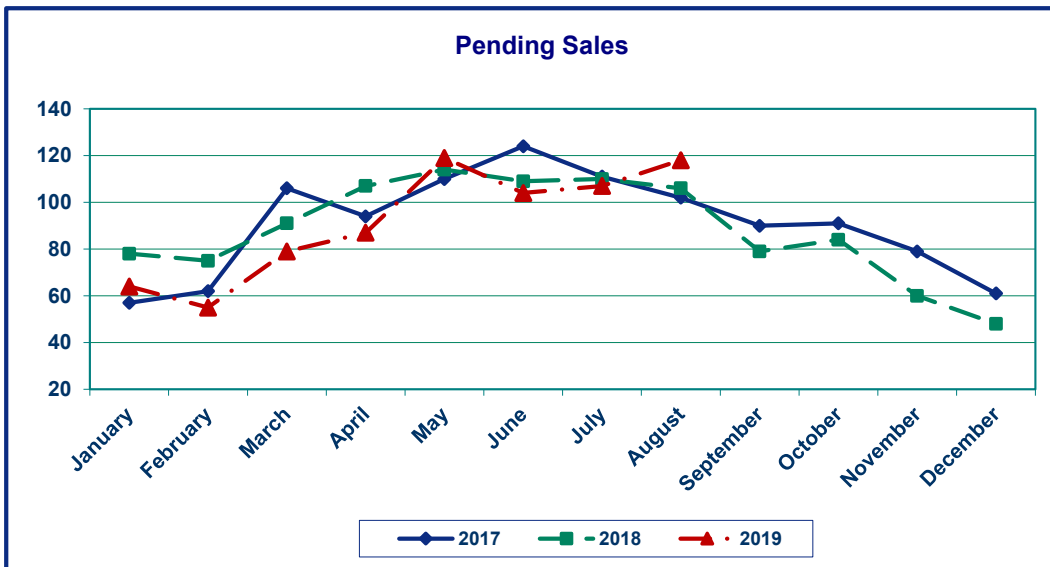
<sup>2</sup> % Change is based on a comparison of the rolling average sale price for the last 12 months (9/1/18-8/31/19) with 12 months before (9/1/17-8/31/18).

<sup>3</sup> Total Market Time is the number of days from when a property is listed to when an offer is accepted on that same property. If a property is re-listed within 31 days, Total Market Time continues to accrue; however, it does not include the time that it was off the market.

## PENDING LISTINGS

### MID-COLUMBIA

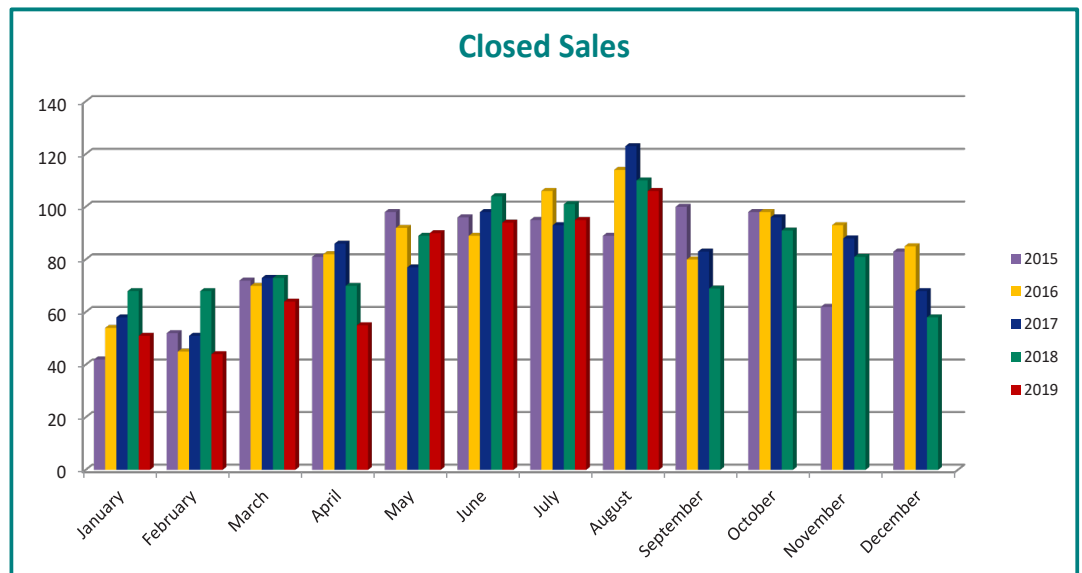
*This graph represents monthly accepted offers in Mid-Columbia over the past three calendar years.*



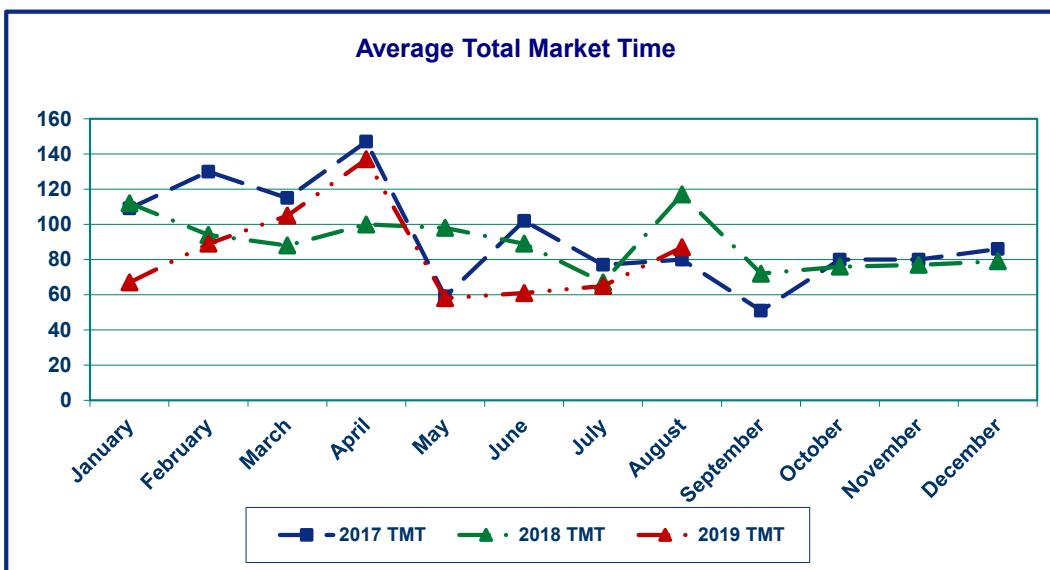
## CLOSED SALES

### MID-COLUMBIA

*This graph shows the closed sales over the past five calendar years in Mid-Columbia.*



## Average Total Market Time



## DAYS ON MARKET

### MID-COLUMBIA

*This graph shows the average market time for sales in Mid-Columbia, over the past three calendar years.*

**SALE PRICE**  
**MID-COLUMBIA**

*This graph represents the average and median sale price for all homes sold in Mid-Columbia.*

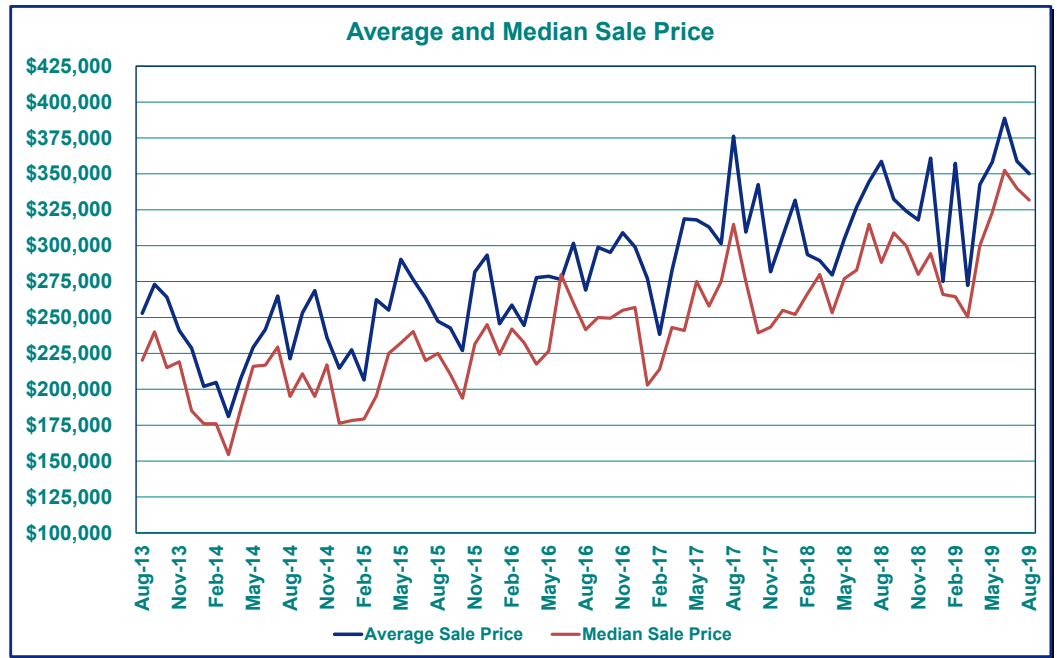
**Contact RMLS™**  
8338 NE Alderwood Rd  
Suite 230  
Portland, OR 97220  
(503) 236-7657  
communications@rmls.com

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Pat Kaplan, Chairwoman of the Board  
Kurt von Wasmuth, President/CEO  
Tyler Chaudhary, Editor





# 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: City Administrator Staff Update  
Meeting Date: September 19, 2019

## **Overview of items staff has been working on over the past month:**

Smart Water Meter Project – A meeting with the Department of Commerce will take place the beginning of September and a contract may be coming before November. I am working on multiple sources of matching funds and am not having much success. An option for funding in February would be the LOCAL program through the State Treasurer's office. Interim financing may be provided through the

BIAS Software Implementation – The Payroll and Financial modules have been active since July 1. Utility billing and cash receipting were transferred over the end of August. I have been reviewing and reconciling the accounts after the transfer and cleaning up the data. Permitting will take place around November after the October billing cycle.

Xpress Bill Pay Conversion – Training for Xpress Bill Pay is scheduled next Tuesday. We are working with customers to convert their accounts from Invoice Cloud to Xpress.

Nuisances – With the increased workload of the season, staff is behind on nuisances. Other projects are deemed higher priority at the detriment to other tasks such as nuisances.

CDBG Project – There are three projects moving forward through the Housing Rehabilitation Program paid for by a Community Development Block Grant (CDBG), passed through the city and managed by the Columbia Cascade Housing Corporation. There are about \$400k in funds available for the next 2 years.

Phone System – The phone system is all cut-over and operating. Staff is still learning the new system and we thank everyone for their patience through the transition.

## **Action Needed:**

None.

# CHECK REGISTER

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1268	09/19/2019	Claims	1	EFT	Department of Revenue	3,743.66	Written From Use Tax Report-Aug Excise Taxes
1269	09/19/2019	Claims	1	EFT	InvoiceCloud	366.80	ACH Invoice Cloud Sept 2019
1270	09/19/2019	Claims	1	EFT	Umpqua Bank	51.43	Umpqua Bank Fee Sept 2019
1271	09/19/2019	Claims	1	EFT	Verizon Wireless	87.94	Verizon Sept 2019
963	09/05/2019	Claims	1	13811	Indigo Fern Properties	300.00	Temporary Construction Easement-Russell Avenue Project
1243	09/12/2019	Claims	1	13812	Caporn Skies LLC	200.00	Russell Ave Project-Temp Easement
1272	09/19/2019	Claims	1	13813	A&J Select	105.96	August 2019 Statement
1273	09/19/2019	Claims	1	13814	Aramark Uniform Services	187.19	Aramark August 2019 Statement
1274	09/19/2019	Claims	1	13815	Avista Utilities	60.83	Avista August Monthly Statement
1275	09/19/2019	Claims	1	13816	BIAS Software	722.28	BIAS Training
1276	09/19/2019	Claims	1	13817	BSK AddyLab,LLC	243.00	Water Sampling
1277	09/19/2019	Claims	1	13818	Benjamin Shumaker	307.14	Broadband Workshop
1278	09/19/2019	Claims	1	13819	Cascade Columbia Distribution Company	289.53	Sodium Hypochlorite
1279	09/19/2019	Claims	1	13820	CenturyLink	442.46	Centurylink SP Sept 2019 313575114 ; Centurylink Cityhall Sept 2019 313618073 ; Centurylink Fire Hall Sept 2019 313784194
1280	09/19/2019	Claims	1	13821	Centurylink Comm Inc	52.52	Centurylink LD Sept 2019 320154272
1281	09/19/2019	Claims	1	13822	City of Stevenson	188.89	City Hall-August 2019 Statement; Hydrant Meter Fee For Russell Ave Undergrounding
1282	09/19/2019	Claims	1	13823	Class 5	517.46	Power Over Ethernet Injector; Phone System Programming; Phone System Programming; Phone System User Functions
1283	09/19/2019	Claims	1	13824	Columbia Hardware, Inc.	985.57	August 2019 Statement
1284	09/19/2019	Claims	1	13825	Columbia River Disposal	197.57	August 2019 Garbage Service
1285	09/19/2019	Claims	1	13826	Columbia Tree Service	1,615.50	Tree Removal On Tari Lane
1286	09/19/2019	Claims	1	13827	Consolidated Supply Co.	218.91	Frost Free Hydrant; Flex Coupling
1287	09/19/2019	Claims	1	13828	Correct Equipment	1,231.01	T-Cal Plus; Flow IQ Meters; T-Calplus Calibration
1288	09/19/2019	Claims	1	13829	Crandall Arambula	17,103.00	Crandall Arambula Aug 2019 Statement
1289	09/19/2019	Claims	1	13830	Day Wireless/CSI Communication	3,039.29	Pagers
1290	09/19/2019	Claims	1	13831	Department of Ecology Cashiering Section	3,030.52	Water Quality Program FY 2020; Water Quality Program FY 2020
1291	09/19/2019	Claims	1	13832	Emergency Services Marketing Corp	305.00	Annual Subscription 10.16.19-10.15.20
1292	09/19/2019	Claims	1	13833	Grainger	921.56	Pet Waste Container; Pet Waste Container/Bags
1293	09/19/2019	Claims	1	13834	HD Fowler Company	521.33	Inflatable Test Plug
1294	09/19/2019	Claims	1	13835	Jacobs' Services Inc.	250.00	Cleaning Service-August 2019
1295	09/19/2019	Claims	1	13836	Kitchen Electric, LLC	2,532.07	Conduit Valves; Water Pump Circuit Test
1296	09/19/2019	Claims	1	13837	Munsen Paving LLC	1,428.18	Street Patching
1297	09/19/2019	Claims	1	13838	NAPA Auto Parts	198.40	August 2019 Statement
1298	09/19/2019	Claims	1	13839	Office of State Treasurer - Cash Mgmt Di	399.48	August 2019 Remittance A8
1299	09/19/2019	Claims	1	13840	One Call Concepts, Inc.	35.31	August 2019 Statement

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1300	09/19/2019	Claims	1	13841	PUD No 1 of Skamania County	4,619.06	First Street Shop-August 2019 Statement; Ryan Allen Rd County Well-August 2019 Statement; Wtr Trmt Plant -August 2019 Statement; Ryan Allen Rd Intake Stn-August 2019 Statement; Rock Cr Dr City Shop-Au
1301	09/19/2019	Claims	1	13842	Petty Cash	176.35	August/Sep 2019 Statement
1302	09/19/2019	Claims	1	13843	Radcomp Technologies	739.06	Radcomp Monthly Bill Sept 2019; Radcomp Records Request 9/2019
1303	09/19/2019	Claims	1	13844	Rick May	75.00	Boundary Line Adjustment Partial Refund Of Fees
1304	09/19/2019	Claims	1	13845	Ricoh USA, Inc	538.72	August 2019-Statement
1305	09/19/2019	Claims	1	13846	Ricoh USA, Inc	55.33	August 2019 Statement
1306	09/19/2019	Claims	1	13847	Rodda Paint Co.	8.05	Late Fee
1307	09/19/2019	Claims	1	13848	Sea-Western Inc	222.67	Streamlight For Command Vehicle
1308	09/19/2019	Claims	1	13849	Skamania County Chamber of Commerce	8,631.90	August 2019 Monthly Statement
1309	09/19/2019	Claims	1	13850	Skamania County Pioneer	93.60	Planning Commissioner Ad; Planning Commissioner Ad
1310	09/19/2019	Claims	1	13851	Skamania County Prosecutor	1,333.00	Skaco Prosector Fees Sept 2019
1311	09/19/2019	Claims	1	13852	Skamania County Treasurer	15,824.51	Skaco Treasurer September Remittance 2019; SMC Sept 2019
1312	09/19/2019	Claims	1	13853	Smith & Loveless, Inc.	865.77	Lift Station Pump
1313	09/19/2019	Claims	1	13854	Sonsray Machinery, LLC	562.76	Backhoe Repair
1314	09/19/2019	Claims	1	13855	Sound Employment Solution	2,250.00	August 2019 Services Only
1315	09/19/2019	Claims	1	13856	Staples -Dept 11-05417944	44.68	August 2019 Statement
1316	09/19/2019	Claims	1	13857	Stevenson-Carson School District	5,000.00	September 2019 Maint Agreement; March 2019 Maintenance Agreement
1317	09/19/2019	Claims	1	13858	Traffic Safety Supply, CO	1,461.07	Thermal Tape
1318	09/19/2019	Claims	1	13859	Tribeca Transport LLC	7,092.05	Transport Sludge
1319	09/19/2019	Claims	1	13860	US Bank Safekeeping	72.00	ACH US Bank Safekeeping Fidiciary Fees Sept 2019
1320	09/19/2019	Claims	1	13861	US Bank	609.49	August 2019 Card #1 Credit Card Statement; August 2019 Card #2 Credit Card Statement
1321	09/19/2019	Claims	1	13862	USA Bluebook	376.29	Alkalinity Test Kit
1322	09/19/2019	Claims	1	13863	WEX Bank	966.74	Chevron Statement Aug 2019
1323	09/19/2019	Claims	1	13864	WGAP Washington Gorge Action Program	3,333.00	WGAP Payment #2 2019
1324	09/19/2019	Claims	1	13865	Wallis Engineering, PLLC	58,555.08	August 2019 Statement Russell Ave; WWTP Aug 2019 Statement
1325	09/19/2019	Claims	1	13866	Wave Broadband	76.50	Wave Sept 2019 2801-1035637-01
1326	09/19/2019	Claims	1	13867	Woodrich, Kenneth B PC	2,130.00	August 2019 Statement
1327	09/19/2019	Claims	1	13868	Waterwalker	5,000.00	2019 Gorge Outrigger Race
						56,371.56	001 General Expense Fund
						9,013.25	100 Street Fund
						13,691.74	103 Tourism Promo & Develop Fund
						14,104.21	309 Russell Ave
						22,730.72	400 Water/Sewer Fund
						44,415.37	410 Wastewater System Upgrades
						2,265.62	500 Equipment Service Fund
						162,592.47	Claims:
						162,592.47	

162,592.47

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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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)