

AGENDA
CITY OF STEVENSON COUNCIL MEETING
September 17, 2020
6:00 PM, Remote

Call-In Number 669-900-6833, or 253-215-8782 Webinar ID: 813 3294 8037, Zoom link
<https://us02web.zoom.us/j/81332948037> and on YouTube at
<https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjJvA/>

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

1. CALL TO ORDER: Mayor to call the meeting to order and conduct roll call.

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

a) * 9/16 changes include:

- Addition of Ordinance 2020-1164 Revising Engineering Standards (item 9c)
- Addition of Asset Management Tool staff memo and information (item 9d)
- Addition of agenda item 9h Planning Commission Appointment
- Addition of the Planning Commission Minutes (item 10d)
- Addition of the Fire Department report (item 10e)
- Addition of City Administrator's report (item 11c)
- Addition of Vouchers detail (item 12)

b) **9/17 changes include:

- Revised 2020 budget detail attachment to correct typo (item 5a)
- Addition of public comments received requesting inclusion in the packet (item 4a)
- Addition of 2021 initial proposed budget (item 9f)

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

a) **Liquor License Renewal** - North Bonneville PDA-420 Evergreen

b) Minutes of August 20, 2020 Council Meeting.

MOTION: To approve consent agenda items a-b

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.]*

- a) **COVID-19 Virtual Meeting Protocol for Public Comment:** When submitting public comments, include your name regardless of the manner you are using. Public comments may be provided in one of three ways:

-In writing may be submitted no later than 12:00 PM on the meeting date to be included in the council packet.

-By telephone during the meeting by calling a number that will be provided to you upon notification to the City Clerk no later than 4:30 PM the day of the meeting.*

-By virtual meeting attendance with a link that will be provided to your email upon notification to the City Clerk no later than 4:30 the day of the meeting.*

*If you would like to make a public comment by either phone or virtual meeting, you can contact the Clerk at leana@ci.stevenson.wa.us or by phone at 509-427-5970 no later than 4:30 on the meeting date.

5. PUBLIC HEARINGS: *[Advertised public hearings have priority over other agenda items. The Mayor may reschedule other agenda items to meet the advertised times for public hearings.]*

- a) **6:15 pm - 2020 Proposed Budget Amendments** - City Administrator Leana Kinley will present proposed changes to the 2020 budget based on revised estimates due to COVID, actual costs incurred and approved contracts for public comment and council review and consideration.

MOTION: To approve Ordinance 2020-1163 amending the 2020 budget. OR If no motion, the ordinance will move to the October 15th meeting for a second reading.

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) Skamania County Public Works** - Public Works Director/County Engineer Tim Elsea will update council on building inspection services as per the interlocal agreement.

7. SITUATION UPDATES:

- a) COVID-19 Update** - Mayor Scott Anderson will provide an update on the city's response to the COVID-19 pandemic.
- b) Sewer Plant Update** - Public Works Director Karl Russell will provide an update on the Stevenson Wastewater System and the Compliance Schedule.

8. UNFINISHED BUSINESS:

- a) First Reading Ordinance Regulating Unmanned Aircraft** - City Administrator Leana Kinley presents ordinance 2020-1162 regulating the use of unmanned aircraft in the city limits as discussed at the August 20th council meeting for council consideration.

MOTION: To approve ordinance 2020-1162 regulating the use of unmanned aircraft. (If there is no motion, the ordinance will move to a second reading at the October 15th council meeting.)

9. NEW BUSINESS:

- a) First Reading Business License Code Update** - City Administrator Leana Kinley presents ordinance 2020-1160 revising the business license code to allow for the Business Licensing Service office within the Washington State Department of Revenue to process city licenses for council consideration.

MOTION: To approve ordinance 2020-1160 revising SMC 5.04 relating to and providing for license upon certain businesses, occupations, pursuits and privileges, providing penalties for the violation thereof. (If there is no motion, the ordinance will move to a second reading at the October 15th council meeting.)

- b) First Reading Vacation Rental Homes Code Update** - City Administrator Leana Kinley presents ordinance 2020-1161 revising the vacation rental homes code to allow for the Business Licensing Service office within the Washington State Department of Revenue to process city licenses for council consideration.

MOTION: To approve ordinance 2020-1161 revising SMC 5.20 regarding licensing procedures and operational standards for vacation rental homes. (If there is no motion, the ordinance will move to a second reading at the October 15th council meeting.)

- c) *First Reading Ordinance Revising Water Engineering Standards** - Public Works Director Karl Russell presents ordinance 2020-1164 revising the water engineering standards to allow deduct submeters for commercial customers for the purposes of sewer billing.

MOTION: To send ordinance 2020-1164 to the Planning Commission for review. OR To approve ordinance 2020-1164. OR No motion and the item will be placed on the October 15th agenda for a second reading.

- d) *Discuss Asset Management Tools** - City Administrator Leana Kinley presents a memo regarding asset management tools for council to discuss and consider.

- e) Approve Cost Allocation Policy** - City Administrator Leana Kinley presents resolution 2020-365 revising the financial policy to include a cost allocation policy as discussed at the June 18, 2020 council meeting.

MOTION: To approve resolution 2020-365 revising the financial policy.

- f) **Preliminary 2021 Budget** - City Administrator Leana Kinley presents the preliminary 2021 budget for council review and discussion.

- g) **Discuss Anti-Racism Training** - Following-up from the conversation at the August 20, 2020 council meeting, this discussion will be about anti-racism training for council and staff.
- h) ***Planning Commission Appointment** - The Planning Commission is recommending City Council appoint Davy Ray to fill position #2, which was vacated by the resignation of Shawn Van Pelt.

MOTION: To appoint Davy Ray to Planning Commission position #2.

10. INFORMATION ITEMS:

- a) **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in August, 2020.
- b) **Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report and year-to-date revenues and expenses through August 2020.
- c) **Sheriff's Report** - The Skamania County Sheriff's report for August, 2020 is presented for council review.
- d) ***Planning Commission Minutes** - Minutes from the 8/10/20 Planning Commission meeting is presented.
- e) ***Fire Department Report** - The Stevenson Fire Department's report for August, 2020 is presented for council review.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director
- b) Karl Russell, Public Works Director
- c) *Leana Kinley, City Administrator

12. VOUCHER APPROVAL:

- a) *August 2020 payroll & September 2020 AP checks have been audited and are presented for approval. August payroll checks 14597 thru 14602 total \$93,823.74 which includes EFT payments. September AP checks 14603 thru 14648 total \$235,602.52 and includes ACH payments and checks . The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

13. MAYOR AND COUNCIL REPORTS:

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

15. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

-Thursday, October 15th, Regular Council Meeting Including Public Hearings for:
 Wastewater Moratorium Extension
 2021 Proposed Budget

MINUTES
CITY OF STEVENSON COUNCIL MEETING
August 20, 2020
6:00 PM, Via Zoom and YouTube

1. CALL TO ORDER: Mayor Anderson called the meeting to order at 6:00 p.m. and conducted roll call.

Attending: Mayor Scott Anderson; Councilmembers Paul Hendricks, Matthew Knudsen, Annie McHale. Councilmember Amy Weissfeld had trouble logging-in for several minutes.

City Staff: City Administrator Leana Kinley, Public Works Director Karl Russell, Community Development Director Ben Shumaker.

City Attorney: Ken Woodrich

Guest: Sheriff Dave Brown

Public attendees: Sofia Lopez, Brian McNamara, Monica Masco, Dana Hendricks, Rondell Conn.

a) *Excused Absences-Councilmember Robert Muth requested an excused absence.

MOTION to excuse **Robert Muth** was made by **Councilmember Knudsen** with a second provided by **Councilmember McHale**.

- Voting aye: **Councilmembers Hendricks, McHale, Knudsen**
- Voting nay: None

2. CHANGES TO THE AGENDA: *The following items were added or deleted from the initial agenda.*

- a) ***Changes as of 1pm on 8/20 included: Removal of the Hollstrom Road agreement from the agenda (was item 7g); Addition of public comments from Mary Repar for the Rock Creek Cove public hearing (item 5a); Addition of public comments from Brian McNamara for the public hearing on ordinance 2020-1157 (item 5b)

**Changes on 8/19 included: Updated staff report for the Rock Creek Cove public hearing (item 5a); Addition of the incident report for the downtown incident update (item 7a); Identification of Foster Garvey as the recommended bond counsel for a final cost of not to exceed \$10,000 plus associated letter of engagement (item 7e); Addition of voucher information (item 10)

*The final agenda published 8/18 changes included: Addition of an excused absence request for councilmember Robert Muth (item 1a); Addition of a water adjustment to the Consent Agenda (item 3d); Inclusion of a staff memo to the back-billing waiver request (item 7c); Addition of approving social media records retention solution (item

7h); Addition of discussion of unmanned aircraft regulations (item 7i); Addition of the Fire department report (item 8e); Addition of the Sheriff's department report (item 8f)

Councilmember Knudsen thanked **City Administrator Kinley** for providing the list of changed items.

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

a) Water Use Waiver - The meter for the Port of Skamania was turned on during the swap-out project after the customer had it shut off to demolish the house. This caused water to flow until they discovered the usage in July. The total amount of usage to be waived is \$156.01, which is total usage billed rather than the calculated amount per the City's water leak policy due to the nature of the water usage.

b) Water Adjustment - The MacKinnon Family Trust (meter No. 802300) requested a water adjustment of \$183.95 for a water leak in their irrigation that they have since repaired.

c) Liquor License Renewal - El Rio Texicantina

d) **Water Adjustment -The meter for Christy Harrah was not installed properly, which left a small leak after the meter. The customer recently discovered the issue because of a large volume of water in the meter box. The total amount of usage to be waived is \$44.10, which is the difference between the average usage for the customer over the past five years, and the recent meter read. This is outside of the calculation in the City's leak policy due to the nature of the water usage

e) Minutes of the July 16, 2020 Council Meeting.

Councilmember Hendricks requested the language referencing a member of the Lewis and Clark expedition be amended to state *York, a person enslaved by William Clark*.

MOTION to approve consent agenda items a-e with modification of language in the July 16th, 2020 Council minutes as indicated by **Councilmember Hendricks** was made by **Councilmember Hendricks** with a second provided by **Councilmember McHale**.

- Voting aye: **Councilmembers McHale, Hendricks, Knudsen.**
- Voting nay: None

4. PUBLIC COMMENTS:

>Sofia Lopez of Stevenson spoke about a recent incident outside a Stevenson business. She stated she has had family subject to similar comments expressed at the recent confrontation, and believed the language used was offensive, xenophobic and racist. She urged Councilmembers not to ignore or dismiss it.

5. PUBLIC HEARINGS:

a) *** 6:05 PM Rock Creek Cove Plat Alteration - Mayor Anderson opened the public hearing at 6:10 p.m. **Community Development Director Ben Shumaker** presented a staff memo and information regarding the alteration of a plat that involves a public dedication for public comment, council review and consideration. He pointed to pages in the Council packet with information on the proposed amendments to the project. Reducing 3 lots to 2 and modifying easements for pathways are requested by the applicant. Shumaker explained the findings and criteria to be considered and the recommendations made by the Planning Commission and City staff regarding the site.

Attorney Woodrich conducted an Appearance of Fairness Disclosure, as the Council would be considering a site-specific land use proposal. He asked each Councilmember to disclose if they had engaged in any substantial communication with a proponent or opponent of the proposal, if any Councilmember owned any real property within 300' of the project's boundaries, and if any Councilmember had any kind of potential financial interest in the project. He noted **Councilmember McHale** had disclosed in a previous meeting conversations she had with the applicant regarding possible use of the event space during consideration of the preliminary plat. **Councilmember McHale** was asked if she had any reason she could not be fair and impartial, and she reported none. **Attorney Woodrich** asked if the applicant or anyone had objections to her participation in the current decision. No objections were raised by anyone.

Mayor Anderson opened the Public Comment portion of the hearing at 6:20 p.m.

City Administrator Leana Kinley reported the only public comment received was on page 36 of the Council meeting packet. It was from Mary Repar in support of walking paths.

>Mike Beck spoke as a member of the Planning Commission and as a member of the public. He noted the PC's unanimous recommendation was to not reduce the width of the dedicated easements.

Attorney Woodrich was asked to determine if the applicant could comment. He explained the applicant's testimony is considered part of the public comment session.

>Zachary Pyle, applicant, gave details for the reasons for the proposed alterations to the site. He asked the Council to consider rejecting the pathway providing access to "Florida", the southern peninsula portion of the lot, in order to preserve privacy for future guests using the planned cabins.

Councilmember Weissfeld received confirmation the larger loop paths (1 and 2) on page 35 would remain as easements but not built out as per the Planning Commission recommendations. She suggested several compromises, including time-limited access on pathway usage to allow for privacy in the areas along the southern peninsula.

Councilmember Hendricks asked for an explanation regarding the critical areas detailed. **Community Development Director Ben Shumaker** explained they are the habitat areas adjacent to Rock Cove, where the vegetation buffer encourages wildlife nesting and water access.

At 6:36 p.m. Mayor Anderson closed public comment.

DISCUSSION

Councilmembers engaged in a substantial discussion and deliberation regarding the Rock Creek Cove Plat application. Much of the focus was on the design and location of the pathways within the project area. All agreed maintaining public access as much as possible was essential.

A number of options were considered. As access to Rock Cove is readily available at the county fairgrounds, it was finally determined to not require the applicant to provide public water access. Councilmembers also agreed to maintain the easement on the southern peninsula ("Florida") as shown on page 34 of the Council meeting packet, but allow time limits for public access by including language under condition 3f on page 12 of the application: *proponent may establish reasonable time restrictions subject to review and approval by the Stevenson Public Works Director.*

MOTION to approve the Rock Creek Cove Plat Alteration as presented with components on page 34 with changes to 3f as discussed was made by **Councilmember Knudsen** with a second provided by **Councilmember McHale**.

- Voting aye: **Councilmembers Knudsen, McHale, Hendricks, Weissfeld**
- Voting nay: None

b) * 6:15 - Public Hearing: Second Reading Ordinance 2020-1157 Regarding Changes to Zoning** Mayor Anderson opened the next public hearing at approximately 7:05 p.m.

Community Development Director Ben Shumaker presented a staff report and ordinance 2020-1157 amending the Stevenson zoning code (SMC Title 17); modifying where single-family detached dwellings (SFDD) and townhomes are allowed; clarifying use categories within SMC 17.13.010; and incorporating zoning interpretations conducted under SMC 17.12.020 for council review and discussion.

Shumaker provided information and history on the topics included in the proposed zoning ordinance. He explained the modifications and related the Planning Commission decisions and recommendations for the ordinance. He pointed to pages in the meeting packet that provided additional details.

Following his presentation, Councilmembers asked a number of questions on back and forth conversions of existing residences to businesses and establishing a minimum height requirement for buildings in the C1 district.

In response to questions from **Councilmember McHale**, **Mayor Anderson** highlighted efforts he and the City staff had put into ensuring the public had information regarding the Downtown Plan and the proposed ordinance.

Councilmember Knudsen confirmed that if an existing SFDD burned down, the original owners could rebuild it with an "as like" structure if the Council approved the zoning changes proposed. **Shumaker** verified that, and pointed to language on page 34 regarding the intent of the draft ordinance and 'Legacy Homes' definition. He stated there was no ownership component to the regulations. Non-conforming usage would be subject to time constraints of rebuilding within one year as currently allowed in the city code.

Councilmember Knudsen expressed reluctance regarding inclusion of the townhome zoning change, but essentially was in favor of the other provisions. He supported commercial buildings staying commercial in the downtown area. **Commissioner Knudsen** suggested offering a window of opportunity to provide owners a choice regarding a commercial vs residential setting. **Mayor Anderson** called for a straw poll to determine what the Council was considering. **Councilmember Weissfeld** stated she saw no reason to prevent toggling back and forth, and no legislative action was necessary on the part of the Council to address the issue.

Attorney Woodrich noted no Appearance of Fairness Doctrine was required as the hearing was for legislative purposes.

Mayor Anderson opened the public comment portion of the hearing at 7:18 p.m.

City Administrator Leana Kinley related Brian McNamara had submitted comments. They were on page 76 of the meeting packet. She reminded participants how to mute/unmute their microphones.

>Brian McNamara then spoke regarding his support of being able to switch building uses back and forth from residence to commercial, stating it was the reason he had purchased property in downtown Stevenson. He believes market forces should determine usage. He pointed out there were limited constructed places downtown, and it was expensive to remodel or tear a house down and construct a new building.

>Monica Masco of Stevenson spoke next. She noted she had made comments previously on the subject at earlier meetings. She appreciated the consideration for long-time property owners in converting back and forth or allowing dual use.

>Brian McNamara commented the last 18 months meant a number of homeowners had faced potential jeopardy by not being able to rebuild if their home had been destroyed.

Community Development Director Ben Shumaker directed Councilmembers to pages 38 and 39 in the meeting packet. He noted the Planning Commission had not provided a specific recommendation, but as staff he was in favor of back and forth conversions. He pointed to draft language regarding what would qualify for protection as a Legacy Home:

- Occupation as a SFDD since originally constructed;
- Occupation as a SFDD since the last zoning ordinance update approved September 15th, 1994;
- Occupation as a SFDD since January 1, 2020 (or the effective adoption date of Ordinance 2020-1157.)

He recommended limiting the ordinance to reflect the timeline of occupancy of a SFDD from 1994 to the effective date of adoption of the revised zoning ordinance before the Council.

Following questions from the Council, **Shumaker** clarified any building occupied as a SFDD prior to 1994 and/or from September 1994 to the date of the approved revised zoning ordinance (**Ordinance 2020-1157 Regarding Changes to Zoning**) under discussion could be rebuilt if damaged or destroyed.

Mayor Anderson closed the public comment portion at 7:29 p.m.

DISCUSSION

Councilmember McHale expressed appreciation for the residents becoming involved in the process and encouraged more participation in decision-making. **Mayor Anderson** noted time spent at public meetings with people had paid off. **Councilmember Weissfeld** spoke in favor of all the zoning proposals, including the toggling back and forth of uses as detailed.

Councilmember Hendricks recapped the discussion: No new SFDD will be permitted to be constructed on lots where existing buildings have not been occupied as a SFDD since 1994, but an existing SFDD can be replaced with another SFDD if destroyed. Any lot that is vacant or currently has a commercial structure will not be allowed to construct a SFDD. Any SFDD currently in place and occupied can convert between business and residential use.

Shumaker agreed and pointed to the text included on pages 38/39, Sections A.2 and B.1 to support a motion. **Mayor Anderson** then questioned if someone purchases a current SFDD, tears it down or it is destroyed and the owner then constructs a commercial building, then that lot no longer has the Legacy Home protection. **Shumaker** verified that as well.

The discussion next turned to the proposed minimum height restriction for downtown buildings. **Community Development Director Ben Shumaker** stated the Planning Commission saw it as a 'band-aid' approach to restricting usage of shipping/storage containers. **Mayor Anderson** spoke against having rusty, bare steel containers in the downtown area, but has seen some converted to homes that are attractive. He cautioned against initiating design standards.

Councilmember Knudsen suggested tackling design standards may be something to consider in the future. **Councilmember Weissfeld** did not support a second moratorium against storage containers. It was noted they would not be permitted to be used as a SFDD under the moratorium in place, and the current Waste Water Treatment Plant restrictions exclude some business usage. **Community Development Director Ben Shumaker** confirmed the shipping container moratorium had expired. After further discussion the Council agreed to the proposed

height restriction but requested the Planning Commission revisit the issue and develop a policy within a 12-18 month time frame.

MOTION to approve amending the Stevenson zoning code title 17 including options contained in A.2 and B.1, and the minimum building height under section C was made by **Councilmember Weissfeld** with a second provided by **Councilmember Hendricks**. **Attorney Woodrich** clarified the motion referred to Ordinance 2020-1157.

- Voting aye: **Councilmember Weissfeld, Hendricks, McHale**
- Voting nay: **Councilmember Knudsen**

Mayor Anderson then changed the order of the agenda to allow Skamania County Sheriff Dave Brown to speak regarding an incident that occurred in Stevenson on Friday, August 7th. **City Administrator Kinley** shared there was an incident report added to the council packet as a hyperlink.

7. NEW BUSINESS:

a) **Downtown Incident Update - Sheriff Dave Brown was present to update the Council on an incident that took place outside a local business on August 7th, 2020.

A Stevenson resident reportedly threw firecrackers and shouted racially charged statements at a group of visitors patronizing a local business. Councilmembers and the Sheriff discussed the incident, with several Councilmembers stating they believed the incident was ethnically motivated due to the nature of the comments as reported by witnesses. Sheriff Brown disputed the racial inference, stating it had been presented as such via social media but the facts could not be confirmed. **Councilmember Weissfeld** shared she felt it warranted a statement of regret from the Sheriff's Office. Sheriff Brown disagreed; noting the family in question has not been found or contacted in order to file a complaint or provide statements, resulting in gaps in the account. **Councilmember Weissfeld** noted the report had witness statements referring to the group as people of color.

Further discussion on the lack of mental health resources available within the County took place, including what mental health training for law enforcement is available. Sheriff Brown noted the individual was known to law enforcement as there had been calls regarding their mental health in the past. **Councilmember Knudsen** asked a number of questions on mental health response training for law enforcement. He asked about conflicting reports on the incident, and Sheriff Brown explained errors made in obtaining witness statements contributed to it. **Councilmember Knudsen** suggested better communication via social media from the Sheriff's Office to address concerns and provide assurance to residents that Skamania County is safe would be welcome.

Councilmember Hendricks requested opportunities for public participation in the conversation. Sheriff Brown agreed to try and answer questions.

>Dana Hendricks spoke about the comment, "Go back to your own country," as hate speech. Sheriff Brown reported the determination of a crime is made by the County Prosecuting Attorney. It was noted he was a participant at the meeting. An invitation to the PA to comment received no response.

>Rondell Conn, an employee of the business asked about a written witness statement that spoke about the racial nature of the incident. Sheriff Brown explained it was made part of the case file, but was not in the report generated from their computer system. She questioned if an apology made by the business was viewed as negative towards the SO, noting the intent was simply to apologize to the family. Sheriff Brown reported it was not. Rondell then asked if any further incidents with the individual had occurred since August 7th and Sheriff Brown made reference to nails being thrown in the businesses parking area. **Councilmember McHale** asked Sheriff Brown to follow up on the written witness statement and he assured her he would.

6. UNFINISHED BUSINESS:

a) COVID-19 Update - Mayor Scott Anderson provided an update on the city's current response to the COVID-19 pandemic. The City continues to meet weekly with State Representative Mosbrucker. **Mayor Anderson** shared the conversations are now more about public demonstrations being allowed while businesses still have restrictions on occupancy. Covid-19 statistics show the vast majority of cases come from social gatherings, with few reported from dining at restaurants due to sanitation standards in place. Garage sales have been shown to be responsible for spreading the virus as well.

City Administrator Leana Kinley advised the PPE stocks are manageable and keeping up with demand. She reported there are Community Development Block Grants (CDBG) CV1 funds available. Skamania County may partner with Klickitat County. Klickitat County's goals are only to support rent, mortgage and utility payments. If Stevenson wishes to partner with Klickitat County to access the funds it would exclude the WAGAP request for quarantine housing needs. The Council was asked if they wanted to partner with Klickitat County or continue on their own. Skamania County is holding a public hearing September 1 regarding use of the funds and grant applications are due September 3rd, 2020. **City Administrator Leana Kinley** stated there is about \$15K in CARES funding that could be used for quarantine housing. Those funds have to be used by October 31, 2020, while CDBG can be used up to 3 years. Following a short discussion, the Council opted to go with Skamania County, and if Klickitat County takes part to ensure quarantine housing is included.

Mayor Anderson called for a short break at 8:40 p.m. The meeting resumed at 8:43 p.m.

b) Sewer Plant Update - Public Works Director Karl Russell provided a brief report on the Stevenson Wastewater System and the Compliance Schedule. He noted some repairs being done, but all was well. His complete update was on page 78-79 of the Council meeting packet.

c) Follow-up from Council Strategic Retreat - City Administrator Leana Kinley presented a revised draft of the 2021-2022 goals from the discussion at the July 11, 2020 council retreat for

council review and discussion. She noted previous goals were included, in addition to what has been completed and what is outstanding. She also clarified goals with items and directed the Council to page 86, which showed five main goals with projects.

b) Appoint Brian Riffel to Board of Adjustment - Community Development Director Shumaker recommended appointing Brian Riffel to the Stevenson Board of Adjustment to fill the remainder of a 3-year term ending on 12/31/21. Shumaker noted this had been a long-time vacancy.

MOTION to appoint Brian Riffel to the Stevenson Board of Adjustment was made by **Councilmember Knudsen** with a second provided by **Councilmember McHale**.

- Voting aye: **Councilmembers Knudsen, Weissfeld, Hendricks, McHale**,
- Voting nay: None

c) *Approve Waiving Back-Billing for Billing Discrepancy - City Administrator Leana Kinley presented information regarding additional meters to be billed as discovered during the recent meter project for council review and consideration. She noted most were for city irrigation systems. The company will be back on August 31, 2020 to complete installation of meters, and no additional ones are anticipated.

MOTION to approve waiving the back-billing in relation to unbilled meters for the customers listed in the memo provided by **Councilmember Weissfeld** with a second by **Councilmember Knudsen**.

- Voting aye: **Councilmembers Knudsen, Weissfeld, Hendricks, McHale**
- Voting nay: None

d) Utility Connection Extension Request - City Administrator Leana Kinley presented a request for a 6-month extension to connect to water and sewer for Rhianna Hurff and Stephen Muilenburg. SMC 13.10.070(C) and 13.10.080(C) require connections be made within six months or the permit is void and the connection fee is forfeit, and..."one six-month extension may be granted by the city council due to circumstances judged to be beyond the applicant's control." She explained the delays were due mainly to Covid-19 restrictions, and the homeowners were requesting one extension.

MOTION to approve a six-month extension request for water and wastewater utility connections for Rhianna Hurff and Stephen Muilenburg was made by **Councilmember Weissfeld** with a second provided by **Councilmember Hendricks**.

- Voting aye: **Councilmembers Knudsen, Weissfeld, Hendricks, McHale**
- Voting nay: None

e) *Approve Engagement Letter for Bond Counsel - City Administrator Leana Kinley presented an agreement for bond counsel for a USDA Loan as part of the match funding for an EDA grant for wastewater collection system infrastructure. These costs are rolled into the USDA loan total.

She explained the loan requires the City to have a bond counsel. The costs are split into \$6k/\$4k portions. Council will have to approve an ordinance to secure revenue.

MOTION to approve the agreement with Foster Garvey to serve as bond counsel in the amount not to exceed \$10,000 was made by **Councilmember Hendricks** with a second provided by **Councilmember Knudsen**.

- Voting aye: **Councilmembers Knudsen, Weissfeld, Hendricks, McHale**
- Voting nay: None

f) 2021 Budget Calendar - City Administrator Leana Kinley presented the calendar for adopting the 2021 budget by year-end for council review and discussion. She explained the preliminary budget would be presented in September, and noted the Council would need to consider a cost of living allowance for employees. The final budget hearing is held in November 2020, with the deadline approval in December 2020. She verified the budget can be amended. Several Councilmembers supported holding a special meeting solely for a budget discussion.

g) Discuss Transparency Solutions - City Administrator Leana Kinley presented options for increased transparency and communication for council discussion and consideration. She explained the various vendors' software options, products and costs. Some would help to provide budget and financial data on the city website. Pages related to capital projects could be developed, with the information then available for posting on social media. Public input/engagement on budget issues is possible. One vendor, Municode offers 0-25 GB of data storage for \$350, with costs rising as more data is stored. **Attorney Woodrich** ensured the City could cancel or terminate the agreement. Councilmembers were not in favor of large expenditures but favored the Municode option.

h) *Approve Social Media Records Retention Solution - City Administrator Leana Kinley presented information from ArchiveSocial regarding their solution for retaining and retrieving public records related to the city's Facebook page for council consideration. She explained the problems and risks with transient public comments - those posted and then removed. Washington State has strict requirements regarding public records requests. **City Administrator Leana Kinley** relayed the City provides weekly postings of information and updates as a way to maintain relevant communication with the public. Any public comments received are not responded to. Comments cannot be turned off as per Facebook policy on government agencies.

Councilmember Knudsen questioned the use of Facebook, noting it is not intended to be a message board. He asked if the local Chamber of Commerce could post City information. **City Administrator Kinley** replied the Chamber's focus is to market the City and their audience is different.

Attorney Woodrich related compliance regarding public records requests is important and noted it can be extremely costly if a lawsuit is filed. Everything is considered city business and must be retained, including pages of meta data. He advised taking the Facebook page down or use a public records archival system to protect the city.

A short discussion ensued, with several Councilmembers questioning the use of the City's Facebook page and if it was meeting the City's needs by limiting active public engagement. **City Administrator Kinley** noted staff did not have time to actively monitor Facebook comments. Most posts are informational, with few responses generated. Several Councilmembers suggested more human-interest stories.

Councilmember Hendricks asked if the city website could be used rather than Facebook. **Administrator Kinley** replied not everyone goes to the website. She stated it is another way to encourage public participation and listed other methods the city uses to inform residents. **Mayor Anderson** agreed Facebook is another tool for communication and some residents rely on it.

Councilmember Knudsen related lack of response looks questionable to some. He suggested including a notice that comments will not be responded to, or place that message on the About Us page. **Councilmember Weissfeld** stated she understood the program was a cost of doing business and would increase transparency of city business. **City Administrator Kinley** confirmed it was billed as an annual contract.

Attorney Woodrich noted if the program was cancelled the city needs to confirm it should have access to the records archived for 6 years or the legal retention period for social media. **City Administrator Kinley** pointed out other sites the city has that are subject to public records requests, including the Fire Department's Facebook page and the City's YouTube Channel. **Attorney Woodrich** advised looking at the program as insurance regarding public records requests.

MOTION to approve contracting with ArchiveSocial for their Economy plan at \$199/month billed annually was made by **Councilmember Hendricks** with a second provided by **Councilmember McHale**.

- Voting aye: **Councilmembers Weissfeld, Hendricks, McHale**
- Voting nay: **Councilmember Knudsen**

i)*Discuss Unmanned Aircraft Regulations - City Administrator Leana Kinley presented information regarding regulating unmanned aircraft use within city limits brought about by a request from a concerned citizen. She related information on regulations for minimum flight levels. She asked the Council if they would like to pursue regulations regarding usage within the City. Privacy concerns were cited. Councilmembers agreed it was a worthwhile discussion to pursue in the future.

Mayor Anderson spoke highly of the Planning Commission's talent and work and encouraged people to attend their meetings. He also asked people to consider applying for the open Planning Commission position.

8. INFORMATION ITEMS:

a) Chamber of Commerce Activities - The report presented described some of the activities conducted by Skamania County Chamber of Commerce in July 2020.

b) Financial Report - City Administrator Leana Kinley presented the Treasurer's Report and year-to-date revenues and expenses through July 2020.

c) Planning Commission Minutes - Minutes from the 7/13/20 and 7/20/20 Planning Commission meetings were presented.

d) Affordable Housing Tax Implementation - City Administrator Leana Kinley presented the confirmation from the Department of Revenue on collection of the sales tax credit for affordable housing approved by council in June for council information.

e)*Fire Department Report -The Stevenson Fire Department's report for July 2020 was presented for council review.

f)*Sheriff's Report -The Skamania County Sheriff's report for July 2020 was presented for council review.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

a) Ben Shumaker, Community Development Director commented on the drone matter, noting it was centered on Lotz Rd. He noted one resident there has expressed the City Council is not acting in their interest and the drone issue may be better addressed without a regulatory approach.

He agreed the Planning Commission is working hard on in-depth issues. He spoke of the PC's efforts to engage the public in local planning issues and highlighted examples of their success. Upcoming work will include revising the zoning code through the Increasing Residential Building Capacity Grant from the Department of Commerce. Homeowners in the R3 district will be the first contacted.

Some movement with increasing broadband service has taken place. MCEDD will be organizing a meeting with Washington State's Broadband Office to consider ways of overcoming barriers to expanding broadband in underserved areas of Stevenson and Skamania County.

Mayor Anderson spoke of funds available through the state Public Works Board for broadband expansion. He noted Stevenson had no projects available, but the State Broadband Office and MCEDD have offered to help develop prospects. He related the PUD in Skamania County had expressed interest.

Shumaker provided information about the Stevenson Downtown Association regarding building facade renewals and improvements in the downtown area.

He spoke briefly about removing the sewer moratorium some time in the future.

Shumaker shared information on a water quality concern, in that a resident has complained of liquid seeping apparently from a capped landfill. A state regulatory agency (DOE) is not willing to initiate a point source or non-point source response following a request from the City to investigate. The site in question is owned by Skamania County but the run-off is affecting city property. Liability concerns were cited by Councilmembers. Following a brief discussion, the Council approved funds to conduct testing to determine if any toxic contaminants are in the seepage. **Shumaker** related if contaminants are found the City could pursue the issue as a nuisance and recover costs.

MOTION to approve up to \$1,000 to pay for water tests to determine if specific contaminants are present in seepage arising from a former landfill currently owned by Skamania County was made by **Councilmember Knudsen** with a second provided by **Councilmember McHale**.

- Voting aye: **Councilmembers Knudsen, Hendricks, McHale, Weissfeld.**
- Voting nay: None

b) Karl Russell, Public Works Director reported a \$422K grant application for a Small City Arterial Program was submitted to TIB for work on the First St. pedestrian amenities and overlook project. He expects to hear in November if it was successful. He advised there was some pavement settling unevenly on First Street. The PWD is working on replacing 500' water line on Hollstrom Road in anticipation of the Tolliver Road subdivision. Sewer and storm drain repairs are taking place in other areas.

c) Leana Kinley, City Administrator directed Councilmembers to her report in the packet, and noted staff has been busy reviewing work plans.

10. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

**July 2020 payroll & August 2020 AP checks were audited and were presented for approval. July payroll checks 14538 thru 14544 total \$110,429.32 which included EFT payments. August AP checks 14524 thru 14537 and 14545 thru 14596 total \$330,917.46 and included ACH payments. The AP check register with fund transaction summary was attached for review.

MOTION to approve vouchers as presented was made by **Councilmember Hendricks** with a second by **Councilmember McHale**.

Prior to the vote **Councilmember Knudsen** spoke about repairs made to the Firehall doors. He stated he recognized there was a need, but was disturbed that concerns raised during the initial discussion in April were cut off by the City Administrator because the cost was not subject to Council approval as it was within budgeted spending limits.

City Administrator Kinley stated she did not understand the conversation he was talking about, and did not recollect cutting him off about the dollar amount. She apologized, stating that was not how she remembered the situation.

- Voting aye: **Councilmembers Weissfeld, Hendricks, McHale**
- Voting nay: **Councilmember Knudsen**

11. MAYOR AND COUNCIL REPORTS:

Councilmember Weissfeld thanked PWD Russell for placing the PO Box back on Russell Street. **PWD Russell** reported they did a final walk through, and discovered some sub-par concrete work. The options are to repair, replace, or reduce payment. He is waiting to hear the contractor's decision after they discuss the problem with the sub-contractor.

12. ISSUES FOR THE NEXT MEETING: None.

13. ADJOURNMENT - Mayor Anderson adjourned the meeting at 10:05 p.m.

=====

Approved _____; Approved with revisions _____

Scott Anderson, Mayor

Date

Minutes by Johanna Roe



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

Public Comment

2 messages

Sofia Urrutia-Lopez <sofia.urrutialopez@gmail.com>

Thu, Sep 17, 2020 at 11:54 AM

To: City Council <citycouncil@ci.stevenson.wa.us>, Leana Kinley <leana@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>

Hello all,

I would like to submit a public comment in regards to Agenda item 9 g.

Many community members, including myself are eager to see anti-bias training, education and professional development for those who live in this community. As representatives in leadership positions, I feel it is your duty to serve the community from an anti-racism lense. To do this, I feel it's imperative to enact training for those who sit on the City Council, the Mayor and including those who work for the city.

This training needs to specifically address widespread inequities, systemic racism, and forms of racism (whether it be overt or covert) in an inclusive, equitable, transparent, and sustainable manner with measures for accountability.

I am dismayed by the inadqueat action and progress towards eradicating racism and other types of identity-based discrimination thus far. We all have work to do in eradicating racism in our community, as a member of society I feel it is my duty to also participate in this type of work. I am actively pursuing education materials and ways to become anti-racist personally.

I am asking for training, education, and professional development to be implemented promptly at a city wide level for all leaders and employees. It is needed in this community. These training sessions are beneficial to the community as a whole and I feel can lead others to follow suit. This will also show community members who are looking for leadership at this time that our representatives are willing to become a part of the solution rather than the problem of inequalities we are seeing today. Providing such training will further Stevenson's success, particularly for people of color who have been traditionally marginalized, underserved, neglected, and vulnerable.

Thank you for your time!

Cheers,

Sofia Urrutia-Lopez

Sofia Urrutia-Lopez <sofia.urrutialopez@gmail.com>

Thu, Sep 17, 2020 at 12:06 PM

To: City Council <citycouncil@ci.stevenson.wa.us>, Leana Kinley <leana@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>

Please excuse my typo,

I am dismayed by the inadqueat, it should read: **I am dismayed by the inadequate**

Cheers,

Sofia Urrutia-Lopez

[Quoted text hidden]

**CITY OF STEVENSON, WASHINGTON
ORDINANCE NO. 2020-1163**

**AN ORDINANCE AMENDING THE BUDGET FOR THE CITY OF STEVENSON,
WASHINGTON, FOR FISCAL YEAR 2020**

Whereas, City Council of the City of Stevenson has reviewed its original 2020 budget and changes in its revenue sources and expenditure requests and has determined that changes to the 2020 budget are appropriate; and

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

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

Section 1. The budget for the City of Stevenson, Washington for the year 2020 as amended is hereby adopted in its final form and content.

Section 2. Estimated resources, including cash balances for each separate fund of the City of Stevenson, for all such funds combined for the year 2020 are set forth in summary below and are hereby appropriated for expenditure at the fund level during the year 2020 as set forth in the 2020 Fiscal Year Budget as attached Exhibit A:

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

PASSED BY THE CITY COUNCIL this _____ day of _____, 2020.

Scott Anderson, Mayor

APPROVED AS TO FORM:

ATTEST:

Kenneth B. Woodrich, PC
City Attorney

Leana Kinley, City Clerk

Exhibit "A"

Ordinance 2020-1163 Exhibit A									
2020 Budget Amendment #1									
Estimated Revenues and Budgeted Appropriations by Fund									
		Budgeted Resources				Budgeted Appropriations			
Fund		Estimated			Total			Estimated	
No.	Name	Beginning	Estimated	Transfers	Budgeted	Budgeted	Transfers	Ending	Total
		Cash	Revenues	In	Resources	Expenditures	Out	Cash	Appropriations
001	General Fund	512,287	1,271,589	-	1,783,875	1,466,067	35,000	282,808	1,783,875
010	General Fund Reserve	325,554	-	-	325,554	-	-	325,554	325,554
020	Fire Reserve Fund	1,480,000	-	35,000	1,515,000	-	-	1,515,000	1,515,000
100	Street Fund	116,554	372,221	-	488,774	353,650	53,000	82,124	488,774
103	Tourism Promotion	615,661	440,000	-	1,055,661	727,250	-	328,411	1,055,661
300	Capital Improvements Fund	99,237	20,000	-	119,237	-	70,614	48,626	119,237
303	Joint Emergency Facilities	-	-	-	-	-	-	-	-
309	Russell Avenue	-	894,927	70,614	965,538	965,538	-	-	965,538
311	First Street	-	132,800	53,000	185,800	185,800	-	-	185,800
400	Water / Sewer Fund	510,982	2,345,950	-	2,856,933	2,187,194	-	669,738	2,856,933
410	Wastewater System Improv.	-	1,000,000	-	1,000,000	1,000,000	-	-	1,000,000
500	Equipment Service Fund	65,454	150,000	-	215,454	125,750	-	89,704	215,454
		3,725,725	6,627,486	158,614	10,511,823	7,011,250	158,614	3,341,962	10,511,823
		Budgeted Resources				Budgeted Appropriations			
Fund		Estimated			Total			Estimated	Total
No.	Name	Beginning	Estimated	Transfers	Budgeted	Budgeted	Transfers	Ending	Total
		Cash	Revenues	In	Resources	Expenditures	Out	Cash	Appropriations
001	General Fund	764,947	1,374,639	-	2,139,586	1,421,272	35,000	683,314	2,139,586
010	General Fund Reserve	326,706	-	-	326,706	-	-	326,706	326,706
020	Fire Reserve Fund	1,483,593	-	35,000	1,518,593	-	-	1,518,593	1,518,593
100	Street Fund	306,290	300,228	-	606,518	353,140	-	253,378	606,518
103	Tourism Promotion	710,295	194,000	-	904,295	641,408	-	262,886	904,295
105	Affordable Housing								
300	Capital Improvements Fund	135,656	20,000	-	155,656	-	75,637	80,020	155,656
303	Joint Emergency Facilities	-	-	-	-	-	-	-	-
309	Russell Avenue	-	819,927	22,637	842,564	842,564	-	-	842,564
311	First Street	-	132,800	53,000	185,800	185,800	-	-	185,800
400	Water / Sewer Fund	677,700	2,111,744	-	2,789,444	2,233,027	-	556,417	2,789,444
406	WW Short Lived Asset Res			21,779	21,779			21,779	21,779
408	WW Debt Reserve			61,191	61,191			61,191	61,191
410	Wastewater System Improv.	-	1,000,000	-	1,000,000	1,000,000	-	-	1,000,000
500	Equipment Service Fund	139,249	150,000	-	289,249	106,071	-	183,178	289,249
		4,544,436	6,103,338	193,607	10,841,380	6,783,282	110,637	3,947,461	10,841,380

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

2020 PROPOSED BUDGET CHANGES

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308 80 00 0001	Unreserved Cash & Inv	680,398.49	419,177.79	680,398.49	261,220.70	162.3%	
308 10 02 0001	Reserved Cash - Custod	51,135.13	59,695.22	51,135.13	(8,560.09)	85.7%	
313 11 00 0000	Sales Tax	142,470.06	250,000.00	200,000.00	(50,000.00)	80.0%	Reduced due to COVID
322 10 00 0000	Building Permits	(3,989.44)	45,000.00	(4,000.00)	(49,000.00)	8.9%	Reduced due to permit refunds
333 11 00 0000	DOC-CARES Act Gran	0.00	0.00	48,600.00	48,600.00	0.0%	Current contract amount
341 43 00 0000	General Admin Service:	0.00	0.00	126,000.00	126,000.00	0.0%	Cost Allocation
342 21 00 0000	Fire District II Fire Con	14,260.39	19,500.00	31,950.00	12,450.00	163.8%	Based on budgeted costs
345 83 00 0000	Planning Fees	19,740.00	4,500.00	20,000.00	15,500.00	444.4%	Reimbursable contract review costs
345 83 01 0000	N Bonn Bldg Inspect Re	29.00	3,000.00	0.00	(3,000.00)	0.0%	Removed due to contract change
362 00 00 0000	Park Rentals	1,500.00	0.00	2,500.00	2,500.00	0.0%	Walnut Park Rental
511 60 43 0000	Travel/Lodging Council	0.00	2,000.00	0.00	(2,000.00)	0.0%	Removed-COVID
513 10 49 0000	Tuition Mayor/Adminis	459.10	0.00	600.00	600.00	0.0%	Training received and projected
514 20 10 0001	Budgeting/Accounting S	50,691.72	52,000.00	66,000.00	14,000.00	126.9%	Increased staff time spent in department
514 20 41 0001	EBPP Fees General Fun	310.49	400.00	600.00	200.00	150.0%	Increased fees
514 20 41 0022	Audit Fee	5,493.43	7,000.00	6,000.00	(1,000.00)	85.7%	Reduced costs
514 20 43 0000	Travel Financial/Record	753.87	3,000.00	755.00	(2,245.00)	25.2%	Reduced-COVID
514 20 46 0000	Clerk Bond Premiums	99.00	1,500.00	200.00	(1,300.00)	13.3%	Reduced costs
514 20 49 0000	Training/Tuition - Finar	480.00	3,000.00	500.00	(2,500.00)	16.7%	Training received and projected
514 20 49 0002	Fiduciary Fees/VISA	1,706.63	750.00	2,000.00	1,250.00	266.7%	Increased Fees
515 41 43 0000	Travel - Legal	0.00	750.00	0.00	(750.00)	0.0%	Removed-COVID
517 70 22 0000	Unemployment Claims	10,596.00	0.00	15,000.00	15,000.00	0.0%	Increased costs
518 30 41 0000	Custodial Services	600.00	4,000.00	1,000.00	(3,000.00)	25.0%	Contract cancelled
518 30 41 0001	Contractual Services	1,571.06	0.00	2,000.00	2,000.00	0.0%	Zoom and BIAS
518 30 44 0000	HR-Advertisement	691.56	0.00	700.00	700.00	0.0%	Job posting
518 30 45 0099	Eq Rental-Bldg Repair	633.29	2,000.00	1,000.00	(1,000.00)	50.0%	Reduced staff time
518 30 46 0000	Insurance - Liability	10,428.42	14,000.00	10,500.00	(3,500.00)	75.0%	Actual costs
518 40 41 0000	Office Equip Repair& M	15,468.38	6,000.00	16,000.00	10,000.00	266.7%	Includes BIAS Software
518 90 10 0000	COVID-19 - Salaries	10,709.15	0.00	12,000.00	12,000.00	0.0%	
518 90 20 0000	COVID-19 - Benefits	2,503.95	0.00	3,000.00	3,000.00	0.0%	
518 90 31 0000	COVID-19 Supplies	9,532.06	0.00	15,000.00	15,000.00	0.0%	
518 90 41 0000	COVID-19 Services	1,635.00	0.00	2,000.00	2,000.00	0.0%	
594 18 62 0000	City Hall Improvements	10,169.30	0.00	15,000.00	15,000.00	0.0%	Lighting project
558 50 10 0000	Building Inspector Salar	2,322.64	0.00	3,000.00	3,000.00	0.0%	Managing open permits
558 50 20 0000	Building Inspector Bene	1,277.87	0.00	1,500.00	1,500.00	0.0%	
558 50 31 0000	Building Department St	5.37	1,000.00	0.00	(1,000.00)	0.0%	Contract out
558 50 41 0000	Consulting Services	0.00	2,000.00	0.00	(2,000.00)	0.0%	Contract out
558 50 41 0001	Building Inspection Ser	0.00	33,750.00	0.00	(33,750.00)	0.0%	Contract out
558 50 45 0099	Eq Rental - Building De	615.07	0.00	1,000.00	1,000.00	0.0%	
558 60 43 0000	Travel - Planning/Prof A	0.00	2,500.00	0.00	(2,500.00)	0.0%	Removed-COVID
558 60 49 0000	Training & Tuition - Pl	0.00	1,500.00	0.00	(1,500.00)	0.0%	Removed-COVID
565 10 49 0000	Food Bank Support	0.00	30,000.00	10,000.00	(20,000.00)	33.3%	Reduced to contract amount
576 80 10 0000	Park Maintenance Salar	11,769.33	45,000.00	20,000.00	(25,000.00)	44.4%	Reduced staff time
576 80 20 0000	Park Maintenance Bene	7,099.51	37,000.00	12,000.00	(25,000.00)	32.4%	
576 80 31 0000	Parks Supplies	1,120.79	7,000.00	2,000.00	(5,000.00)	28.6%	Reduced supplies
576 80 45 0099	Eq Rental - Parks	5,671.96	20,000.00	12,000.00	(8,000.00)	60.0%	

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001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
999 Ending Balance						
508 80 00 0000 CE-Unreserved Ending	0.00	189,698.97	598,764.67	409,065.70	315.6%	
508 10 00 0004 CE-Custodial	0.00	59,695.22	51,135.13	(8,560.09)	85.7%	
308 10 01 0010 General Reserve-Begin	326,705.62	325,553.66	326,705.62	1,151.96	100.4%	Revised to actual
508 10 01 0010 General Res-Ending Ca	0.00	325,553.66	326,705.62	1,151.96	100.4%	
308 10 02 0020 Fire Res-Beginning Cas	1,483,593.47	1,480,000.00	1,483,593.47	3,593.47	100.2%	Revised to actual
508 10 02 0020 FIre Res-Ending Cash	0.00	1,515,000.00	1,518,593.47	3,593.47	100.2%	Revised to actual
308 80 00 0000 ST Unreserved Begin C	296,289.98	106,553.76	296,289.98	189,736.22	278.1%	Revised to actual
313 11 00 0100 Additional .5% Sales Tax	142,470.00	270,000.00	200,000.00	(70,000.00)	74.1%	Reduced-COVID
336 00 87 0000 Street Fuel Tax-MVFT	18,645.42	34,425.00	32,432.40	(1,992.60)	94.2%	Reduced-COVID
542 39 10 0000 Road Maintenance - Sal	35,220.35	73,000.00	55,000.00	(18,000.00)	75.3%	Reduced staff time
542 39 20 0000 Road Maintenance - Be	19,740.29	35,000.00	32,000.00	(3,000.00)	91.4%	
542 39 31 0000 Supplies	924.90	20,000.00	5,000.00	(15,000.00)	25.0%	Reduced-COVID
542 39 41 0000 General Admin Fees	0.00	0.00	31,000.00	31,000.00	0.0%	Cost Allocation
542 39 42 0000 Telephone	122.88	100.00	200.00	100.00	200.0%	Standby phone
542 39 48 0000 Contracted Labor	0.00	20,000.00	5,000.00	(15,000.00)	25.0%	No sidewalk grinding-COVID
542 40 48 0000 Storm Drain Maint - Co	1,607.03	700.00	2,000.00	1,300.00	285.7%	Camera and repairs
542 63 48 0000 Repair/maintenance - S	15,676.45	3,000.00	17,000.00	14,000.00	566.7%	Three streetlights taken out-will be reimbursed
542 64 48 0000 Road Striping	5,508.40	6,000.00	5,510.00	(490.00)	91.8%	Actual costs from last year
543 31 10 0000 General Services Salarie	2,054.17	10,000.00	5,000.00	(5,000.00)	50.0%	Reduced staff time in department
543 31 20 0000 General Services Benefi	512.06	3,000.00	1,500.00	(1,500.00)	50.0%	
543 31 46 0000 Insurance	6,076.40	7,000.00	6,080.00	(920.00)	86.9%	Paid annually
595 33 10 0000 Russell Avenue (Restor	15,853.29	10,000.00	17,000.00	7,000.00	170.0%	Increased staff time
595 33 20 0000 Russell Avenue (Restor	8,647.84	5,000.00	10,000.00	5,000.00	200.0%	
597 19 00 0000 Transfer Out To 311 Fir	0.00	53,000.00	0.00	(53,000.00)	0.0%	Removed-Changed to CIP Transfer
508 80 00 0100 Streets-Unreserved End	0.00	72,124.36	243,377.98	171,253.62	337.4%	
308 10 01 0103 Tourism Reserved C&I	410,294.51	315,661.30	410,294.51	94,633.21	130.0%	Actual
313 31 00 0000 Stadium (Motel/Hotel) r	143,275.17	440,000.00	194,000.00	(246,000.00)	44.1%	Revised-COVID
573 30 41 0004 County - Fair & Timber	0.00	5,000.00	0.00	(5,000.00)	0.0%	Cancelled-COVID
573 30 41 0005 County - Bluegrass Fest	0.00	7,000.00	0.00	(7,000.00)	0.0%	Cancelled-COVID
573 30 41 0010 General Admin Fees	0.00	0.00	4,000.00	4,000.00	0.0%	Cost Allocation
573 90 41 0001 Discover Your Northwe	6,986.88	17,250.00	7,000.00	(10,250.00)	40.6%	Reduced-Cancelled
573 90 41 0004 Skamania Senior Servic	0.00	2,000.00	0.00	(2,000.00)	0.0%	Cancelled-COVID
573 90 41 0008 Gorge Outrigger Races	0.00	5,000.00	0.00	(5,000.00)	0.0%	Cancelled-COVID
573 90 41 0017 Stevenson Municipal Pc	0.00	3,000.00	0.00	(3,000.00)	0.0%	Cancelled-COVID
573 90 41 0018 SC Fair Board-GorgeGr	0.00	6,000.00	0.00	(6,000.00)	0.0%	Cancelled-COVID
573 90 41 0022 Audit Fee	1,831.14	3,000.00	2,000.00	(1,000.00)	66.7%	Reduced to Actual
594 75 63 0008 Waterfront Park Enhanc	0.00	155,000.00	55,000.00	(100,000.00)	35.5%	Reduced
594 76 63 0001 Courthouse Park Plaza (1,880.17	200,000.00	249,408.31	49,408.31	124.7%	Rolled balance from 2019 extended contract
508 10 00 0103 Tourism-Cap. Facility F	0.00	200,000.00	100,000.00	(100,000.00)	50.0%	Reduced-COVID

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103 Tourism Promo & Develop Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
999 Ending Balance						
508 10 00 0104 Tourism-Ending Cash	0.00	128,411.30	162,886.20	34,474.90	126.8%	
308 10 00 0300 Cap Imp Reserved Begi	124,399.77	87,979.97	124,399.77	36,419.80	141.4%	Actual
597 18 00 0309 Transfer Out To Russell	0.00	70,611.00	22,636.78	(47,974.22)	32.1%	Reduced to actual need
597 18 00 0311 Transfer Out To First St	0.00	53,000.00	0.00	(53,000.00)	0.0%	Changed from Street Fund
508 10 00 0300 Cap. Imp.-Ending Cash	0.00	37,368.97	68,762.99	31,394.02	184.0%	
367 10 00 0309 Russell Amenities Donz	0.00	25,000.00	0.00	(25,000.00)	0.0%	Reduced need
367 10 01 0309 Russell-BNSF Grant	0.00	50,000.00	0.00	(50,000.00)	0.0%	Reduced need
397 03 00 0309 Transfer In From CI	0.00	70,611.00	22,636.78	(47,974.22)	32.1%	Reduced need
595 10 41 0309 Russell Ave - Engineeri	100,380.98	136,538.00	173,964.18	37,426.18	127.4%	Contract and Change Orders
595 10 41 1309 Russell Ave-Constructio	555,892.48	829,000.00	668,599.60	(160,400.40)	80.7%	Contract and Change Orders
308 80 00 0400 WS Unreserved Begin C	251,864.61	129,205.20	251,864.61	122,659.41	194.9%	Actual
308 10 01 0400 WS Res Begin C&I Sys	207,161.66	191,376.85	207,161.66	15,784.81	108.2%	Actual
308 10 02 0400 WS Res Begin C&I Sys	186,003.27	157,730.27	186,003.27	28,273.00	117.9%	Actual
343 40 00 0000 Water Sales	420,776.15	673,050.00	508,050.00	(165,000.00)	75.5%	Reduced-COVID
343 40 19 0000 Reconnect Fee	0.00	1,000.00	0.00	(1,000.00)	0.0%	Reduced-COVID
343 50 00 0000 Sewer Service Income	599,788.10	887,294.20	791,294.20	(96,000.00)	89.2%	Reduced-COVID
367 40 00 0000 Water Capital Contribut	92,100.29	46,674.00	92,000.00	45,326.00	197.1%	Actuals
367 50 00 0000 Sewer Capital Contribut	67,898.00	56,532.00	68,000.00	11,468.00	120.3%	Actuals
391 70 00 0000 Capital Loan-Water Me	321,000.00	350,000.00	321,000.00	(29,000.00)	91.7%	Final loan
534 10 41 0001 General Admin Fee	0.00	0.00	47,000.00	47,000.00	0.0%	Cost Allocation
534 40 43 0000 WA-Travel	0.00	2,000.00	0.00	(2,000.00)	0.0%	Removed-COVID
534 80 33 0000 WA-Well Water For Re	0.00	1,000.00	0.00	(1,000.00)	0.0%	Removed-Not used
534 80 46 0000 WA-Insurance	12,476.46	14,000.00	12,477.00	(1,523.00)	89.1%	Reduced-Actuals
534 84 41 0000 WA-Consultant Service	0.00	2,000.00	0.00	(2,000.00)	0.0%	Reduced-COVID
535 10 41 0001 WW-General Admin Fe	0.00	0.00	44,000.00	44,000.00	0.0%	Cost Allocation
535 40 43 0000 WW-Travel	0.00	1,500.00	0.00	(1,500.00)	0.0%	Reduced-COVID
535 51 48 0001 WW-Solids Hauling &	49,595.90	200,000.00	120,000.00	(80,000.00)	60.0%	Revised Estimate
535 64 41 0000 WW-Operations Contra	23,463.77	100,000.00	30,000.00	(70,000.00)	30.0%	Reduced contract est.
535 80 46 0000 Sewer Insurance	6,327.07	10,000.00	6,328.00	(3,672.00)	63.3%	Reduced-Actuals
535 84 10 0000 WW-Operations Plant S	67,129.48	70,000.00	100,000.00	30,000.00	142.9%	Increased staff time
535 84 20 0000 WW-Operations Plant E	41,471.46	37,000.00	62,000.00	25,000.00	167.6%	
591 34 19 0000 WA-SMART Meter Lez	0.00	40,000.00	13,712.88	(26,287.12)	34.3%	Revised-Actual
592 34 19 0000 WA-SMART Meter Lez	0.00	0.00	4,844.96	4,844.96	0.0%	Revised-Actual
597 10 00 0406 Transfer Out To 406 W	0.00	0.00	21,779.00	21,779.00	0.0%	USDA Annual Requirement
597 10 00 0408 Transfer Out To 408 W	0.00	0.00	61,191.00	61,191.00	0.0%	USDA Debt Reserve Requirements
508 80 00 0400 WS-Ending Cash	0.00	234,755.01	103,551.58	(131,203.43)	44.1%	
508 10 00 0401 WS-Water Reserve	0.00	188,050.85	249,161.66	61,110.81	132.5%	Increased Connections
508 10 00 0402 WS-WW Reserve	0.00	214,262.27	203,703.27	(10,559.00)	95.1%	Increased Connections-Funds transfered to Short Lived Asset and Debt Reserves
508 10 00 0403 WS-Sewer Outfall Rese	0.00	32,670.00	0.00	(32,670.00)	0.0%	Moved to Debt Reserve Fund

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406 Wastewater Short Lived Asset Reserve Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
397 Interfund Transfers						
397 10 00 0406 WWSLA-Transfers In	0.00	0.00	21,779.00	21,779.00	0.0%	USDA Requirement
508 10 00 0406 WWSLAR-Ending Casl	0.00	0.00	21,779.00	21,779.00	0.0%	
397 10 00 0408 WW Debt Res-Transfer	0.00	0.00	61,191.00	61,191.00	0.0%	USDA Debt
508 10 00 0408 WW Debt Reserve-End	0.00	0.00	61,191.00	61,191.00	0.0%	
308 80 00 0500 ES Unreserved Begin C	139,248.98	65,450.73	139,248.98	73,798.25	212.8%	Actual
548 65 46 0000 Insurance	8,320.38	28,000.00	8,321.00	(19,679.00)	29.7%	Actual
508 80 00 0500 ES-Ending Cash	0.00	89,700.73	183,177.98	93,477.25	204.2%	

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Fund Totals

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Fund	YTD	Budgeted	Proposed	Difference	
001 General Expense Fund	905,543.63	800,873.01	1,156,583.62	355,710.61	144.4%
010 General Reserve Fund	326,705.62	325,553.66	326,705.62	1,151.96	100.4%
020 Fire Reserve Fund	1,483,593.47	1,480,000.00	1,483,593.47	3,593.47	100.2%
100 Street Fund	457,405.40	410,978.76	528,722.38	117,743.62	128.6%
103 Tourism Promo & Develop Fund	553,569.68	755,661.30	604,294.51	(151,366.79)	80.0%
105 Affordable Housing Fund	0.00	0.00	0.00	0.00	0.0%
300 Capital Improvement Fund	124,399.77	87,979.97	124,399.77	36,419.80	141.4%
303 Joint Emergency Facilities Fund	0.00	0.00	0.00	0.00	0.0%
309 Russell Ave	0.00	145,611.00	22,636.78	(122,974.22)	15.5%
311 First Street	0.00	0.00	0.00	0.00	0.0%
400 Water/Sewer Fund	2,146,592.08	2,492,862.52	2,425,373.74	(67,488.78)	97.3%
406 Wastewater Short Lived Asset Reser	0.00	0.00	21,779.00	21,779.00	0.0%
408 Wastewater Debt Reserve Fund	0.00	0.00	61,191.00	61,191.00	0.0%
410 Wastewater System Upgrades	0.00	0.00	0.00	0.00	0.0%
500 Equipment Service Fund	139,248.98	65,450.73	139,248.98	73,798.25	212.8%
630 Stevenson Municipal Court	0.00	0.00	0.00	0.00	0.0%
631 CATV Fund	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	6,137,058.63	6,564,970.95	6,894,528.87	329,557.92	105.0%
001 General Expense Fund	164,414.95	525,544.19	881,254.80	355,710.61	167.7%
010 General Reserve Fund	0.00	325,553.66	326,705.62	1,151.96	100.4%
020 Fire Reserve Fund	0.00	1,515,000.00	1,518,593.47	3,593.47	100.2%
100 Street Fund	111,944.06	317,924.36	435,667.98	117,743.62	137.0%
103 Tourism Promo & Develop Fund	10,698.19	731,661.30	580,294.51	(151,366.79)	79.3%
105 Affordable Housing Fund	0.00	0.00	0.00	0.00	0.0%
300 Capital Improvement Fund	0.00	160,979.97	91,399.77	(69,580.20)	56.8%
303 Joint Emergency Facilities Fund	0.00	0.00	0.00	0.00	0.0%
309 Russell Ave	656,273.46	965,538.00	842,563.78	(122,974.22)	87.3%
311 First Street	0.00	0.00	0.00	0.00	0.0%
400 Water/Sewer Fund	200,464.14	1,147,238.13	1,079,749.35	(67,488.78)	94.1%
406 Wastewater Short Lived Asset Reser	0.00	0.00	21,779.00	21,779.00	0.0%
408 Wastewater Debt Reserve Fund	0.00	0.00	61,191.00	61,191.00	0.0%
410 Wastewater System Upgrades	0.00	0.00	0.00	0.00	0.0%
500 Equipment Service Fund	8,320.38	117,700.73	191,498.98	73,798.25	162.7%
630 Stevenson Municipal Court	0.00	0.00	0.00	0.00	0.0%
631 CATV Fund	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	1,152,115.18	5,807,140.34	6,030,698.26	223,557.92	103.8%
Excess/(Deficit):	4,984,943.45	757,830.61	863,830.61		

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001 General Expense Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
308 Beginning Balances					
308 80 00 0001 Unreserved Cash & Invo	680,398.49	419,177.79	680,398.49	261,220.70	162.3%
100 Unreserved	680,398.49	419,177.79	680,398.49	261,220.70	162.3%
308 10 01 0001 Reserved Cash - Unemp	33,413.82	33,413.82	33,413.82	0.00	100.0%
102 Unemployment Reserve	33,413.82	33,413.82	33,413.82	0.00	100.0%
308 10 02 0001 Reserved Cash - Custod	51,135.13	59,695.22	51,135.13	(8,560.09)	85.7%
104 Custodial Reserve	51,135.13	59,695.22	51,135.13	(8,560.09)	85.7%
308 Beginning Balances	764,947.44	512,286.83	764,947.44	252,660.61	149.3%
310 Taxes					
311 10 00 0000 General Property Tax	290,189.78	481,883.50	481,883.50	0.00	100.0%
311 Property Tax	290,189.78	481,883.50	481,883.50	0.00	100.0%
313 11 00 0000 Sales Tax	142,470.06	250,000.00	200,000.00	(50,000.00)	80.0% Reduced due to COVID
313 71 00 0000 Local Criminal Justice	13,621.82	15,000.00	15,000.00	0.00	100.0%
313 Sales Tax	156,091.88	265,000.00	215,000.00	(50,000.00)	81.1%
316 43 00 0000 Natural Gas Utility Tax	14,311.30	15,000.00	15,000.00	0.00	100.0%
316 45 00 0000 Garbage Utility Tax	6,768.72	7,500.00	7,500.00	0.00	100.0%
316 46 00 0000 Cable TV Utility Tax	1,898.43	3,000.00	3,000.00	0.00	100.0%
316 47 00 0000 Telephone Utility Tax	6,598.76	14,500.00	14,500.00	0.00	100.0%
316 Utility Tax	29,577.21	40,000.00	40,000.00	0.00	100.0%
317 20 00 0000 Leasehold Tax	14,944.56	16,000.00	16,000.00	0.00	100.0%
317 21 00 0000 Rock Cove ALF In-Lieu	0.00	0.00	0.00	0.00	0.0%
317 Other Tax	14,944.56	16,000.00	16,000.00	0.00	100.0%
310 Taxes	490,803.43	802,883.50	752,883.50	(50,000.00)	93.8%
320 Licenses & Permits					
321 99 01 0000 Business Licenses	2,580.00	1,400.00	1,400.00	0.00	100.0%
321 99 02 0000 Peddlers & Solicitors Pe	0.00	0.00	0.00	0.00	0.0%
321 99 03 0000 Vacation Rental License	600.00	1,500.00	1,500.00	0.00	100.0%

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001 General Expense Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
320 Licenses & Permits						
321 Licenses	3,180.00	2,900.00	2,900.00	0.00	100.0%	
322 10 00 0000 Building Permits	(3,989.44)	45,000.00	(4,000.00)	(49,000.00)	8.9%	Reduced due to permit refunds
322 Permits	(3,989.44)	45,000.00	(4,000.00)	(49,000.00)	8.9%	
320 Licenses & Permits	(809.44)	47,900.00	(1,100.00)	(49,000.00)	2.3%	
330 Intergovernmental Revenues						
333 11 00 0000 DOC-CARES Act Gran	0.00	0.00	48,600.00	48,600.00	0.0%	Current contract amount
333 14 51 0001 CDBG Housing Rehab	62,036.28	350,000.00	350,000.00	0.00	100.0%	
334 01 20 0000 AOC LFO Judicial ager	0.00	0.00	0.00	0.00	0.0%	
334 03 10 0001 DOE-Spills Grant	0.00	0.00	0.00	0.00	0.0%	
330 Grants	62,036.28	350,000.00	350,000.00	0.00	100.0%	
335 00 91 0000 PUD Privilege Tax (in I	0.00	11,000.00	11,000.00	0.00	100.0%	
335 State Shared	0.00	11,000.00	11,000.00	0.00	100.0%	
336 06 21 0000 Criminal Justice - Low	750.00	1,000.00	1,000.00	0.00	100.0%	
336 06 25 0000 Criminal Justice - Contr	2,315.69	2,500.00	2,500.00	0.00	100.0%	
336 06 26 0000 Criminal Justice - Speci	1,349.07	1,814.40	1,814.40	0.00	100.0%	
336 06 42 0000 Marijuana Excise Tax	1,665.28	1,846.80	1,846.80	0.00	100.0%	
336 06 51 0000 DUI/Other Crim Justice	170.86	0.00	0.00	0.00	0.0%	
336 06 94 0000 Liquor Excise Tax	7,360.22	8,893.80	8,893.80	0.00	100.0%	
337 40 00 0000 Private Harvest Tax	1.07	0.00	0.00	0.00	0.0%	
336 State Entitlements, Impact P	13,612.19	16,055.00	16,055.00	0.00	100.0%	
330 Intergovernmental Revenues	75,648.47	377,055.00	425,655.00	48,600.00	112.9%	
340 Charges For Goods & Services						
341 43 00 0000 General Admin Service	0.00	0.00	126,000.00	126,000.00	0.0%	Cost Allocation
341 81 00 0000 Printing/Photocopy Ser	9.60	0.00	0.00	0.00	0.0%	
342 33 05 0000 Active Probation Fee	3,661.71	0.00	0.00	0.00	0.0%	
341 Other	3,671.31	0.00	126,000.00	126,000.00	0.0%	
342 21 00 0000 Fire District II Fire Con	14,260.39	19,500.00	31,950.00	12,450.00	163.8%	Based on budgeted costs

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001 General Expense Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
340 Charges For Goods & Services						
342 Fire District 2	14,260.39	19,500.00	31,950.00	12,450.00	163.8%	
345 83 00 0000 Planning Fees	19,740.00	4,500.00	20,000.00	15,500.00	444.4%	Reimbursable contract review costs
345 Planning	19,740.00	4,500.00	20,000.00	15,500.00	444.4%	
345 83 01 0000 N Bonn Bldg Inspect R	29.00	3,000.00	0.00	(3,000.00)	0.0%	Removed due to contract change
345 83 02 0000 Skamania County Reim	0.00	0.00	0.00	0.00	0.0%	
346 Building	29.00	3,000.00	0.00	(3,000.00)	0.0%	
340 Charges For Goods & Services	37,700.70	27,000.00	177,950.00	150,950.00	659.1%	
350 Fines & Penalties						
353 10 00 0000 Traffic Infractions/Park	5,178.72	3,000.00	3,000.00	0.00	100.0%	
353 70 00 0000 Non-Traffic Infractions	244.49	50.00	50.00	0.00	100.0%	
355 20 00 0000 DUI Fines	172.98	1,000.00	1,000.00	0.00	100.0%	
355 80 00 0000 Criminal Traffic Fines	1,432.63	1,500.00	1,500.00	0.00	100.0%	
356 90 00 0000 Criminal Non-Traffic F	240.03	700.00	700.00	0.00	100.0%	
357 37 00 0000 Court Cost Recoupment	3,112.32	5,000.00	5,000.00	0.00	100.0%	
350 Fines & Penalties	10,381.17	11,250.00	11,250.00	0.00	100.0%	
360 Interest & Other Earnings						
361 11 00 0000 Interest Income/General	16,149.59	5,000.00	5,000.00	0.00	100.0%	
361 40 00 0000 Sales Tax Interest	445.67	200.00	200.00	0.00	100.0%	
362 00 00 0000 Park Rentals	1,500.00	0.00	2,500.00	2,500.00	0.0%	Walnut Park Rental
367 10 00 0000 Fire Department Donati	0.00	0.00	0.00	0.00	0.0%	
369 91 00 0000 Miscellaneous Income	544.04	300.00	300.00	0.00	100.0%	
360 Interest & Other Earnings	18,639.30	5,500.00	8,000.00	2,500.00	145.5%	
380 Non Revenues						
386 90 00 0000 Agency Deposit - Court	6,412.95	0.00	0.00	0.00	0.0%	
386 90 00 0001 Agency Deposit - CVC	129.71	0.00	0.00	0.00	0.0%	
386 91 00 0000 Agency Deposit - Court	0.00	0.00	0.00	0.00	0.0%	
389 30 00 0000 Agency Collections - St	6.50	0.00	0.00	0.00	0.0%	

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001 General Expense Fund

Revenues	YTD	Budgeted	Proposed	Difference	%	Remarks
380 Non Revenues						
380 Non Revenues	6,549.16	0.00	0.00	0.00	0.0%	

Fund Revenues: 1,403,860.23 1,783,875.33 2,139,585.94 355,710.61 119.9%

Expenditures	YTD	Budgeted	Proposed	Difference	%	Remarks
511 Legislative						
511 30 41 0000 Ordinance Codification	1,303.00	2,500.00	2,500.00	0.00	100.0%	
511 30 44 0000 Legislative Publishing	3,483.31	3,500.00	3,500.00	0.00	100.0%	
511 60 10 0000 Council Salary	7,050.00	12,000.00	12,000.00	0.00	100.0%	
511 60 20 0000 Council Benefits	546.84	1,000.00	1,000.00	0.00	100.0%	
511 60 43 0000 Travel/Lodging Council	0.00	2,000.00	0.00	(2,000.00)	0.0%	Removed-COVID
511 60 49 0000 Tuition Council	0.00	1,000.00	1,000.00	0.00	100.0%	
511 Legislative	12,383.15	22,000.00	20,000.00	(2,000.00)	90.9%	

512 Judicial

512 50 10 0001 Court Clerk Salary	2,464.75	3,000.00	3,000.00	0.00	100.0%	
512 50 20 0001 Court Clerk Benefits	475.99	1,500.00	1,500.00	0.00	100.0%	
512 50 31 0000 Court Supplies	0.00	0.00	0.00	0.00	0.0%	
512 50 41 0001 Jury Management/Court	817.53	1,200.00	1,200.00	0.00	100.0%	
512 50 41 0003 Municipal Court Contra	14,999.00	20,000.00	20,000.00	0.00	100.0%	
512 50 49 0000 Juror/Witness/Investiga	0.00	1,000.00	1,000.00	0.00	100.0%	
512 52 41 0002 Interpreter Fees	0.00	500.00	500.00	0.00	100.0%	
512 52 51 0000 Sheriff Warrant Service	0.00	500.00	500.00	0.00	100.0%	
515 35 41 0000 Prosecuting Attorney C	12,001.00	20,000.00	20,000.00	0.00	100.0%	
515 93 41 0000 Indigent Defense	6,341.25	15,000.00	15,000.00	0.00	100.0%	
512 Judicial	37,099.52	62,700.00	62,700.00	0.00	100.0%	

513 Executive

513 10 10 0000 Mayor Salary	4,800.00	7,200.00	7,200.00	0.00	100.0%	
513 10 10 0001 City Administrator Sala	48,762.46	75,000.00	75,000.00	0.00	100.0%	
513 10 20 0000 Mayor Benefits	372.41	625.00	625.00	0.00	100.0%	
513 10 20 0001 City Administrator Ben	9,668.02	28,000.00	28,000.00	0.00	100.0%	
513 10 43 0000 Travel/Lodging Mayor/.	0.00	0.00	0.00	0.00	0.0%	
513 10 49 0000 Tuition Mayor/Adminis	459.10	0.00	600.00	600.00	0.0%	Training received and projected

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001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
513 Executive						
513 Executive	64,061.99	110,825.00	111,425.00	600.00	100.5%	
514 Financial, Recording & Elections						
514 20 10 0001 Budgeting/Accounting S	50,691.72	52,000.00	66,000.00	14,000.00	126.9%	Increased staff time spent in department
514 20 20 0001 Budgeting/Accounting I	15,177.63	21,000.00	21,000.00	0.00	100.0%	
514 20 41 0001 EBPP Fees General Fun	310.49	400.00	600.00	200.00	150.0%	Increased fees
514 20 41 0022 Audit Fee	5,493.43	7,000.00	6,000.00	(1,000.00)	85.7%	Reduced costs
514 20 43 0000 Travel Financial/Recor	753.87	3,000.00	755.00	(2,245.00)	25.2%	Reduced-COVID
514 20 46 0000 Clerk Bond Premiums	99.00	1,500.00	200.00	(1,300.00)	13.3%	Reduced costs
514 20 49 0000 Training/Tuition - Finar	980.00	3,000.00	500.00	(2,500.00)	16.7%	Training received and projected
514 20 49 0001 Dues & Membership -	1,136.70	1,000.00	1,000.00	0.00	100.0%	
514 20 49 0002 Fiduciary Fees/VISA	1,778.63	750.00	2,000.00	1,250.00	266.7%	Increased Fees
514 20 49 0003 Miscellaneous Charges	838.27	500.00	500.00	0.00	100.0%	
514 30 10 0000 Minutes - Recording Fe	1,235.69	2,250.00	2,250.00	0.00	100.0%	
514 30 20 0000 Minutes - Recording Fe	104.40	200.00	200.00	0.00	100.0%	
514 41 41 0000 Elections	0.00	1,000.00	1,000.00	0.00	100.0%	
514 91 51 0000 Voter Registration Serv	0.00	6,000.00	6,000.00	0.00	100.0%	
514 Financial, Recording & Election	78,599.83	99,600.00	108,005.00	8,405.00	108.4%	
515 Legal Services						
515 41 41 0000 Advisory Board Service	17,568.00	30,000.00	30,000.00	0.00	100.0%	
515 41 43 0000 Travel - Legal	0.00	750.00	0.00	(750.00)	0.0%	Removed-COVID
515 41 49 0000 Training & Tuition - Le	0.00	750.00	750.00	0.00	100.0%	
515 Legal Services	17,568.00	31,500.00	30,750.00	(750.00)	97.6%	
517 Employee Benefit Programs						
517 70 22 0000 Unemployment Claims	10,596.00	0.00	15,000.00	15,000.00	0.0%	Increased costs
517 70 25 0000 Old Age Survivor Insur	25.00	25.00	25.00	0.00	100.0%	
517 90 26 0000 Staff Wellness	0.00	500.00	500.00	0.00	100.0%	
517 Employee Benefit Programs	10,621.00	525.00	15,525.00	15,000.00	*****%	
518 Centralized Services						
518 20 44 0000 DNR Fire Control Asse	17.90	0.00	0.00	0.00	0.0%	
518 30 10 0000 Building Repair Salary	1,387.19	3,000.00	3,000.00	0.00	100.0%	

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001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
518 Centralized Services						
518 30 20 0000 Building Repair Benefit	792.30	1,500.00	1,500.00	0.00	100.0%	
518 30 31 0000 Household Supplies/Repl	531.71	2,000.00	2,000.00	0.00	100.0%	
518 30 41 0000 Custodial Services	600.00	4,000.00	1,000.00	(3,000.00)	25.0%	Contract cancelled
518 30 41 0001 Contractual Services	2,024.20	0.00	2,000.00	2,000.00	0.0%	Zoom and BIAS
518 30 44 0000 HR-Advertisement	691.56	0.00	700.00	700.00	0.0%	Job posting
518 30 45 0099 Eq Rental-Bldg Repair	633.29	2,000.00	1,000.00	(1,000.00)	50.0%	Reduced staff time
518 30 46 0000 Insurance - Liability	10,428.42	14,000.00	10,500.00	(3,500.00)	75.0%	Actual costs
518 30 47 0000 Heat & Lights	2,280.08	3,000.00	3,000.00	0.00	100.0%	
518 30 47 0001 City Hall Water/Sewer	784.14	1,330.29	1,330.29	0.00	100.0%	
518 30 48 0000 Building Repair Supplie	0.00	1,000.00	1,000.00	0.00	100.0%	
518 40 31 0000 Office Supplies	3,596.82	6,000.00	6,000.00	0.00	100.0%	
518 40 41 0000 Office Equip Repair& M	18,593.76	6,000.00	16,000.00	10,000.00	266.7%	Includes BIAS Software
518 40 42 0000 Central Services Teleph	3,646.67	3,750.00	3,750.00	0.00	100.0%	
518 40 42 0001 Miscellaneous - Postage	328.08	500.00	500.00	0.00	100.0%	
518 80 41 0023 Website - General Fund	160.00	500.00	500.00	0.00	100.0%	
518 90 10 0000 COVID-19 - Salaries	10,709.15	0.00	12,000.00	12,000.00	0.0%	
518 90 20 0000 COVID-19 - Benefits	2,503.95	0.00	3,000.00	3,000.00	0.0%	
518 90 31 0000 COVID-19 Supplies	11,492.61	0.00	15,000.00	15,000.00	0.0%	
518 90 41 0000 COVID-19 Services	1,635.00	0.00	2,000.00	2,000.00	0.0%	
518 90 49 0001 Dues And Membership	1,733.00	3,000.00	3,000.00	0.00	100.0%	
594 18 62 0000 City Hall Improvements	10,169.30	0.00	15,000.00	15,000.00	0.0%	Lighting project
594 18 64 0000 Office Furniture/Equipm	0.00	0.00	0.00	0.00	0.0%	
594 18 64 0001 Computer Equipment	1,111.80	0.00	0.00	0.00	0.0%	
518 Centralized Services	85,850.93	51,580.29	103,780.29	52,200.00	201.2%	
521 Law Enforcement						
521 20 41 0000 Police Services	131,117.26	175,501.85	175,501.85	0.00	100.0%	
521 20 41 0001 CR Jus #4 Basic Law E	2,315.69	2,700.00	2,700.00	0.00	100.0%	
521 30 41 0000 CR Jus #1 Drug/Alcho	1,349.07	1,600.00	1,600.00	0.00	100.0%	
523 30 41 0000 Probation And Parole S	2,775.03	0.00	0.00	0.00	0.0%	
523 60 41 0000 Jail Services	1,171.00	13,000.00	13,000.00	0.00	100.0%	
521 Law Enforcement	138,728.05	192,801.85	192,801.85	0.00	100.0%	
522 Fire Control						
522 10 10 0000 Fire Chief/Administrati	1,249.28	1,500.00	1,500.00	0.00	100.0%	
522 10 20 0000 Fire Chief/Administrati	62.09	200.00	200.00	0.00	100.0%	
522 20 10 0000 Fire Contract Volunteer	0.00	16,000.00	16,000.00	0.00	100.0%	

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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
522 Fire Control					
522 20 20 0000 Firefighter Benefits	6.17	1,000.00	1,000.00	0.00	100.0%
522 20 24 0000 Firefighter Pension/Disa	2,190.00	3,500.00	3,500.00	0.00	100.0%
522 20 31 0000 Fire Supplies	713.97	16,000.00	16,000.00	0.00	100.0%
522 20 31 0119 Fire Supplies-COVID-1	2,542.33	0.00	0.00	0.00	0.0%
522 20 32 0000 Fire Truck Fuel	190.88	1,000.00	1,000.00	0.00	100.0%
522 20 42 0000 Fire Telephone	773.99	1,400.00	1,400.00	0.00	100.0%
522 20 46 0000 Fire Truck Insurance	1,302.27	3,000.00	3,000.00	0.00	100.0%
522 20 48 0000 Fire Hydrant Repair/Su	0.00	0.00	0.00	0.00	0.0%
522 20 49 0001 Dues & Memb./Sub. Ci	197.50	305.00	305.00	0.00	100.0%
522 30 10 0000 Fire Support Salary	1,883.09	8,500.00	8,500.00	0.00	100.0%
522 30 20 0000 Fire Support Benefits	757.77	5,000.00	5,000.00	0.00	100.0%
522 30 31 0001 Fire Prevention Supplie	0.00	500.00	500.00	0.00	100.0%
522 30 41 0000 Fire Investigations	0.00	1,000.00	1,000.00	0.00	100.0%
522 30 45 0099 Eq Rental - Fire Suppor	502.42	5,500.00	5,500.00	0.00	100.0%
522 45 43 0000 Travel - Fire Departmer	0.00	1,000.00	1,000.00	0.00	100.0%
522 45 49 0000 Fire Department Trainir	9.63	4,500.00	4,500.00	0.00	100.0%
522 50 47 0000 Fire Hall Heat And Ligh	1,790.16	3,000.00	3,000.00	0.00	100.0%
522 50 47 0001 Fire Hall Water-Sewer	648.94	0.00	0.00	0.00	0.0%
522 50 47 0099 Water on Demand For F	0.00	4,000.00	4,000.00	0.00	100.0%
522 50 48 0000 Fire Hall Repair	4,523.40	0.00	0.00	0.00	0.0%
522 60 48 0000 Fire Equipment Repair	765.55	6,000.00	6,000.00	0.00	100.0%
594 22 64 0000 Fire Equip Purchase-Fir	0.00	0.00	0.00	0.00	0.0%
594 22 64 0001 Fire Equip Purchase - C	0.00	0.00	0.00	0.00	0.0%
597 12 00 0000 Transfer Out To 303 Joi	0.00	0.00	0.00	0.00	0.0%
202 Fire Department	20,109.44	82,905.00	82,905.00	0.00	100.0%
522 20 31 0002 Fire Supplies FD II	748.52	10,000.00	10,000.00	0.00	100.0%
522 20 31 0219 Fire Supplies FD II-CO	2,542.35	0.00	0.00	0.00	0.0%
522 20 32 0002 Fire Truck Fuel FDII	582.71	1,000.00	1,000.00	0.00	100.0%
522 20 49 0002 Dues & Membership/Su	197.50	0.00	0.00	0.00	0.0%
522 30 31 0020 Fire Prevention Supplie	0.00	500.00	500.00	0.00	100.0%
522 45 43 0002 Travel-FD II	0.00	0.00	0.00	0.00	0.0%
522 45 49 0002 Fire Training FD II	9.63	2,000.00	2,000.00	0.00	100.0%
522 60 48 0002 Fire Equipment Repair l	0.00	6,000.00	6,000.00	0.00	100.0%
594 22 64 0002 Fire Equip Purchase - F	0.00	0.00	0.00	0.00	0.0%
203 Fire District 2	4,080.71	19,500.00	19,500.00	0.00	100.0%
522 Fire Control	24,190.15	102,405.00	102,405.00	0.00	100.0%

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001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference	%	Remarks
528 Dispatch Services						
528 60 41 0000 Dispatch Fees - City	0.00	2,000.00	2,000.00	0.00	100.0%	
528 60 42 0000 Radio Contract	3,229.75	6,000.00	6,000.00	0.00	100.0%	
528 Dispatch Services	3,229.75	8,000.00	8,000.00	0.00	100.0%	
551 Public Housing Services						
551 00 41 0000 CDBG Housing Rehab	34,843.73	350,000.00	350,000.00	0.00	100.0%	
551 Public Housing Services	34,843.73	350,000.00	350,000.00	0.00	100.0%	
553 Conservation						
553 70 41 0000 Air Pollution Authority	434.75	300.00	300.00	0.00	100.0%	
553 Conservation	434.75	300.00	300.00	0.00	100.0%	
554 Environmental Services						
554 90 40 0000 Waterfront Mitigation S	0.00	11,400.00	11,400.00	0.00	100.0%	
554 Environmental Services	0.00	11,400.00	11,400.00	0.00	100.0%	
558 Planning & Community Devel						
558 50 10 0000 Building Inspector Sala	2,322.64	0.00	3,000.00	3,000.00	0.0%	Managing open permits
558 50 20 0000 Building Inspector Bene	1,277.87	0.00	1,500.00	1,500.00	0.0%	
558 50 31 0000 Building Department St	5.37	1,000.00	0.00	(1,000.00)	0.0%	Contract out
558 50 41 0000 Consulting Services	0.00	2,000.00	0.00	(2,000.00)	0.0%	Contract out
558 50 41 0001 Building Inspection Ser	0.00	33,750.00	0.00	(33,750.00)	0.0%	Contract out
558 50 42 0000 Building Department Te	0.00	0.00	0.00	0.00	0.0%	
558 50 43 0000 Travel - Building Inspec	0.00	0.00	0.00	0.00	0.0%	
558 50 45 0099 Eq Rental - Building De	615.07	0.00	1,000.00	1,000.00	0.0%	
558 50 49 0000 Training & Tuition - Bu	0.00	0.00	0.00	0.00	0.0%	
558 50 49 0001 Dues & Membership - F	0.00	300.00	300.00	0.00	100.0%	
550 Building	4,220.95	37,050.00	5,800.00	(31,250.00)	15.7%	
558 60 10 0000 Planning Salary	59,183.19	89,000.00	89,000.00	0.00	100.0%	
558 60 10 0001 Planning Recorder - Sal	929.46	1,800.00	1,800.00	0.00	100.0%	
558 60 10 0002 Planning Commission S	2,700.00	4,500.00	4,500.00	0.00	100.0%	
558 60 10 0003 Planning Intern Salary	0.00	0.00	0.00	0.00	0.0%	
558 60 20 0000 Planning Benefits	26,955.11	40,000.00	40,000.00	0.00	100.0%	

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Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
558 Planning & Community Devel						
558 60 20 0001 Planning Recorder - Bel	78.02	180.00	180.00	0.00	100.0%	
558 60 20 0002 Planning Commission E	209.34	500.00	500.00	0.00	100.0%	
558 60 20 0003 Planning Intern Benefits	0.00	0.00	0.00	0.00	0.0%	
558 60 31 0000 Planning Supplies	0.00	750.00	750.00	0.00	100.0%	
558 60 41 0000 Planning & Professional	43,582.06	50,000.00	50,000.00	0.00	100.0%	
558 60 41 0001 Planning Publication	1,185.29	1,750.00	1,750.00	0.00	100.0%	
558 60 43 0000 Travel - Planning/Prof /	0.00	2,500.00	0.00	(2,500.00)	0.0%	Removed-COVID
558 60 49 0000 Training & Tuition - Pl	0.00	1,500.00	0.00	(1,500.00)	0.0%	Removed-COVID
558 60 49 0001 Dues & Membership - F	0.00	500.00	500.00	0.00	100.0%	
558 60 49 0002 Planning Filing Fees/Mi	26.25	500.00	500.00	0.00	100.0%	
560 Planning	134,848.72	193,480.00	189,480.00	(4,000.00)	97.9%	
558 70 49 0001 EDC Assessment	5,265.00	11,000.00	11,000.00	0.00	100.0%	
558 70 49 0002 MCEDD Services	982.00	900.00	900.00	0.00	100.0%	
570 Economic Development	6,247.00	11,900.00	11,900.00	0.00	100.0%	
558 Planning & Community Devel	145,316.67	242,430.00	207,180.00	(35,250.00)	85.5%	
565 Welfare						
565 10 49 0000 Food Bank Support	0.00	30,000.00	10,000.00	(20,000.00)	33.3%	Reduced to contract amount
565 Welfare	0.00	30,000.00	10,000.00	(20,000.00)	33.3%	
566 Substance Abuse						
566 72 42 0000 Substance Abuse/Liquo	147.21	150.00	150.00	0.00	100.0%	
566 Substance Abuse	147.21	150.00	150.00	0.00	100.0%	
573 Cultural & Community Activities						
573 90 49 0000 Hosting of Meetings/Ev	59.96	500.00	500.00	0.00	100.0%	
573 Cultural & Community Activitie	59.96	500.00	500.00	0.00	100.0%	
576 Park Facilities						
576 20 41 0000 Community Pool Suppc	37,500.00	40,000.00	40,000.00	0.00	100.0%	
576 80 10 0000 Park Maintenance Salar	11,769.33	45,000.00	20,000.00	(25,000.00)	44.4%	Reduced staff time

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001 General Expense Fund

Expenditures	YTD	Budgeted	Proposed	Difference	%	Remarks
576 Park Facilities						
576 80 20 0000 Park Maintenance Bene	7,099.51	37,000.00	12,000.00	(25,000.00)	32.4%	
576 80 31 0000 Parks Supplies	1,166.79	7,000.00	2,000.00	(5,000.00)	28.6%	Reduced supplies
576 80 45 0099 Eq Rental - Parks	5,671.96	20,000.00	12,000.00	(8,000.00)	60.0%	
576 80 47 0000 Parks Electricity	434.88	350.00	350.00	0.00	100.0%	
576 80 47 0001 Parks Water	133.99	0.00	0.00	0.00	0.0%	
576 80 48 0000 Parks - Contracted	0.00	0.00	0.00	0.00	0.0%	
576 Park Facilities	63,776.46	149,350.00	86,350.00	(63,000.00)	57.8%	
580 Non Expenditures						
586 90 00 0000 Agency Disbursement -	7,030.09	0.00	0.00	0.00	0.0%	
586 90 00 0001 Agency Disbursement -	138.57	0.00	0.00	0.00	0.0%	
589 30 00 0000 Agency Remittances - S	132.50	0.00	0.00	0.00	0.0%	
589 99 00 0000 Payroll Clearing	(350.60)	0.00	0.00	0.00	0.0%	
580 Non Expenditures	6,950.56	0.00	0.00	0.00	0.0%	
597 Interfund Transfers						
597 00 01 0020 Transfers-Out - Fire Re:	0.00	35,000.00	35,000.00	0.00	100.0%	
597 00 01 0100 Transfers-Out - To 100	0.00	0.00	0.00	0.00	0.0%	
597 Interfund Transfers	0.00	35,000.00	35,000.00	0.00	100.0%	
999 Ending Balance						
508 80 00 0000 CE-Unreserved Ending	0.00	189,698.97	598,764.67	409,065.70	315.6%	
100 Unreserved	0.00	189,698.97	598,764.67	409,065.70	315.6%	
508 10 00 0002 CE-Unemployment Res	0.00	33,414.00	33,414.00	0.00	100.0%	
102 Unemployment Reserve	0.00	33,414.00	33,414.00	0.00	100.0%	
508 10 00 0004 CE-Custodial	0.00	59,695.22	51,135.13	(8,560.09)	85.7%	
104 Custodial Reserve	0.00	59,695.22	51,135.13	(8,560.09)	85.7%	
999 Ending Balance	0.00	282,808.19	683,313.80	400,505.61	241.6%	
Fund Expenditures:	723,861.71	1,783,875.33	2,139,585.94	355,710.61	119.9%	

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001 General Expense Fund

Fund Excess/(Deficit):	679,998.52	0.00	0.00
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010 General Reserve Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
308 Beginning Balances						
308 10 01 0010 General Reserve-Begini	326,705.62	325,553.66	326,705.62	1,151.96	100.4%	Revised to actual
308 Beginning Balances	326,705.62	325,553.66	326,705.62	1,151.96	100.4%	
Fund Revenues:	326,705.62	325,553.66	326,705.62	1,151.96	100.4%	
Expenditures						
Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
999 Ending Balance						
508 10 01 0010 General Res-Ending Ca	0.00	325,553.66	326,705.62	1,151.96	100.4%	
999 Ending Balance	0.00	325,553.66	326,705.62	1,151.96	100.4%	
Fund Expenditures:	0.00	325,553.66	326,705.62	1,151.96	100.4%	
Fund Excess/(Deficit):	326,705.62	0.00	0.00			

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020 Fire Reserve Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
308 Beginning Balances						
308 10 02 0020 Fire Res-Beginning Cas	1,483,593.47	1,480,000.00	1,483,593.47	3,593.47	100.2%	Revised to actual
308 Beginning Balances	1,483,593.47	1,480,000.00	1,483,593.47	3,593.47	100.2%	
397 Interfund Transfers						
397 02 00 0001 Fire Res-Transfer In Fr	0.00	35,000.00	35,000.00	0.00	100.0%	
397 Interfund Transfers	0.00	35,000.00	35,000.00	0.00	100.0%	
Fund Revenues:	1,483,593.47	1,515,000.00	1,518,593.47	3,593.47	100.2%	
Expenditures						
999 Ending Balance						
508 10 02 0020 FFire Res-Ending Cash	0.00	1,515,000.00	1,518,593.47	3,593.47	100.2%	Revised to actual
999 Ending Balance	0.00	1,515,000.00	1,518,593.47	3,593.47	100.2%	
Fund Expenditures:	0.00	1,515,000.00	1,518,593.47	3,593.47	100.2%	
Fund Excess/(Deficit):	1,483,593.47	0.00	0.00			

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100 Street Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
308 Beginning Balances						
308 80 00 0000 ST Unreserved Begin C	296,289.98	106,553.76	296,289.98	189,736.22	278.1%	Revised to actual
308 80 00 0100 ST Unreserved Begin C	10,000.00	10,000.00	10,000.00	0.00	100.0%	
308 Beginning Balances	306,289.98	116,553.76	306,289.98	189,736.22	262.8%	
310 Taxes						
313 11 00 0100 Additional .5% Sales Tax	142,470.00	270,000.00	200,000.00	(70,000.00)	74.1%	Reduced-COVID
316 42 00 0000 PUD Excise Tax	40,643.70	52,000.00	52,000.00	0.00	100.0%	
310 Taxes	183,113.70	322,000.00	252,000.00	(70,000.00)	78.3%	
320 Licenses & Permits						
322 40 00 0000 Street ROW Application	225.00	600.00	600.00	0.00	100.0%	
320 Licenses & Permits	225.00	600.00	600.00	0.00	100.0%	
330 Intergovernmental Revenues						
336 00 71 0000 Multimodal Transportat	1,104.22	2,203.20	2,203.20	0.00	100.0%	
336 00 87 0000 Street Fuel Tax-MVFT	18,645.42	34,425.00	32,432.40	(1,992.60)	94.2%	Reduced-COVID
336 06 95 0000 Liquor Profit Tax	6,502.06	12,992.40	12,992.40	0.00	100.0%	
330 Intergovernmental Revenues	26,251.70	49,620.60	47,628.00	(1,992.60)	96.0%	
360 Interest & Other Earnings						
361 11 00 0100 Interest Income - Streets	219.20	0.00	0.00	0.00	0.0%	
369 10 00 0000 Sale of Scrap Streets	0.00	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	219.20	0.00	0.00	0.00	0.0%	
397 Interfund Transfers						
397 00 00 0001 Transfer In From Gener	0.00	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%	
Fund Revenues:	516,099.58	488,774.36	606,517.98	117,743.62	124.1%	

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
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100 Street Fund

Expenditures	YTD	Budgeted	Proposed	Difference	%	Remarks
542 Streets - Maintenance						
542 39 10 0000 Road Maintenance - Sal	35,220.35	73,000.00	55,000.00	(18,000.00)	75.3%	Reduced staff time
542 39 20 0000 Road Maintenance - Be	19,740.29	35,000.00	32,000.00	(3,000.00)	91.4%	
542 39 31 0000 Supplies	939.49	20,000.00	5,000.00	(15,000.00)	25.0%	Reduced-COVID
542 39 41 0000 General Admin Fees	0.00	0.00	31,000.00	31,000.00	0.0%	Cost Allocation
542 39 42 0000 Telephone	139.19	100.00	200.00	100.00	200.0%	Standby phone
542 39 45 0099 Eq Rental - Road Maint	11,628.93	25,000.00	25,000.00	0.00	100.0%	
542 39 48 0000 Contracted Labor	6,079.67	20,000.00	5,000.00	(15,000.00)	25.0%	No sidewalk grinding-COVID
542 39 51 0000 Environmental Permits	0.00	0.00	0.00	0.00	0.0%	
542 40 10 0000 Storm Drain Maint - Sal	5,190.08	8,000.00	8,000.00	0.00	100.0%	
542 40 20 0000 Storm Drain Maint - Be	2,617.97	5,000.00	5,000.00	0.00	100.0%	
542 40 31 0000 Storm Drain Maint - Su	0.00	2,000.00	2,000.00	0.00	100.0%	
542 40 45 0099 Eq Rental - Storm Drair	1,587.86	3,000.00	3,000.00	0.00	100.0%	
542 40 47 0000 Dewatering Electricity (817.09	800.00	800.00	0.00	100.0%	
542 40 48 0000 Storm Drain Maint - Co	2,558.24	700.00	2,000.00	1,300.00	285.7%	Camera and repairs
542 62 41 0000 Path Maintenance-Cont	0.00	5,000.00	5,000.00	0.00	100.0%	
542 63 47 0000 Electricy - Street Light	8,916.82	14,000.00	14,000.00	0.00	100.0%	
542 63 47 0001 Street Water	1,413.74	0.00	0.00	0.00	0.0%	
542 63 48 0000 Repair/maintenance - S'	16,649.76	3,000.00	17,000.00	14,000.00	566.7%	Three streetlights taken out-will be reimbursed
542 64 31 0000 Traffic Devices	2,057.81	12,000.00	12,000.00	0.00	100.0%	
542 64 48 0000 Road Striping	5,508.40	6,000.00	5,510.00	(490.00)	91.8%	Actual costs from last year
542 66 10 0000 Snow Removal - Salary	1,480.17	18,000.00	18,000.00	0.00	100.0%	
542 66 20 0000 Snow Removal - Benefi	747.43	8,000.00	8,000.00	0.00	100.0%	
542 66 31 0000 Snow Removal - Suppli	0.00	1,000.00	1,000.00	0.00	100.0%	
542 66 45 0099 Eq Rental - Snow Remc	690.12	4,000.00	4,000.00	0.00	100.0%	
542 67 47 0000 Litter Clean-Up	2,004.74	2,000.00	2,000.00	0.00	100.0%	
542 Streets - Maintenance	125,988.15	265,600.00	260,510.00	(5,090.00)	98.1%	

543 Streets Admin & Overhead

543 10 10 0000 General Administration	1,394.05	2,000.00	2,000.00	0.00	100.0%	
543 10 20 0000 General Administration	292.97	750.00	750.00	0.00	100.0%	
543 31 10 0000 General Services Salari	2,054.17	10,000.00	5,000.00	(5,000.00)	50.0%	Reduced staff time in department
543 31 20 0000 General Services Benefi	512.06	3,000.00	1,500.00	(1,500.00)	50.0%	
543 31 41 0000 Computer Services	218.83	800.00	800.00	0.00	100.0%	
543 31 41 0001 Contracted Servcies	0.00	0.00	0.00	0.00	0.0%	
543 31 41 0022 Audit Fee	2,746.71	2,000.00	2,000.00	0.00	100.0%	
543 31 43 0000 Travel - Streets	0.00	1,000.00	1,000.00	0.00	100.0%	
543 31 46 0000 Insurance	6,076.40	7,000.00	6,080.00	(920.00)	86.9%	Paid annually
543 31 49 0000 Training - Streets	0.00	500.00	500.00	0.00	100.0%	

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100 Street Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
543 Streets Admin & Overhead						
543 31 49 0001 Misc/Recording Fees/D	800.00	1,000.00	1,000.00	0.00	100.0%	
543 Streets Admin & Overhead	14,095.19	28,050.00	20,630.00	(7,420.00)	73.5%	
544 Road & Street Operations						
544 20 41 0100 #14 ST Planning Profes	0.00	21,000.00	21,000.00	0.00	100.0%	
544 Road & Street Operations	0.00	21,000.00	21,000.00	0.00	100.0%	
566 Substance Abuse						
566 72 42 0100 Substance Abuse/Liquo	130.04	0.00	0.00	0.00	0.0%	
566 Substance Abuse	130.04	0.00	0.00	0.00	0.0%	
594 Capital Expenditures						
595 21 61 0000 Right of Way	0.00	0.00	0.00	0.00	0.0%	
595 33 10 0000 Russell Avenue (Restor.	15,853.29	10,000.00	17,000.00	7,000.00	170.0%	Increased staff time
595 33 20 0000 Russell Avenue (Restor.	8,647.84	5,000.00	10,000.00	5,000.00	200.0%	
595 33 31 0000 Russell Avenue (Restor.	0.00	0.00	0.00	0.00	0.0%	
595 33 41 0000 Russell Avenue (Restor.	300.00	0.00	0.00	0.00	0.0%	
595 33 45 0099 Eq Rental - Restor/Reh	4,717.69	4,000.00	4,000.00	0.00	100.0%	
595 50 41 0000 Kanaka Bridge Rebuild	0.00	20,000.00	20,000.00	0.00	100.0%	
594 Capital Expenditures	29,518.82	39,000.00	51,000.00	12,000.00	130.8%	
597 Interfund Transfers						
597 18 00 0000 Transfer Out to 309 Rus	0.00	0.00	0.00	0.00	0.0%	
597 19 00 0000 Transfer Out To 311 Fir	0.00	53,000.00	0.00	(53,000.00)	0.0%	Removed-Changed to CIP Transfer
597 20 00 0000 Transfer Out To 312 Lo	0.00	0.00	0.00	0.00	0.0%	
597 Interfund Transfers	0.00	53,000.00	0.00	(53,000.00)	0.0%	
999 Ending Balance						
508 80 00 0100 Streets-Unreserved End	0.00	72,124.36	243,377.98	171,253.62	337.4%	
508 80 00 0101 Streets-Snow Reserve	0.00	10,000.00	10,000.00	0.00	100.0%	
999 Ending Balance	0.00	82,124.36	253,377.98	171,253.62	308.5%	

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100 Street Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
Fund Expenditures:	169,732.20	488,774.36	606,517.98	117,743.62	124.1%
Fund Excess/(Deficit):	346,367.38	0.00	0.00		

2020 PROPOSED BUDGET CHANGES

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103 Tourism Promo & Develop Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 00 0103 Tourism Reserved C&I	300,000.00	300,000.00	300,000.00	0.00	100.0%	
308 10 01 0103 Tourism Reserved C&I	410,294.51	315,661.30	410,294.51	94,633.21	130.0%	Actual
308 Beginning Balances	710,294.51	615,661.30	710,294.51	94,633.21	115.4%	

310 Taxes

313 31 00 0000 Stadium (Motel/Hotel)'	143,275.17	440,000.00	194,000.00	(246,000.00)	44.1%	Revised-COVID
310 Taxes	143,275.17	440,000.00	194,000.00	(246,000.00)	44.1%	

360 Interest & Other Earnings

361 11 00 0103 Interest Income/Tourism	11,305.93	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	11,305.93	0.00	0.00	0.00	0.0%	

Fund Revenues: 864,875.61 1,055,661.30 904,294.51 (151,366.79) 85.7%

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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573 Cultural & Community Activities

573 30 41 0000 Consultant Services, Ch	62,047.09	90,000.00	90,000.00	0.00	100.0%	
573 30 41 0001 SBA Consultant Service	27,149.26	85,000.00	85,000.00	0.00	100.0%	
573 30 41 0004 County - Fair & Timber	0.00	5,000.00	0.00	(5,000.00)	0.0%	Cancelled-COVID
573 30 41 0005 County - Bluegrass Fest	0.00	7,000.00	0.00	(7,000.00)	0.0%	Cancelled-COVID
573 30 41 0010 General Admin Fees	0.00	0.00	4,000.00	4,000.00	0.0%	Cost Allocation
573 90 10 0000 Promotion Salaries	1,219.18	5,000.00	5,000.00	0.00	100.0%	
573 90 10 0003 Promotion Field Salarie	245.25	3,300.00	3,300.00	0.00	100.0%	
573 90 20 0000 Promotion Benefits	256.80	1,000.00	1,000.00	0.00	100.0%	
573 90 20 0003 Promotion Field Benefit	99.39	1,700.00	1,700.00	0.00	100.0%	
573 90 31 0000 Promotion Supplies	0.00	0.00	0.00	0.00	0.0%	
573 90 41 0001 Discover Your Northwe	6,986.88	17,250.00	7,000.00	(10,250.00)	40.6%	Reduced-Cancelled
573 90 41 0002 CRGIC Consultant Serv	0.00	55,000.00	55,000.00	0.00	100.0%	
573 90 41 0004 Skamania Senior Servic	0.00	2,000.00	0.00	(2,000.00)	0.0%	Cancelled-COVID
573 90 41 0008 Gorge Outrigger Races	0.00	5,000.00	0.00	(5,000.00)	0.0%	Cancelled-COVID
573 90 41 0009 BOTG Kiteboarding Fe	0.00	3,000.00	3,000.00	0.00	100.0%	
573 90 41 0011 Stevenson Farmers Mar	0.00	2,000.00	2,000.00	0.00	100.0%	
573 90 41 0013 Main St Program Coord	27,500.00	55,000.00	55,000.00	0.00	100.0%	
573 90 41 0014 Stevenson Waterfront M	0.00	3,000.00	3,000.00	0.00	100.0%	

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103 Tourism Promo & Develop Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
573 Cultural & Community Activities						
573 90 41 0015 Fools Fest (Walking Ma	0.00	2,500.00	2,500.00	0.00	100.0%	
573 90 41 0017 Stevenson Municipal Pc	0.00	3,000.00	0.00	(3,000.00)	0.0%	Cancelled-COVID
573 90 41 0018 SC Fair Board-GorgeGr	0.00	6,000.00	0.00	(6,000.00)	0.0%	Cancelled-COVID
573 90 41 0019 CGTA Services	0.00	2,500.00	2,500.00	0.00	100.0%	
573 90 41 0021 Computer Services	182.25	0.00	0.00	0.00	0.0%	
573 90 41 0022 Audit Fee	1,831.14	3,000.00	2,000.00	(1,000.00)	66.7%	Reduced to Actual
573 90 45 0099 Eq Rental - Promotion I	82.83	0.00	0.00	0.00	0.0%	
573 Cultural & Community Activitie	127,600.07	357,250.00	322,000.00	(35,250.00)	90.1%	
594 Capital Expenditures						
594 75 63 0004 Fairground Midway Re	0.00	0.00	0.00	0.00	0.0%	
594 75 63 0007 Waterfront Park Amenit	0.00	0.00	0.00	0.00	0.0%	
594 75 63 0008 Waterfront Park Enhanc	0.00	155,000.00	55,000.00	(100,000.00)	35.5%	Reduced
594 75 63 0010 Exhibit Hall Roof-Fairg	15,000.00	15,000.00	15,000.00	0.00	100.0%	
594 76 63 0001 Courthouse Park Plaza (1,880.17	200,000.00	249,408.31	49,408.31	124.7%	Rolled balance from 2019 extended contract
594 Capital Expenditures	16,880.17	370,000.00	319,408.31	(50,591.69)	86.3%	
999 Ending Balance						
508 10 00 0103 Tourism-Cap. Facility F	0.00	200,000.00	100,000.00	(100,000.00)	50.0%	Reduced-COVID
508 10 00 0104 Tourism-Ending Cash	0.00	128,411.30	162,886.20	34,474.90	126.8%	
999 Ending Balance	0.00	328,411.30	262,886.20	(65,525.10)	80.0%	
Fund Expenditures:	144,480.24	1,055,661.30	904,294.51	(151,366.79)	85.7%	
Fund Excess/(Deficit):	720,395.37	0.00	0.00			

2020 PROPOSED BUDGET CHANGES

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105 Affordable Housing Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 00 0105 Affordable Housing-Be	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%

310 Taxes

313 27 00 0000 Affordable And Suppor	0.00	0.00	0.00	0.00	0.0%
310 Taxes	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	0.00	0.00	0.00	0.00	0.0%
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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999 Ending Balance

508 10 00 0105 Affordable Housing-En	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00	0.00		
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2020 PROPOSED BUDGET CHANGES

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300 Capital Improvement Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
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308 Beginning Balances

308 10 00 0000 Cap Imp Res Begin C&	11,256.65	11,256.65	11,256.65	0.00	100.0%	
308 10 00 0300 Cap Imp Reserved Begi	124,399.77	87,979.97	124,399.77	36,419.80	141.4%	Actual
308 Beginning Balances	135,656.42	99,236.62	135,656.42	36,419.80	136.7%	

310 Taxes

318 34 00 0000 Real Estate Excise Tax	24,176.83	20,000.00	20,000.00	0.00	100.0%	
310 Taxes	24,176.83	20,000.00	20,000.00	0.00	100.0%	

360 Interest & Other Earnings

361 11 00 0300 Interest on Investments-	688.47	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	688.47	0.00	0.00	0.00	0.0%	

Fund Revenues:	160,521.72	119,236.62	155,656.42	36,419.80	130.5%	
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Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
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597 Interfund Transfers

597 18 00 0309 Transfer Out To Russell	0.00	70,611.00	22,636.78	(47,974.22)	32.1%	Reduced to actual need
597 18 00 0311 Transfer Out To First St	0.00	0.00	53,000.00	53,000.00	0.0%	Changed from Street Fund
597 Interfund Transfers	0.00	70,611.00	75,636.78	5,025.78	107.1%	

999 Ending Balance

508 10 00 0300 Cap. Imp.-Ending Cash	0.00	37,368.97	68,762.99	31,394.02	184.0%	
508 10 00 0301 Cap. Imp.-Waterfront Ir	0.00	11,256.65	11,256.65	0.00	100.0%	
999 Ending Balance	0.00	48,625.62	80,019.64	31,394.02	164.6%	

Fund Expenditures:	0.00	119,236.62	155,656.42	36,419.80	130.5%	
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Fund Excess/(Deficit):	160,521.72	0.00	0.00			
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303 Joint Emergency Facilities Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 00 0303 Joint Emergency Facilit	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 01 00 0303 Transfer In from CE	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	0.00	0.00	0.00	0.00	0.0%
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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594 Capital Expenditures

594 22 41 0000 Consulting Engineering	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%

999 Ending Balance

508 10 00 0303 Joint Emergency Facilit	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00	0.00		
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2020 PROPOSED BUDGET CHANGES

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309 Russell Ave

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 00 0309 Russell Ave Res Beg Cl	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%

330 Intergovernmental Revenues

333 20 20 0001 Russell STP Grant	480,375.33	707,000.00	707,000.00	0.00	100.0%
334 03 80 0309 Russell Ave-TIB Grant	78,772.85	112,927.00	112,927.00	0.00	100.0%
330 Intergovernmental Revenues	559,148.18	819,927.00	819,927.00	0.00	100.0%

360 Interest & Other Earnings

367 10 00 0309 Russell Amenities Donæ	0.00	25,000.00	0.00	(25,000.00)	0.0%	Reduced need
367 10 01 0309 Russell-BNSF Grant	0.00	50,000.00	0.00	(50,000.00)	0.0%	Reduced need
360 Interest & Other Earnings	0.00	75,000.00	0.00	(75,000.00)	0.0%	

397 Interfund Transfers

397 02 00 0309 Transfer In from Streets	0.00	0.00	0.00	0.00	0.0%	
397 03 00 0309 Transfer In From CI	0.00	70,611.00	22,636.78	(47,974.22)	32.1%	Reduced need
397 Interfund Transfers	0.00	70,611.00	22,636.78	(47,974.22)	32.1%	

Fund Revenues: 559,148.18 965,538.00 842,563.78 (122,974.22) 87.3%

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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594 Capital Expenditures

595 10 41 0309 Russell Ave - Engineeri	100,380.98	136,538.00	173,964.18	37,426.18	127.4%	Contract and Change Orders
595 10 41 1309 Russell Ave-Constructi	555,892.48	829,000.00	668,599.60	(160,400.40)	80.7%	Contract and Change Orders
595 20 61 0309 Russell Ave-Right Of W	0.00	0.00	0.00	0.00	0.0%	
594 Capital Expenditures	656,273.46	965,538.00	842,563.78	(122,974.22)	87.3%	

999 Ending Balance

508 10 00 0309 Russell Ave-Ending Bal	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%

2020 PROPOSED BUDGET CHANGES

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309 Russell Ave

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
Fund Expenditures:	656,273.46	965,538.00	842,563.78	(122,974.22) 87.3%	
Fund Excess/(Deficit):	(97,125.28)	0.00	0.00		

2020 PROPOSED BUDGET CHANGES

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311 First Street

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
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308 Beginning Balances

308 10 00 0311 First St-Res Beg Cash	0.00	0.00	0.00	0.00	0.0%	
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%	

330 Intergovernmental Revenues

334 03 80 0311 First St.-TIB Grant	0.00	132,800.00	132,800.00	0.00	100.0%	
330 Intergovernmental Revenues	0.00	132,800.00	132,800.00	0.00	100.0%	

397 Interfund Transfers

397 00 00 0311 First St-Transfer In Froi	0.00	53,000.00	0.00	(53,000.00)	0.0%	Changed transfer to CIP
397 00 00 1311 First St-Transfer In Froi	0.00	0.00	53,000.00	53,000.00	0.0%	
397 Interfund Transfers	0.00	53,000.00	53,000.00	0.00	100.0%	

Fund Revenues:	0.00	185,800.00	185,800.00	0.00	100.0%	
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Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
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594 Capital Expenditures

595 10 41 0311 First St-Engineering Svc	13,723.53	185,800.00	185,800.00	0.00	100.0%	
594 Capital Expenditures	13,723.53	185,800.00	185,800.00	0.00	100.0%	

999 Ending Balance

508 10 00 0311 First St-Ending Balance	0.00	0.00	0.00	0.00	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%	

Fund Expenditures:	13,723.53	185,800.00	185,800.00	0.00	100.0%	
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Fund Excess/(Deficit):	(13,723.53)	0.00	0.00			
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400 Water/Sewer Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
308 Beginning Balances						
308 80 00 0400 WS Unreserved Begin C	251,864.61	129,205.20	251,864.61	122,659.41	194.9%	Actual
400 Water/Sewer	251,864.61	129,205.20	251,864.61	122,659.41	194.9%	
308 10 01 0400 WS Res Begin C&I Sys	207,161.66	191,376.85	207,161.66	15,784.81	108.2%	Actual
401 Water	207,161.66	191,376.85	207,161.66	15,784.81	108.2%	
308 10 02 0400 WS Res Begin C&I Sys	186,003.27	157,730.27	186,003.27	28,273.00	117.9%	Actual
308 10 03 0400 WS Res Begin C&I Sev	32,670.00	32,670.00	32,670.00	0.00	100.0%	
402 Sewer	218,673.27	190,400.27	218,673.27	28,273.00	114.8%	
308 Beginning Balances	677,699.54	510,982.32	677,699.54	166,717.22	132.6%	
330 Intergovernmental Revenues						
334 04 20 0400 Dept. Of Commerce-En	0.00	311,000.00	311,000.00	0.00	100.0%	
343 Water	0.00	311,000.00	311,000.00	0.00	100.0%	
330 Intergovernmental Revenues	0.00	311,000.00	311,000.00	0.00	100.0%	
340 Charges For Goods & Services						
343 40 00 0000 Water Sales	435,101.29	673,050.00	508,050.00	(165,000.00)	75.5%	Reduced-COVID
343 40 18 0000 Turn on Fees	10.00	1,500.00	1,500.00	0.00	100.0%	
343 40 19 0000 Reconnect Fee	0.00	1,000.00	0.00	(1,000.00)	0.0%	Reduced-COVID
343 40 20 0000 Water Construction Hoc	45.00	0.00	0.00	0.00	0.0%	
343 40 21 0000 Hydrant Rental - Extern	867.07	600.00	600.00	0.00	100.0%	
343 40 99 0000 Hydrant Rental-Internal	0.00	4,000.00	4,000.00	0.00	100.0%	
343 41 00 0000 Installation Water	8,043.74	10,000.00	10,000.00	0.00	100.0%	
343 Water	444,067.10	690,150.00	524,150.00	(166,000.00)	75.9%	
343 50 00 0000 Sewer Service Income	616,830.93	887,294.20	791,294.20	(96,000.00)	89.2%	Reduced-COVID
343 50 01 0000 BOD Surcharge	29,894.59	0.00	0.00	0.00	0.0%	
343 50 02 0000 Downspout-Sump Pump	5,137.42	0.00	0.00	0.00	0.0%	
343 51 00 0000 Installation Sewer	675.00	300.00	300.00	0.00	100.0%	
344 Sewer	652,537.94	887,594.20	791,594.20	(96,000.00)	89.2%	

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400 Water/Sewer Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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340 Charges For Goods & Services

340 Charges For Goods & Services	1,096,605.04	1,577,744.20	1,315,744.20	(262,000.00)	83.4%
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360 Interest & Other Earnings

367 40 00 0000 Water Capital Contribut	92,100.29	46,674.00	92,000.00	45,326.00	197.1% Actuals
369 10 01 0000 Water Miscellaneous In	0.00	0.00	0.00	0.00	0.0%

343 Water	92,100.29	46,674.00	92,000.00	45,326.00	197.1%
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367 50 00 0000 Sewer Capital Contribut	67,898.00	56,532.00	68,000.00	11,468.00	120.3% Actuals
369 10 02 0000 Sewer Miscellaneous In	0.00	0.00	0.00	0.00	0.0%

344 Sewer	67,898.00	56,532.00	68,000.00	11,468.00	120.3%
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361 11 00 0400 Interest on Investments	5,750.72	4,000.00	4,000.00	0.00	100.0%
369 81 00 0000 Cashier's Overages/Sho	0.00	0.00	0.00	0.00	0.0%
369 91 00 0400 Other Miscellaneous/N	80.00	0.00	0.00	0.00	0.0%

400 Water/Sewer	5,830.72	4,000.00	4,000.00	0.00	100.0%
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360 Interest & Other Earnings	165,829.01	107,206.00	164,000.00	56,794.00	153.0%
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380 Non Revenues

386 00 00 0000 Customer Deposits	0.00	0.00	0.00	0.00	0.0%
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380 Non Revenues	0.00	0.00	0.00	0.00	0.0%
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390 Other Financing Sources

391 70 00 0000 Capital Loan-Water Me	321,000.00	350,000.00	321,000.00	(29,000.00)	91.7% Final loan
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402 Sewer	321,000.00	350,000.00	321,000.00	(29,000.00)	91.7%
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390 Other Financing Sources	321,000.00	350,000.00	321,000.00	(29,000.00)	91.7%
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Fund Revenues:	2,261,133.59	2,856,932.52	2,789,443.74	(67,488.78)	97.6%
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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534 Water Utilities

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400 Water/Sewer Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
534 Water Utilities						
534 10 10 0000 WA-Administrative Sal	2,294.06	2,500.00	2,500.00	0.00	100.0%	
534 10 20 0000 WA-Administrative Bel	483.69	1,000.00	1,000.00	0.00	100.0%	
534 10 41 0001 General Admin Fee	0.00	0.00	47,000.00	47,000.00	0.0%	Cost Allocation
534 10 41 0022 WA-Audit Fee	4,577.86	6,000.00	6,000.00	0.00	100.0%	
534 10 42 0000 WA-Op. Permit(DOH)/	4,379.92	5,000.00	5,000.00	0.00	100.0%	
534 10 49 0001 WA-Dues & Membersh	1,375.45	2,000.00	2,000.00	0.00	100.0%	
534 20 41 0000 WA-Admin Planning W	2,060.05	2,000.00	2,000.00	0.00	100.0%	
534 40 43 0000 WA-Travel	0.00	2,000.00	0.00	(2,000.00)	0.0%	Removed-COVID
534 40 49 0001 WA-Training	688.74	2,000.00	2,000.00	0.00	100.0%	
534 50 35 0000 WA-Small Tools/Minor	464.17	2,500.00	2,500.00	0.00	100.0%	
534 50 48 0000 WA-Repair-Contracted	9,973.44	20,000.00	20,000.00	0.00	100.0%	
534 70 10 0000 WA-Customer Services	26,174.31	34,000.00	34,000.00	0.00	100.0%	
534 70 20 0000 WA-Customer Services	7,245.24	13,500.00	13,500.00	0.00	100.0%	
534 70 31 0000 WA-Office Supplies Ar	982.01	2,250.00	2,250.00	0.00	100.0%	
534 70 41 0000 WA-Computer Services	3,255.40	4,000.00	4,000.00	0.00	100.0%	
534 70 41 0001 WA-EBPP Fees	1,572.17	2,000.00	2,000.00	0.00	100.0%	
534 80 31 0000 WA-Operating Supplies	18,610.02	25,000.00	25,000.00	0.00	100.0%	
534 80 33 0000 WA-Well Water For Re	0.00	1,000.00	0.00	(1,000.00)	0.0%	Removed-Not used
534 80 41 0000 WA-Testing	1,498.00	4,000.00	4,000.00	0.00	100.0%	
534 80 42 0000 WA-Telephone	1,158.47	1,400.00	1,400.00	0.00	100.0%	
534 80 45 0001 WA-Telemetry Services	2,877.00	3,000.00	3,000.00	0.00	100.0%	
534 80 45 0099 WA-Eq Rental - Water	26,500.40	53,000.00	53,000.00	0.00	100.0%	
534 80 46 0000 WA-Insurance	12,476.46	14,000.00	12,477.00	(1,523.00)	89.1%	Reduced-Actuals
534 80 47 0000 WA-Electricity	15,320.97	22,000.00	22,000.00	0.00	100.0%	
534 81 41 0000 WA-Prof Services - Ger	0.00	0.00	0.00	0.00	0.0%	
534 84 10 0000 WA-Operations Plant S	37,067.78	70,000.00	70,000.00	0.00	100.0%	
534 84 20 0000 WA-Operations Plant B	17,340.98	40,000.00	40,000.00	0.00	100.0%	
534 84 31 0000 WA-Chemicals Plant	8,352.36	10,000.00	10,000.00	0.00	100.0%	
534 84 41 0000 WA-Consultant Service	0.00	2,000.00	0.00	(2,000.00)	0.0%	Reduced-COVID
534 85 10 0000 WA-Operations T & D	54,462.78	60,000.00	60,000.00	0.00	100.0%	
534 85 20 0000 WA-Operations T & D	27,055.92	30,000.00	30,000.00	0.00	100.0%	
534 90 44 0000 WA-Taxes	17,606.70	37,000.00	37,000.00	0.00	100.0%	
534 Water Utilities	305,854.35	473,150.00	513,627.00	40,477.00	108.6%	

535 Sewer

535 10 10 0000 WW-Administrative Sai	9,489.56	24,000.00	24,000.00	0.00	100.0%	
535 10 20 0000 WW-Administrative Be	2,536.78	11,000.00	11,000.00	0.00	100.0%	
535 10 41 0001 WW-General Admin Fe	0.00	0.00	44,000.00	44,000.00	0.0%	Cost Allocation

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400 Water/Sewer Fund

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
535 Sewer						
535 10 41 0022 WW-Audit Fee	4,577.86	6,000.00	6,000.00	0.00	100.0%	
535 10 42 0000 WW-Permit Fees/DOE	0.00	2,500.00	2,500.00	0.00	100.0%	
535 10 44 0000 WW-Advertising	90.48	0.00	0.00	0.00	0.0%	
535 10 49 0001 WW-Dues & Membersh	274.15	500.00	500.00	0.00	100.0%	
535 20 41 0000 WW-Admin Planning S	0.00	0.00	0.00	0.00	0.0%	
535 40 43 0000 WW-Travel	0.00	1,500.00	0.00	(1,500.00)	0.0%	Reduced-COVID
535 40 49 0001 WW-Training	0.00	3,000.00	3,000.00	0.00	100.0%	
535 51 31 0000 WW-Maintenance Supp	1,030.51	30,000.00	30,000.00	0.00	100.0%	
535 51 48 0000 WW-Repair (Contract S	89,673.67	120,000.00	120,000.00	0.00	100.0%	
535 51 48 0001 WW-Solids Hauling & .	55,504.32	200,000.00	120,000.00	(80,000.00)	60.0%	Revised Estimate
535 64 41 0000 WW-Operations Contra	23,463.77	100,000.00	30,000.00	(70,000.00)	30.0%	Reduced contract est.
535 70 10 0000 WW-Customer Service	26,174.31	34,000.00	34,000.00	0.00	100.0%	
535 70 20 0000 WW-Customer Service	7,245.24	13,500.00	13,500.00	0.00	100.0%	
535 70 31 0000 WW-Office Supplies &	956.70	2,500.00	2,500.00	0.00	100.0%	
535 70 41 0000 WW-Computer Service:	5,100.28	5,000.00	5,000.00	0.00	100.0%	
535 70 41 0001 WW-EBPP Fees Sewer	1,387.17	2,000.00	2,000.00	0.00	100.0%	
535 80 31 0000 WW-Operating Supplie	5,232.15	10,000.00	10,000.00	0.00	100.0%	
535 80 41 0000 Sewer Operations Testi	7,390.00	21,000.00	21,000.00	0.00	100.0%	
535 80 42 0000 Sewer Telephone	3,277.99	3,000.00	3,000.00	0.00	100.0%	
535 80 45 0099 Eq Rental - Sewer	31,028.38	35,000.00	35,000.00	0.00	100.0%	
535 80 46 0000 Sewer Insurance	6,327.07	10,000.00	6,328.00	(3,672.00)	63.3%	Reduced-Actuals
535 81 10 0000 WW-Operations Coll. S	15,885.46	22,000.00	22,000.00	0.00	100.0%	
535 81 20 0000 WW-Operations Coll. E	9,084.02	10,000.00	10,000.00	0.00	100.0%	
535 81 47 0000 WW-Coll Electricity	370.71	0.00	0.00	0.00	0.0%	
535 81 47 0001 WW-Coll. Water	32.00	0.00	0.00	0.00	0.0%	
535 84 10 0000 WW-Operations Plant S	67,129.48	70,000.00	100,000.00	30,000.00	142.9%	Increased staff time
535 84 20 0000 WW-Operations Plant E	41,471.46	37,000.00	62,000.00	25,000.00	167.6%	
535 84 47 0000 WW-Plant Electricity	12,563.56	26,000.00	26,000.00	0.00	100.0%	
535 84 47 0001 WW-Plant Water	1,439.19	0.00	0.00	0.00	0.0%	
535 85 10 0000 WW Sampling Salary	460.15	4,000.00	4,000.00	0.00	100.0%	
535 85 20 0000 WW Sampling Benefits	265.06	2,500.00	2,500.00	0.00	100.0%	
535 85 31 0000 WW Sampling Supplies	0.00	500.00	500.00	0.00	100.0%	
535 85 41 0000 WW Sampling Professi	4,930.00	7,000.00	7,000.00	0.00	100.0%	
535 85 41 0002 WW Industrial Pretreatm	0.00	4,000.00	4,000.00	0.00	100.0%	
535 85 45 0000 WW Sampling Equipme	170.97	0.00	0.00	0.00	0.0%	
535 90 44 0000 Sewer Taxes	13,256.47	35,000.00	35,000.00	0.00	100.0%	
535 Sewer	447,818.92	852,500.00	796,328.00	(56,172.00)	93.4%	

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400 Water/Sewer Fund

Expenditures	YTD	Budgeted	Proposed	Difference	%	Remarks
591 Debt Service						
591 34 19 0000 WA-SMART Meter Le:	0.00	40,000.00	13,712.88	(26,287.12)	34.3%	Revised-Actual
591 34 78 0000 Base Res PWTF Loan F	23,273.39	23,273.39	23,273.39	0.00	100.0%	
592 34 19 0000 WA-SMART Meter Le:	0.00	0.00	4,844.96	4,844.96	0.0%	Revised-Actual
592 34 83 0000 Base Reservoir PWTF I	814.57	1,100.00	1,100.00	0.00	100.0%	
534 Water	24,087.96	64,373.39	42,931.23	(21,442.16)	66.7%	
591 35 72 0000 Sewer Outfall - USDA I	11,623.58	20,120.00	20,120.00	0.00	100.0%	
592 35 83 0000 Sewer Outfall - USDA I	4,711.42	12,551.00	12,551.00	0.00	100.0%	
535 Sewer	16,335.00	32,671.00	32,671.00	0.00	100.0%	
591 Debt Service	40,422.96	97,044.39	75,602.23	(21,442.16)	77.9%	
594 Capital Expenditures						
594 34 10 4006 Water Connections - Sa	889.62	5,000.00	5,000.00	0.00	100.0%	
594 34 20 4006 Water Connections - Be	362.52	2,500.00	2,500.00	0.00	100.0%	
594 34 31 4006 Water Connections - Su	0.00	0.00	0.00	0.00	0.0%	
594 34 31 4009 Water Plant Improve	0.00	0.00	0.00	0.00	0.0%	
594 34 45 0400 Eq Rental - Water Conn	230.06	2,000.00	2,000.00	0.00	100.0%	
594 34 62 4009 Water Plant Improve	10,169.30	0.00	0.00	0.00	0.0%	
594 34 64 0000 WA-Fixed Assets To C:	547,231.80	755,000.00	755,000.00	0.00	100.0%	
594 35 41 0405 Loop Rd. Sewer Line E:	0.00	0.00	0.00	0.00	0.0%	
534 Water	558,883.30	764,500.00	764,500.00	0.00	100.0%	
594 35 41 0400 #38 Sewer Plan - Prof S	0.00	0.00	0.00	0.00	0.0%	
594 35 64 0400 WW-Capitalized Equip	0.00	0.00	0.00	0.00	0.0%	
535 Sewer	0.00	0.00	0.00	0.00	0.0%	
594 Capital Expenditures	558,883.30	764,500.00	764,500.00	0.00	100.0%	
597 Interfund Transfers						
597 10 00 0000 Transfer Out to 410 WV	0.00	0.00	0.00	0.00	0.0%	
597 10 00 0406 Transfer Out To 406 W	0.00	0.00	21,779.00	21,779.00	0.0%	USDA Annual Requirement
597 10 00 0408 Transfer Out To 408 W	0.00	0.00	61,191.00	61,191.00	0.0%	USDA Debt Reserve Requirements
535 Sewer	0.00	0.00	82,970.00	82,970.00	0.0%	

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400 Water/Sewer Fund

Expenditures	YTD	Budgeted	Proposed	Difference	%	Remarks
597 Interfund Transfers						
597 Interfund Transfers	0.00	0.00	82,970.00	82,970.00	0.0%	
999 Ending Balance						
508 80 00 0400 WS-Ending Cash	0.00	234,755.01	103,551.58	(131,203.43)	44.1%	
400 Water/Sewer	0.00	234,755.01	103,551.58	(131,203.43)	44.1%	
508 10 00 0401 WS-Water Reserve	0.00	188,050.85	249,161.66	61,110.81	132.5%	Increased Connections
401 Water	0.00	188,050.85	249,161.66	61,110.81	132.5%	
508 10 00 0402 WS-WW Reserve	0.00	214,262.27	203,703.27	(10,559.00)	95.1%	Increased Connections-Funds transfered to Short Lived Asset and Debt Reserves
508 10 00 0403 WS-Sewer Outfall Rese	0.00	32,670.00	0.00	(32,670.00)	0.0%	Moved to Debt Reserve Fund
402 Sewer	0.00	246,932.27	203,703.27	(43,229.00)	82.5%	
999 Ending Balance	0.00	669,738.13	556,416.51	(113,321.62)	83.1%	
Fund Expenditures:	1,352,979.53	2,856,932.52	2,789,443.74	(67,488.78)	97.6%	
Fund Excess/(Deficit):	908,154.06	0.00	0.00			

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406 Wastewater Short Lived Asset Reserve Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
308 Beginning Balances					
308 10 00 0406 WWSLAR Beginning C	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers					
397 10 00 0406 WWSLA-Transfers In	0.00	0.00	21,779.00	21,779.00	0.0% USDA Requirement
397 Interfund Transfers	0.00	0.00	21,779.00	21,779.00	0.0%
Fund Revenues:	0.00	0.00	21,779.00	21,779.00	0.0%
Expenditures					
999 Ending Balance					
508 10 00 0406 WWSLAR-Ending Casl	0.00	0.00	21,779.00	21,779.00	0.0%
999 Ending Balance	0.00	0.00	21,779.00	21,779.00	0.0%
Fund Expenditures:	0.00	0.00	21,779.00	21,779.00	0.0%
Fund Excess/(Deficit):	0.00	0.00	0.00		

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408 Wastewater Debt Reserve Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 00 0408 WW Debt Reserve Beg.	0.00	0.00	0.00	0.00	0.0%
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%

397 Interfund Transfers

397 10 00 0408 WW Debt Res-Transfer	0.00	0.00	61,191.00	61,191.00	0.0%	USDA Debt
397 Interfund Transfers	0.00	0.00	61,191.00	61,191.00	0.0%	

Fund Revenues:	0.00	0.00	61,191.00	61,191.00	0.0%
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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999 Ending Balance

508 10 00 0408 WW Debt Reserve-End	0.00	0.00	61,191.00	61,191.00	0.0%
999 Ending Balance	0.00	0.00	61,191.00	61,191.00	0.0%

Fund Expenditures:	0.00	0.00	61,191.00	61,191.00	0.0%
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Fund Excess/(Deficit):	0.00	0.00	0.00
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410 Wastewater System Upgrades

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 00 0410 WW Sys Upgrades Beg	(119,857.70)	0.00	0.00	0.00	0.0%
308 Beginning Balances	(119,857.70)	0.00	0.00	0.00	0.0%

330 Intergovernmental Revenues

334 04 20 0410 CERB Feasibility Study	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%

390 Other Financing Sources

391 90 00 0410 DOE Design Loan	698,161.36	1,000,000.00	1,000,000.00	0.00	100.0%
390 Other Financing Sources	698,161.36	1,000,000.00	1,000,000.00	0.00	100.0%

397 Interfund Transfers

397 05 00 0410 Transfer In from Water/	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%

Fund Revenues:	578,303.66	1,000,000.00	1,000,000.00	0.00	100.0%
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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594 Capital Expenditures

594 35 31 0010 DOE-Imm. Improv. Sup	1,184.15	0.00	0.00	0.00	0.0%
594 35 41 0010 DOE-Imm. Imprpv. Svc	25,848.00	0.00	0.00	0.00	0.0%
594 35 41 4103 Design-Consultant Svs	598,696.54	1,000,000.00	1,000,000.00	0.00	100.0%
594 35 41 4104 EDA Project Consultant	0.00	0.00	0.00	0.00	0.0%
594 35 51 0000 WW Upgrades-Permitti	300.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	626,028.69	1,000,000.00	1,000,000.00	0.00	100.0%

999 Ending Balance

508 10 00 0410 WW Cap-Ending Cash	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%

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410 Wastewater System Upgrades

Expenditures	YTD	Budgeted	Proposed	Difference	Percentage	Remarks
Fund Expenditures:	626,028.69	1,000,000.00	1,000,000.00	0.00	100.0%	
Fund Excess/(Deficit):	(47,725.03)	0.00	0.00			

2020 PROPOSED BUDGET CHANGES

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500 Equipment Service Fund

Revenues	YTD	Budgeted	Proposed	Difference		Remarks
308 Beginning Balances						
308 80 00 0500 ES Unreserved Begin C	139,248.98	65,450.73	139,248.98	73,798.25	212.8%	Actual
308 Beginning Balances	139,248.98	65,450.73	139,248.98	73,798.25	212.8%	
340 Charges For Goods & Services						
348 00 00 0000 Equipment Rental-Inter	84,059.98	150,000.00	150,000.00	0.00	100.0%	
340 Charges For Goods & Services	84,059.98	150,000.00	150,000.00	0.00	100.0%	
360 Interest & Other Earnings						
361 11 00 0500 Interest Income/ES	411.31	0.00	0.00	0.00	0.0%	
362 10 00 0000 Equipment Rental - Ext	14.00	0.00	0.00	0.00	0.0%	
362 10 02 0000 Equipment Rental - Ext	0.00	0.00	0.00	0.00	0.0%	
369 10 00 0500 Sale of Scrap Equip Ser	0.00	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	425.31	0.00	0.00	0.00	0.0%	
390 Other Financing Sources						
395 10 00 0500 Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.0%	
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%	
Fund Revenues:	223,734.27	215,450.73	289,248.98	73,798.25	134.3%	

Expenditures	YTD	Budgeted	Proposed	Difference		Remarks
548 Public Works - Centralized Services						
548 65 10 0000 Maintenance Salary	14,526.71	35,000.00	35,000.00	0.00	100.0%	
548 65 20 0000 Maintenance Benefits	7,797.36	17,000.00	17,000.00	0.00	100.0%	
548 65 25 0000 Medical Physicals-Req	776.26	2,000.00	2,000.00	0.00	100.0%	
548 65 31 0000 Tires	0.00	2,000.00	2,000.00	0.00	100.0%	
548 65 32 0000 Gas and Oil	9,008.68	20,000.00	20,000.00	0.00	100.0%	
548 65 33 0000 Supplies	1,495.75	0.00	0.00	0.00	0.0%	
548 65 46 0000 Insurance	8,320.38	28,000.00	8,321.00	(19,679.00)	29.7%	Actual
548 65 47 0000 Heat & Lights	2,147.95	1,500.00	1,500.00	0.00	100.0%	
548 65 48 0000 Repairs/Supplies Contr	11,496.37	20,000.00	20,000.00	0.00	100.0%	
548 65 49 0000 Training	250.00	250.00	250.00	0.00	100.0%	

2020 PROPOSED BUDGET CHANGES

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500 Equipment Service Fund

Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
548 Public Works - Centralized Services					
548 Public Works - Centralized Serv	55,819.46	125,750.00	106,071.00	(19,679.00)	84.4%
594 Capital Expenditures					
594 48 64 0000 Equipment Purchase	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance					
508 80 00 0500 ES-Ending Cash	0.00	89,700.73	183,177.98	93,477.25	204.2%
999 Ending Balance	0.00	89,700.73	183,177.98	93,477.25	204.2%
Fund Expenditures:	55,819.46	215,450.73	289,248.98	73,798.25	134.3%
Fund Excess/(Deficit):	167,914.81	0.00	0.00		

2020 PROPOSED BUDGET CHANGES

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630 Stevenson Municipal Court

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
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308 Beginning Balances

308 10 00 0630 Stevenson Municipal Co	9,738.88	0.00	0.00	0.00	0.0%
308 Beginning Balances	9,738.88	0.00	0.00	0.00	0.0%

380 Non Revenues

389 40 00 0000 SMC-Agency Deposits	24,728.14	0.00	0.00	0.00	0.0%
380 Non Revenues	24,728.14	0.00	0.00	0.00	0.0%

Fund Revenues:	34,467.02	0.00	0.00	0.00	0.0%
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Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
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580 Non Expenditures

589 40 00 0000 SMC-Agency Disburse	27,763.58	0.00	0.00	0.00	0.0%
580 Non Expenditures	27,763.58	0.00	0.00	0.00	0.0%

999 Ending Balance

508 10 00 0630 Stevenson Municipal Co	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%

Fund Expenditures:	27,763.58	0.00	0.00	0.00	0.0%
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Fund Excess/(Deficit):	6,703.44	0.00	0.00		
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2020 PROPOSED BUDGET CHANGES

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631 CATV Fund

Revenues	YTD	Budgeted	Proposed	Difference	Remarks
308 Beginning Balances					
308 10 00 0631 CATV Trust - Beginn	3,098.81	0.00	0.00	0.00	0.0%
308 Beginning Balances	3,098.81	0.00	0.00	0.00	0.0%
380 Non Revenues					
389 40 00 0631 CATV-Interest	0.65	0.00	0.00	0.00	0.0%
380 Non Revenues	0.65	0.00	0.00	0.00	0.0%
Fund Revenues:	3,099.46	0.00	0.00	0.00	0.0%
Expenditures	YTD	Budgeted	Proposed	Difference	Remarks
999 Ending Balance					
508 10 00 0631 CATV-Ending Balance	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	3,099.46	0.00	0.00		

2020 PROPOSED BUDGET CHANGES

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Fund Totals

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Fund	YTD	Budgeted	Proposed	Difference	
001 General Expense Fund	1,403,860.23	1,783,875.33	2,139,585.94	355,710.61	119.9%
010 General Reserve Fund	326,705.62	325,553.66	326,705.62	1,151.96	100.4%
020 Fire Reserve Fund	1,483,593.47	1,515,000.00	1,518,593.47	3,593.47	100.2%
100 Street Fund	516,099.58	488,774.36	606,517.98	117,743.62	124.1%
103 Tourism Promo & Develop Fund	864,875.61	1,055,661.30	904,294.51	(151,366.79)	85.7%
105 Affordable Housing Fund	0.00	0.00	0.00	0.00	0.0%
300 Capital Improvement Fund	160,521.72	119,236.62	155,656.42	36,419.80	130.5%
303 Joint Emergency Facilities Fund	0.00	0.00	0.00	0.00	0.0%
309 Russell Ave	559,148.18	965,538.00	842,563.78	(122,974.22)	87.3%
311 First Street	0.00	185,800.00	185,800.00	0.00	100.0%
400 Water/Sewer Fund	2,261,133.59	2,856,932.52	2,789,443.74	(67,488.78)	97.6%
406 Wastewater Short Lived Asset Reser	0.00	0.00	21,779.00	21,779.00	0.0%
408 Wastewater Debt Reserve Fund	0.00	0.00	61,191.00	61,191.00	0.0%
410 Wastewater System Upgrades	578,303.66	1,000,000.00	1,000,000.00	0.00	100.0%
500 Equipment Service Fund	223,734.27	215,450.73	289,248.98	73,798.25	134.3%
630 Stevenson Municipal Court	34,467.02	0.00	0.00	0.00	0.0%
631 CATV Fund	3,099.46	0.00	0.00	0.00	0.0%
Fund Revenues:	8,415,542.41	10,511,822.52	10,841,380.44	329,557.92	103.1%
001 General Expense Fund	723,861.71	1,783,875.33	2,139,585.94	355,710.61	119.9%
010 General Reserve Fund	0.00	325,553.66	326,705.62	1,151.96	100.4%
020 Fire Reserve Fund	0.00	1,515,000.00	1,518,593.47	3,593.47	100.2%
100 Street Fund	169,732.20	488,774.36	606,517.98	117,743.62	124.1%
103 Tourism Promo & Develop Fund	144,480.24	1,055,661.30	904,294.51	(151,366.79)	85.7%
105 Affordable Housing Fund	0.00	0.00	0.00	0.00	0.0%
300 Capital Improvement Fund	0.00	119,236.62	155,656.42	36,419.80	130.5%
303 Joint Emergency Facilities Fund	0.00	0.00	0.00	0.00	0.0%
309 Russell Ave	656,273.46	965,538.00	842,563.78	(122,974.22)	87.3%
311 First Street	13,723.53	185,800.00	185,800.00	0.00	100.0%
400 Water/Sewer Fund	1,352,979.53	2,856,932.52	2,789,443.74	(67,488.78)	97.6%
406 Wastewater Short Lived Asset Reser	0.00	0.00	21,779.00	21,779.00	0.0%
408 Wastewater Debt Reserve Fund	0.00	0.00	61,191.00	61,191.00	0.0%
410 Wastewater System Upgrades	626,028.69	1,000,000.00	1,000,000.00	0.00	100.0%
500 Equipment Service Fund	55,819.46	215,450.73	289,248.98	73,798.25	134.3%
630 Stevenson Municipal Court	27,763.58	0.00	0.00	0.00	0.0%
631 CATV Fund	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	3,770,662.40	10,511,822.52	10,841,380.44	329,557.92	103.1%
Excess/(Deficit):	4,644,880.01	0.00	0.00		



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: Karl Russell, Public Works Director and Leana Kinley, City Administrator
RE: Sewer Plant Update
Meeting Date: September 17th, 2020

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: Day to day operations continue to go well. We are seeing improvements in our solids inventory, settling and decanting.

The plant continues to see marked improvement with the side streaming efforts of Backwoods Brewing, Walking Man and LDB, Inc.

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 29th and 30th, TSS and BOD Effluent Violations
- February 749 lbs/day – Solids washout from clarifiers on the 18th.
- March 803 lbs/day – Solids washout from clarifiers on March 13th, TSS Effluent Violation
- April 589 lbs/day – Solids washout from clarifiers on April 1st
- 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
- September 720 lbs/day – No Effluent Violations
- October 810 lbs/day – No Effluent Violations
- November 620 lbs/day – No Effluent Violations
- December 588 lbs/day- No Effluent Violations

2020

- January 417 lbs/day- No Effluent Violations
- February 270 lbs/day- No Influent/Effluent Violations, Inf Flow Total 7.532 Mil/Gal.
- March 324 Lbs/day No Influent/Effluent Violations, Inf Flow Total 4.223 Mil/Gal.
- April 389 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.852 Mil/Gal.
- May 295 lbs/day No influent/Effluent Violations, Inf Flow Total 3.315 Mil/Gal.
- June 502 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.788 Mil/Gal.
- July 427 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.048 Mil/Gal.
- August 458 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.941 Mil/Gal.

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

WWTP Design:

Final design of the WWTP was be delivered to D.O.E. in June of this year. D.O.E has 60 days to review and approve the design. 50% design for the Rock Creek Lift Station is complete and under review. Both the “Main D Extension” and “Cascade Interceptor” are at 50% design and under review.

Funding:

Both applications for USDA and EDA for the lift station project are moving forward. The EDA application is in for final approval and the funds have been obligated. 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. The city received the obligation of funds confirmation from USDA in the amount of \$873,000 loan and \$70,600 grant.

Compliance:

The draft amendment to the Administrative Order is still in process. When it is finalized it will require additional testing.

The Significant Industrial Users discharge contract with Backwoods was executed last month. LDB Beverage is reviewing the contract.

BOD and TSS samples were taken at Backwoods on the week of 8/3-8/7. We are awaiting results. BOD and TSS Samples were taken at Walking Man on the week of 8/10-8/14. We are awaiting results.

Action Needed:

None

**CITY OF STEVENSON, WASHINGTON
ORDINANCE 2020-1162**

AN ORDINANCE OF THE CITY OF STEVENSON, WA ADDING CHAPTER 10.42 TO PROHIBIT USING AN UNMANNED AIRCRAFT TO RECORD OR TRANSMIT VISUAL OR AUDIO RECORDINGS; SETTING A CRIMINAL PENALTY; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, City Council has received complaints from citizens regarding “drones” flying over properties; and

WHEREAS, the City Council requested staff to update the Stevenson Municipal Code to include prohibiting unmanned aircraft to record or transmit visual or audio recordings; and

WHEREAS, the City Council desires to add SMC 10.42 to prohibit using unmanned aircraft to record or transmit visual or audio recordings.

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

Section 1. Chapter 10.42 of the Stevenson Municipal Code Established. A chapter of the Stevenson Municipal Code entitled "Unmanned Aircraft Systems," to be codified as Stevenson Municipal Code (SMC) Chapter 10.42, is hereby established to read as set forth on Exhibit “A” attached hereto and by this reference incorporated herein:

Section 2. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 3. Effective Date. This ordinance shall become effective following passage and publication as provided by law.

PASSED by the City Council of the City of Stevenson and approved by the Mayor this _____ day of _____, 2020.

Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Clerk of the City of Stevenson

Attorney for the City of Stevenson

**CHAPTER 10.42
UNMANNED AIRCRAFT SYSTEMS**

Sections:

- 10.42.010 Definitions
- 10.42.020 Use of Unmanned Aircraft prohibited
- 10.42.030 Penalty

10.42.010 Definitions

For the purposes of this chapter:

- A. "Unmanned Aircraft" shall mean an aircraft, including, but not limited to, an aircraft commonly known as a drone, that is operated without the possibility of direct human intervention from within or on the aircraft.
- B. "Unmanned Aircraft Systems" shall mean an Unmanned Aircraft and associated elements, including, but not limited to, any communication links and components that control the unmanned aircraft.
- C. "Person" shall mean any individual, firm, trust, partnership, public or private association or corporation.
- D. "Model Aircraft" shall mean an Unmanned Aircraft or Unmanned Aircraft System operated by any person strictly for hobby or recreational purposes.

10.42.020 Use of Unmanned Aircraft Prohibited

- A. No person shall use an Unmanned Aircraft to record or transmit any visual image or audio recording of any person or private real property located in the City under circumstances in which the subject person or owner of the subject real property has a reasonable expectation of privacy (including, but not limited to, inside a private residence or office, and inside an enclosed yard).
- B. This section shall not prohibit the use of any Model Aircraft, which is flown in compliance with section 336 of the FAA Modernization and Reform Act of 2012 and which does not transmit or record visual images or audio recordings of any person or real property located in the City.
- C. This Section shall not prohibit the use of any Unmanned Aircraft by law enforcement or public safety agencies:
 - a. If a warrant is issued authorizing the use of an Unmanned Aircraft; or
 - b. For the purpose of providing emergency management, fire, or police protection services in response to a life-threatening emergency, or for surveying the condition of person or property during a duly declared state of emergency
 - c. Under circumstances where a warrant would not otherwise be required by law.

10.42.030 Violation

Violation of this section as a first offense shall constitute a misdemeanor. Repeated violations shall be charged as a gross misdemeanor.

**CITY OF STEVENSON
ORDINANCE NO. 2020-1160**

AN ORDINANCE OF THE CITY OF STEVENSON, WA REVISING SMC 5.04 RELATING TO AND PROVIDING FOR A LICENSE UPON CERTAIN BUSINESSES, OCCUPATIONS, PURSUITS AND PRIVILEGES, PROVIDING PENALTIES FOR THE VIOLATION THEREOF

WHEREAS, in 2017 the Washington State Legislature adopted EHB2005 which requires cities to partner with the state or other authorized business licensing service; and

WHEREAS, the city council of the City of Stevenson desires to revise section 5.04 to the Stevenson Municipal Code to accommodate for the use of the Business Licensing Service office within the Washington State Department of Revenue.

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

Section 1-Adoption: The provisions set forth in Stevenson Municipal Code as Title 5.04, "Business License" shall be amended as outlined in Exhibit A, attached hereto any by this reference fully incorporated herein.

Key: ~~Strikethrough~~ means repealed. Underlined means new.

Section 2-Severability: That if any clause, section or other part of this Ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby, but shall remain in full force and effect.

Section 3-Effective Date: This Ordinance shall take effect November 26th, 2020.

PASSED by the City Council of the City of Stevenson at a regular meeting this 17th day of September, 2020.

Scott Anderson, Mayor

ATTEST:

APPROVED AS TO FORM:

Leana Kinley, City Clerk/Treasurer

Kenneth B. Woodrich, City Attorney

Exhibit "A"
Chapter 5.04 Business Licenses

Sections:

Contents

- 5.04.010 – Purpose.
- 5.04.020 – Definitions.
- 5.04.030 – Business License required.
- 5.04.040 – Application and renewal.
- 5.04.050 – Peddlers and solicitors-Application, Investigation and Issuance.
- 5.04.060 – License term or expiration.
- 5.04.070 – Fee.
- 5.04.080 – Prohibited refunds.
- 5.04.090 – License-nontransferable.
- 5.04.100 – Exception – Applicability of provisions.
- 5.04.110 – Revocation or suspension of license.
- 5.04.120 – Appeal.
- 5.04.130 – Penalties.

5.04.010 – Purpose.

The purpose of this chapter is to provide a means for obtaining public information and compiling statistical information on existing and new businesses within the city, to regulate and ensure the legal conduct of business, and to assist in the effective administration of the health, fire, building, zoning and other codes of the city.

5.04.020 – Definitions.

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this chapter, shall have the meanings hereinafter designated.

- A. "Business" includes all activities engaged in with the object of gain, benefit or advantage to the taxpayer or to another person or class directly or indirectly.
- B. "Company" means any individual, receiver, assignee, trust, estate, firm, copartnership, joint venture, club, company, joint-stock company, business trust, corporation, association, society, or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, non-profit or otherwise, and includes the United States or any instrumentality thereof, provided a valid tax may be levied upon or collected therefrom under the provisions of the ordinance.
- C. "Engaging in Business"
 - 1. The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

2. This section sets forth examples of activities that constitute engaging in business in the City, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection (1). If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts and circumstances and applicable law.
3. Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.
 - a. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City and generating any income therefrom, whether in cash, cash equivalent, barter, trade or other boot.
 - b. Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the City.
 - c. Soliciting sales.
 - d. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
 - e. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
 - f. Installing, constructing, or supervising installation or construction of, real or tangible personal property.
 - g. Soliciting, negotiating, or approving franchise, license, or other similar agreements.
 - h. Collecting current or delinquent accounts.
 - i. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
 - j. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.
 - k. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.
 - l. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.
 - m. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.
 - n. Investigating, resolving, or otherwise assisting in resolving customer complaints.
 - o. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

- p. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.
- 4. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license.
 - a. Meeting with suppliers of goods and services as a customer.
 - b. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.
 - c. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.
 - d. Renting tangible or intangible property as a customer when the property is not used in the City.
 - e. Attending, but not participating in a "trade show" or "multiple vendor events". Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.
 - f. Conducting advertising through the mail.
 - g. Soliciting sales by phone from a location outside the City.

- 5. A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the City. Such activities do not include those in subsection (4).

The City expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

- D. "Extractor" means every person, who from his own land or from the land of another under a right or license granted by lease, or contract, either directly or by contracting with others for the necessary labor or mechanical services, for sale or commercial use, mines, quarries, takes or produces coal, oil, natural gas, ore, stone, sand, gravel, clay, mineral or other natural resource product, or fells, cuts or takes timber or other natural products or takes, cultivates or raises fish, shell fish or other sea or inland water foods or products.
- E. "Manufacturer" means every person who, either directly or by contracting with others for the necessary labor or mechanical services, manufactures for sale or commercial use from his own materials or ingredients any articles, substances, or commodities. When the owner of equipment or facilities furnishes or sells to the customer prior to manufacture, all or a portion of the materials that become a part or whole of the manufactured article, the Director of Finance shall prescribe equitable rules for determining tax liability.
- F. "Peddler" includes any person, whether a resident of the city of Stevenson or not, traveling by foot, wagon, automotive vehicle, or any other type of conveyance from place to place, from house to house, or from street to street, carrying, conveying or transporting goods, wares, merchandise, meats, fish, seafoods, vegetables, fruits, garden truck, farm products or provisions, offering or exposing the same for sale, or making sales and delivering articles to purchasers, or who, without

traveling from place to place, sell or offer the same for sale from a wagon, automotive vehicle, railroad car, or other vehicle or conveyance, and further provided that one who solicits, orders and as a separate transaction makes deliveries to purchasers as part of a scheme or design to evade the provisions of this chapter shall be deemed peddlers subject to the provisions of this chapter.

"Peddler" includes the words "hawker" and "huckster."

- G. "Person" includes both the singular and the plural and also means and includes any person, firm or corporation, association, club, copartnership or society, or any other organization.
- H. "Solicitor" includes any person, whether resident of the city of Stevenson or not, traveling either by foot, wagon, automobile, motor truck, or any other type of conveyance, from place to place, from house to house, or from street to street, taking or attempting to take orders for the sale of goods, wares and merchandise, personal property of any nature whatsoever for future delivery, or for services to be furnished or performed in the future, whether or not such individual has, carries or exposes for sale a sample of the subject of such sale or whether he is collecting advance payments on such sales or not, provided that such definition includes any person who, for himself, or for another person, firm or corporation, hires, leases, uses, or occupies any building, structure, tent, railroad boxcar, boat, hotel room, lodging house, apartment, shop, or any other place within the city for the sole purpose of exhibiting samples and taking orders for future delivery
- I. "Tuition Fee" shall be construed to include library, laboratory, health service and other special fees, and amounts charged for room and board by an educational institution when the property or service for which such charges are made is furnished exclusively to the students or faculty of such institution; provided, that the term "educational institution", as herein used, shall be construed to mean only those institutions created or generally accredited as such by the State and offering to students an educational program of a general academic nature, or those institutions which are not operated for profit and which are privately endowed under a deed of trust to offer instruction in trade, industry and agriculture, but not including specialty schools, business colleges, trade schools or similar institutions.

I.J. "Business Licensing Service" or "BLS" means the office within the Washington State Department of Revenue providing business licensing services to the City of Stevenson.

5.04.030 – Business License required.

Every person who engages in business in the city must obtain a City business license for the privilege of engaging in business within the city and shall post the city business license at their physical place of business. A business must obtain a license for each physical location at which it conducts business within the city. Multiple businesses operating at the same location must have and post a separate license for each business. Businesses located d outside the city must carry a copy of the city business license while conducting business inside the city.

5.04.040 – Application and renewal.

- A. Applications for permits and a business license issued under this ordinance chapter must file with the city clerk a sworn application in writing, on a form to be furnished by the city clerk is made through the Business Licensing Service (BLS). The application must include all information

required for all licenses requested, the total fees due for all licenses, and the application handling fee required by RCW 19.02.075.

Upon the filing of the application and the payment of the license fee review and approval of an application for business license, a license shall be issued by the city clerk or designee will authorize issuance of the license through BLS.

- B. The city business license expires on the date established by the Business Licensing Service (BLS) and must be renewed on or before that date in order to engage in business in the city after that date.
1. Application for Renewalsrenewal of a business license shall require payment of all license fees due is made through BLS and must include all information required to renew all licenses involved, the total fees due for all licenses, and the renewal application handling fee required by RCW 19.02.075.
 2. The license term and respective license fee amount may be prorated as necessary to synchronize the license expiration with the business license account maintained by BLS.
 3. Failure to complete the license renewal by the expiration date will incur the late renewal penalty fee required by RCW 19.02.085 in addition to all other fees due.
 - 1.4. Failure to complete the license renewal the license on or before within 120 days after expiration may will result in the cancellation of the license, and may will require the filing of a new city business application for license as provided for in this chapter; payment of all appropriate fees, and reapproval by the city in order to continue conducting business in the city.

5.04.050 – Peddlers and solicitors-Application, Investigation and Issuance.

- A. Applications for peddlers and solicitors is made directly with the city and shall include the following information:
1. Name and description of the applicant;
 2. Address (legal and local);
 3. A brief description of the nature of the business and the goods to be sold and in the case of products of farm or orchard, whether produced or grown by the applicant;
 4. If employed, the name and address of the employer, together with credentials establishing the exact relationship;
 5. The length of time for which the right to do business is desired;
 6. If a vehicle is to be used, a description of the same, together with license number or other means of identification;
 7. A photograph of the applicant, taken within sixty days immediately prior to the date of the filing of the application, which picture shall be two inches by two inches showing the head and shoulders of the applicant in a clear and distinguishing manner;
 8. The fingerprints of the applicant and the names of at least two reliable property owners of the county of Skamania, who will certify as to the applicant's good character and business responsibility, or, in lieu of the names of references, any other available evidence as to the

- good character and business responsibility of the applicant as will enable an investigator to properly evaluate such character and business responsibility;
9. A statement as to whether or not the applicant has been convicted of any crime, misdemeanor, or violation of any municipal ordinance, the nature of the offense and the punishment or penalty assessed therefor;
 10. At the time of filing the application, a fee in such amount as shall be determined from time to time by resolution of the city council shall be paid to the city clerk-treasurer to cover the cost of investigation.
- B. Upon receipt of such application, the original shall be referred to the Skamania County sheriff, who shall cause such investigation of the applicant's business and moral character to be made as he deems necessary for the protection of the public good; provided, that such investigation shall be completed within thirty days of receipt of such application by the county sheriff.
 - C. If as a result of such investigation the applicant's character or business responsibility is found to be unsatisfactory, the county sheriff shall endorse on such application his disapproval and his reasons for the same, and return the application to the city clerk-treasurer, who shall notify the applicant that his application is disapproved and that no permit and license will be issued.
 - D. If as a result of such investigation, the character and business responsibility of the applicant are found to be satisfactory, the county sheriff shall endorse on the application his approval, and the city clerk-treasurer shall, upon payment to the city of the prescribed license fee, deliver to the applicant his permit and issue a license.

5.04.060 – License term or expiration.

Each city business license issued under this chapter shall be valid ~~until June 30th and all renewals thereafter shall be for a period of one year commencing July 1st through June 30th of the following year for one year unless otherwise prorated as provided for in this chapter, and expires on the date established by the Business Licensing Service.~~

5.04.070 – Fee.

The fee for the City business license required by this chapter shall be established by resolution of the city council. The fee imposed by this chapter, and all penalties assessed thereon by the city, shall constitute a debt to the city and may be collected by court proceedings in the same manner as any other debt in like amount, which remedy shall be in addition to all other existing remedies. Any judgment entered in favor of the city shall include an award to the city of all court and collection costs including attorneys' fees.

5.04.080 – Prohibited refunds.

No surrender, revocation or other cancellation, irrespective of the cause, of any business license issued, shall entitle the holder thereof to any refund in whole or in part of any business license fee paid. In addition, no refunds shall be paid if the licensee shall fail to operate the business for the full period of the business license.

5.04.090 – License-nontransferable.

~~No~~The business license issued ~~within the city shall be~~under this chapter is not transferable. Only the persons to whom the business license is issued ~~shall be~~eligible to engage in business as permitted under that license. No licensee ~~shall~~may allow another person to operate a business under, or display the business license issued to said licensee. In the event of the sale or other transfer of ownership of the business, the acquiring owner must obtain their own license for the business, as provided for under this chapter, prior to engaging in business in the city with the acquired business.

5.04.100 – Exception – Applicability of provisions.

This chapter shall not be applicable to:

- A. Any fraternal, charitable or social entity, or nonprofit organization whose sole purpose is charitable and nonprofit and not organized or operated for the benefit of private interest, other than those operating pursuant to Chapter 69.51A RCW.
- B. Any organization or assemblage whose sole purpose is religious and is not organized or operated for the benefit of private interests;
- ~~B-C.~~Organizations, other than those identified in subsections A or B of this section, claiming a nonprofit status must obtain a business license as provided for in this chapter; provided that if such organization submits proof of federal tax exemption under a provision of 26 USC § 501(c) they are exempt from payment of the city license fee therefor. Any other organization without such proof of tax exemption must obtain a license and pay the fee therefor.
- ~~C-D.~~ Any municipality or political subdivision of the United States or the State of Washington;
- ~~D-E.~~ Any person who is exempt from paying the license fee by the laws of the United States of America or by the State of Washington.
- ~~E-F.~~ Artisans who produce their own art or craftwork, or sellers of prepared foods participating in a special event permit in which the sponsor has a city business license.
- ~~F-G.~~ Farmers, agriculture, or gardeners selling their own farm products raised and grown exclusively upon lands owned or occupied by them. This exclusion is not applicable to the sale of value-added products or prepared foods.
- ~~G-H.~~ A seller located outside the city merely delivering goods into the city by means of a common carrier provided that it engages in no other business activities in the city.
- ~~H-I.~~ Minors engaged in babysitting, newspaper delivery, lemonade stands, lawn mowing and similar activities.
- ~~I-J.~~ Individuals who own or rent/lease property or otherwise use real property for their personal residence.
- ~~J-K.~~ Individuals-Persons who own real property that is rented/leased to others for residential use or lodging for periods of ~~more than~~ thirty (30) or more consecutive days. Provided the individual rents/leases no more than two such properties within the city. Persons/entities that own and offer for rent or lease three or more separate real properties within the city that is leased/rented for residential use must obtain a business license. Persons renting a property for fewer than 30 consecutive days at a time must hold a license issued under Chapter 5.20 SMC.
- ~~K-L.~~ Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 and who does not maintain a

place of business within the city, shall submit a business license application to the city clerk or designee, but shall not be required to pay a fee. The threshold does not apply to regulatory license requirements or activities that require a specialized permit.

5.04.110 – Revocation or suspension of license.

The city clerk may, at any time, suspend or revoke any license issued under the provisions of this chapter whenever the licensee, or any officer, employee or partner thereof:

- A. Has violated any federal, state or city statute, law, regulation or ordinance upon the business premises stated in the license or in connection with the business stated in the license, whether or not the licensee, or officer or partner thereof, has been convicted in any court of competent jurisdiction of such violation;
- B. Is or has conducted, engaged in or operated the business stated in the license upon premises which do not conform to the ordinances of the city of Stevenson;
- C. Has maintained or permitted the business stated in the license to be conducted, engaged in or operated in such a manner as to constitute a public nuisance;
- D. Has made any material false statement or representation in connection with obtaining the license.

5.04.120 – Appeal.

- A. Whenever the city clerk determines that there is cause for suspending, denying or revoking any license issued pursuant to this chapter, the clerk shall notify the person holding the license by registered or certified mail, return receipt requested, of the determination. Notice mailed to the address on the license shall be deemed received three days after mailing. The notice shall specify the grounds for suspension, denial or revocation.
- B. The licensee may appeal the decision of the city clerk to deny or revoke a business license by filing a written notice of appeal to the city council within ten days of the clerk's decision.
- C. Upon timely receipt of the notice of appeal, the city clerk shall set a date for hearing the appeal. The city clerk shall mail notice of the date of the hearing to the licensee at least twenty days prior to the hearing date.
- D. The Hearing shall be De Novo. The city council may affirm, reverse or modify the city clerk's decision.
- E. The Decision of the City Council shall be Final. Any person desiring to appeal must file an appropriate action in Skamania County Superior Court within fourteen days of the city council's decision.
- F. Following revocation, no business license shall be issued for a period of twelve months to the person or business entity whose license was revoked, or to any business entity owned or controlled by such person or entity.

5.04.130 – Penalties.

| Any person violating or failing to comply with any of the provisions of this chapter ~~shall~~are guilty of a class 1 civil infraction penalty as set forth in RCW 7.80.120 as adopted by reference in SMC 1.18.050(A)(1). Continuing violations after notice and an opportunity to abate the violation may be assessed a daily Class 1 civil infraction.

**CITY OF STEVENSON
ORDINANCE NO. 2020-1161**

AN ORDINANCE OF THE CITY OF STEVENSON, WA REVISING SMC 5.20 REGARDING LICENSING PROCEDURES AND OPERATIONAL STANDARDS FOR VACATION RENTAL HOMES

WHEREAS, in 2017 the Washington State Legislature adopted EHB2005 which requires cities to partner with the state or other authorized business licensing service; and

WHEREAS, the city council of the City of Stevenson desires to revise section 5.20 to the Stevenson Municipal Code to accommodate for the use of the Business Licensing Service office within the Washington State Department of Revenue for the licensing of Vacation Rental Homes.

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

Section 1-Adoption: The provisions set forth in Stevenson Municipal Code as Title 5.20, "Vacation Rental Homes" shall be amended as outlined in Exhibit A, attached hereto any by this reference fully incorporated herein.

Key: ~~Strikethrough~~ means repealed. Underlined means new.

Section 2-Severability: That if any clause, section or other part of this Ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby, but shall remain in full force and effect.

Section 3-Effective Date: This Ordinance shall take effect November 26th, 2020.

PASSED by the City Council of the City of Stevenson at a regular meeting this 17th day of September, 2020.

Scott Anderson, Mayor

ATTEST:

APPROVED AS TO FORM:

Leana Kinley, City Clerk/Treasurer

Kenneth B. Woodrich, City Attorney

Exhibit “A”
Chapter 5.20 Vacation Rental Homes

Sections:

Contents

- 5.20.005 – Findings, intent and purpose.
- 5.20.010 – Definitions.
- 5.20.015 – Vacation rental license required.
- 5.20.020 – Application and fee.
- 5.20.025 – Term of annual license.
- 5.20.030 – Licensing and renewal procedures.
- 5.20.035 – Criteria for approval and renewal of a license.
- 5.20.040 – Operational requirements.
- 5.20.045 – Revocation procedure.
- 5.20.050 – Violations-Penalties.
- 5.20.055 – Violations-Penalties.
- 5.20.060 – Discontinuance of vacation rental occupancy.
- 5.20.065 – Remedies not exclusive.

5.20.005 – Findings, intent and purpose.

- A. In the adoption of these regulations, the city [finds](#) that the rental of dwelling units for less than thirty days is an important contributor to the [city's](#) comprehensive plan's tourism goal. The city also finds that these vacation rentals are part of an emerging market that has the potential to be incompatible with surrounding residential uses.
- B. The regulations below are intended to ensure special regulation of vacation rentals that will:
 - 1. Benefit the local economy;
 - 2. Reduce administrative burdens and barriers to entry;
 - 3. Ensure market fairness and taxation;
 - 4. Protect guests; and
 - 5. Avoid unchecked neighborhood disruptions.
- C. This chapter provides an administrative framework for licensing the annual operation of a vacation rental home. A vacation rental home license is a limited permission to use property for vacation rental purposes. A license may be modified or revoked if the standards of this chapter are not met.

5.20.010 – Definitions.

As used in this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- A. "Contact Person." The owner or, if designated on the application for a license, the management representative authorized to act for the owner.
- B. "Dwelling Unit." One or more rooms occupied, designed or intended for occupancy as separate living quarters, and containing four or more of the following:
 - 1. Refrigeration [for foodstuffs](#);
 - 2. Cooking facility (including cooking stove, hot plate, range hood, microwave, or similar appliance) or wiring or venting to support same;
 - 3. Dishwashing machine;
 - 4. Sink intended for meal preparation (not including a wet bar);
 - 5. Garbage disposal;
 - 6. Toilet;
 - 7. Shower or bathtub.
- C. "Local Area." All areas in the Washington counties of Clark, Klickitat and Skamania and the Oregon counties of Hood River and Multnomah.
- D. "Owner." The natural person or legal entity that owns and holds legal and/or equitable title to the property.
- E. "Remuneration." Compensation, money, rent or other bargained for consideration given in return for use, rent, or occupancy of a vacation rental home.
- F. "Vacation Rental Home." A dwelling unit for which an owner receives or seeks remuneration for use or occupancy for a period of less than thirty consecutive days per rental period.
- G. "Vacation Rental License or License." The regulatory license required by SMC 5.20.15 and described in this chapter.
- G.H. ["Business Licensing Service" or "BLS" means the office within the Washington State Department of Revenue providing business licensing services to the city.](#)

5.20.015 – Vacation rental license required.

No owner of property within the Stevenson city limits may advertise, offer, operate, rent, receive remuneration for, or otherwise make available or allow any other person to make available for occupancy or use a vacation rental home without a vacation rental license. Advertise or offer includes through any media, whether written, electronic, web-based, digital, mobile or otherwise. [Each separate property in the city offered as a short-term vacation rental must be licensed separately.](#)

5.20.020 – Application and fee.

- A. Application Required. An application for a vacation rental license shall be completed and submitted to the city ~~on a form provided by the city~~ [through the Business Licensing Service \(BLS\). The application is subject to the respective application requirements found in SMC 5.04.040. ~~The application shall be signed by the owner or contact person and applicant must also provide supplemental information directly to the city in addition to the application submitted to BLS~~ containing the following information:](#)
 - 1. Owner Information. Owner's name, permanent residence address, telephone number, owner's mailing address, and the vacation rental home address and telephone number.

2. Contact Person Information. If the owner does not permanently reside in the local area or is not always available when the property is being rented, the owner shall provide the name, telephone number and email of a contact person from the local area to represent the owner regarding the use of the property and/or complaints related to the vacation rental home as set forth in SMC 5.20.040(C).
 3. Tax Information. A statement of intent to collect and remit all taxes associated with the vacation rental home.
 4. Inspection Access. A statement allowing the city reasonable access to the property for the purpose of reviewing the proposal for the health and safety requirements set forth in SMC 5.20.040(D).
 5. Right to Publish Contact Information. A statement allowing the city to make owner and contact person phone numbers publicly available at City Hall.
 6. Neighborhood Notice. A statement of intent to notify neighbors as required by SMC 5.20.040(A).
 7. Good Neighbor Guidelines. A statement of intent to provide the city-provided Good Neighbor Guidelines to guests of the vacation rental home.
 8. Parking Diagram. A statement of intent to provide guests of the vacation rental home with a diagram of parking spaces that are available to or intended for use by the vacation rental home.
 9. Liability Insurance. A statement of intent to provide liability insurance coverage as required by SMC 5.20.040(G).
 10. Such other information as the city administrator deems reasonably necessary to administer this chapter.
 11. [The supplemental application information must be confirmed by signature of the owner or contact person.](#)
- B. Application Fee. Applications under this section, [submitted to BLS](#), shall be accompanied by a nonrefundable [city](#) fee [payable to the city](#) in an amount established and periodically adjusted by the city council. [Application fFees may be prorated if issued for less than half of the annual terms described in SMC 5.04.040\(B\)\(2\).](#)
- C. Discretionary Fees. At the discretion of the city administrator, the application fee may include the actual costs for labor, overhead, and expenses for outside consultant reviews and/or special inspections.

5.20.025 – Term of annual license.

A vacation rental license [shall be](#) issued for a period [not to exceed of](#) one year, [with its effective date running from the date the license is issued to December 31st from issuance, but may be prorated as described in SMC 5.04.040\(B\)\(2\)](#) and may be renewed [past the expiration date, as described in SMC 5.04.040\(B\) annually](#) by the owner or contact person provided all applicable standards of this chapter are met.

5.20.030 – Licensing and renewal procedures.

A vacation rental license shall be obtained and/or renewed as required in this section. The ability to operate a vacation rental home in the city of Stevenson shall be discontinued for failure to obtain or renew a license to operate as provided in this chapter.

- A. Application and Renewal Process. A person engaging in operation of a vacation rental home who has not yet obtained a license, or who is required to renew an existing operating license, shall do so as follows:
1. Time for Application.
 - a. New Licenses. For new vacation rental licenses, it is the responsibility of the owner or contact person to apply for and receive a license prior to operation of a vacation rental home.
 - b. Existing Vacation Rental Homes. A completed license renewal application and renewal fee is due for all existing short-term rentals annually by December 31st by the current license expiration date, according to SMC 5.04.040(B).
 2. Notice. ~~Prior to the December 31st annual due date, the city shall~~ Approximately 6 weeks prior to the license expiration, BLS will send notice of the need ~~for a to renew the license or expiration of a license to the person and at the mailing address provided in the application submitted to BLS. owner of any property for which an application is due as follows:~~
 - a. ~~For the first license required for any vacation rental home in the city, it is the owner's obligation and responsibility to apply for a license.~~
 - b. ~~For license renewal, notice will be sent to the mailing and email addresses of the owner and contact person as provided to the city on the application.~~
- B. License Expiration. For failure to submit an application, ~~upon expiration of within~~ the thirty30-day late period after commencing the rental of a vacation home, the ability to operate shall be conclusively presumed to be discontinued with no further action by the city. For renewals, the procedure outlined in SMC 5.04.040(B) will be in effect. ~~u~~Upon expiration of the late renewal period, the ability to operate shall be conclusively presumed to be discontinued and the city will commence revocation of the license pursuant to the procedures in SMC 5.20.045.

5.20.035 – Criteria for approval and renewal of a license.

- A. New License. Upon receipt of a complete application via the Business Licensing Service (BLS), and the supplemental information required for submission to the city under SMC 5.20.020 for a new vacation rental license and payment of all required fees, the city administrator or designee will ~~issue~~ authorize issuance of a vacation rental license through BLS.
- B. License Renewal. Upon receipt of a complete application for renewal of a vacation rental license and payment of all required fees through the Business Licensing Service, ~~T~~the city will review the application and available information to determine compliance with the operational requirements of SMC 5.20.040. If not met, the city administrator or designee will not renew the license and the property shall not be used as a vacation rental home. Alternatively, the city

administrator may ~~issue~~ authorize issuance of the license subject to reasonable special operational standards or conditions.

- C. Owner's Role. The owner has the burden of proof to demonstrate compliance with each operational requirement and special standard placed on the vacation rental license. Staff may verify evidence submitted and the applicant shall cooperate fully in any investigation.
- D. Appeals. A decision on a license application or renewal may be appealed as provided in SMC 5.20.055.

5.20.040 – Operational requirements.

- A. Notice to Neighbors. The owner or contact person shall provide an annual mailing or otherwise distribute by hand, a flier to all property owners of record and/or occupants of properties adjacent to and abutting the property licensed as a vacation rental home. The notice shall include the license number and the telephone number of the owner and contact person. The purpose of this notice is so that neighboring property owners and residents can contact a responsible person to report and request resolution of problems associated with the operation of the vacation rental home. If the permanent contact information changes during the license period, the new information must be mailed or distributed again.
- B. Public Availability. In addition, the city will make a registry ~~publically~~ publicly accessible within which any person can obtain the owner and contact person's name and telephone number. If the permanent contact information changes during the license period, the new information must be provided to the Business Licensing Service and the city.
- C. Response to Complaints. The owner or contact person shall respond to neighborhood questions, concerns, or complaints in a reasonably timely manner depending on the circumstances.
 - 1. Owner Responsibility. Reasonable initial inquiries or complaints related to the expectations set in the Good Neighbor Guidelines may first be made to the owner or contact person. However, it is not intended that the owner or contact person act as a peace officer or code enforcement officer of the city or put themselves in an at-risk situation. In such cases, the owner or contact person should contact the city to discuss resolution of the complaint.
 - 2. Complaint Log. The owner or contact person should maintain a record of complaints and the actions taken in response to the complaint, if relevant, in a manner reasonable to document the interaction. If kept, this record can then be made available for city inspection upon request.
 - 3. City Authority. If there is a failure to respond or a clearly inadequate response by the owner or contact person, a complaint may be submitted to the city on a form provided by the city, and the city will respond or investigate as needed. The city will first seek voluntary compliance or resolution, but if the city finds substantial evidence supports further action given the complaint(s), the city will follow the warning and revocation procedures set forth in SMC 5.20.045.
 - 4. Records. On request and in compliance with the public records law, the city shall provide the owner and/or contact person with the information in the complaint.
 - 5. Grounds for Warning. Repeated failure of the owner or representative to timely and reasonably respond to a complaint(s) relayed by city staff is considered grounds for a warning and potential revocation under SMC 5.20.045. Repeated noise complaints regarding tenants may be grounds

for a warning to the owner, if, in the reasonable judgment of the city administrator, the circumstances indicate the owner should be held responsible. Initiating a nuisance enforcement action under SMC 8.45 or SMC 8.60 may be grounds for a warning in the appropriate circumstances.

6. Administrative Rules. The city administrator may establish administrative rules to interpret, clarify, carry out, and enforce the provisions of this chapter. A copy of such administrative rules shall be on file and made available at City Hall.
- D. Health and Safety. Every vacation rental license shall be subject to inspection by the building official or designee at the city's discretion, but no less than once every five years. The purpose of the inspection is to determine conformance with the Vacation Rental Fire Safety Checklist (fire extinguishers, smoke alarms, carbon monoxide detectors, etc.). It is the owner's responsibility to assure that deficiencies identified in the checklist are addressed and that the vacation rental home is and remains in substantial compliance with all applicable fire, building, and safety codes and other relevant laws, whether identified on the vacation rental fire safety checklist or not.
- E. Taxation. The owner shall fully comply with all applicable city and state tax reporting and payment requirements, especially lodging taxes due to the city under SMC 3.03 and retail sales and use taxes due under SMC 3.08.
- F. Mandatory Postings. Important information related to the licensing and use of the vacation rental home shall be displayed in a prominent location within the interior of the dwelling, either adjacent to the front door or in a highly visible rental binder. The information shall include:
 1. The vacation rental license;
 2. Any special standards placed on the vacation rental license;
 3. The property address;
 4. The name of the owner and contact person and a telephone number where the owner and contact person may be contacted;
 5. The parking diagram of the parking spaces available for use by the vacation rental home. The parking diagram may include on-street parking areas, but on-street parking is not for the exclusive use of any home or vacation rental home;
 6. The city-provided Good Neighbor Guidelines. Additionally, the city encourages all owners to incorporate the Good Neighbor Guidelines into the rental contract.
- G. Liability Insurance. The owner shall maintain liability insurance which expressly covers the dwelling unit's use as a vacation rental home.

5.20.045 – Revocation procedure.

- A. In addition to the penalties described in SMC 5.20.050, the following provisions apply to violations of this chapter:
 1. Failure to renew a license as set forth in SMC 5.20.030 is grounds for immediate revocation of the vacation rental license.
 2. Failure to meet the operational requirements of SMC 5.20.040(E) is grounds for immediate revocation of the license.

3. The discovery of material misstatements or providing of false information in the application or renewal process is grounds for immediate revocation of the license.
4. Such other violations of this chapter of sufficient severity in the reasonable judgement of the city administrator, so as to provide reasonable grounds for immediate revocation of the license.
5. Other violations of this chapter, including but not limited to city—initiated investigation/sustaining of complaints, shall be processed as follows:
 - a. For the first and second violations within a twelve-month period, the sanction shall be a warning notice.
 - b. If the same offense continues to occur or a third similar offense occurs at any time during a twelve-month period, the city may either issue a third warning, update the license to include reasonable special operational standards, or revoke the license.

B. Notice of Decision/Appeal/Stay. If the vacation rental license is updated or revoked as provided in this section, the city administrator shall send written notice to the owner stating the basis for the decision. The notice shall include information about the right to appeal the decision and the procedure for filing an appeal. The owner may appeal the city administrator's decision under the procedures set forth in SMC 5.20.055. Upon receipt of an appeal, the city administrator shall stay the update or revocation decision until the appeal has been finally determined by the city council.

5.20.050 – Violations-Penalties.

- A. In addition to the revocation procedures of SMC 5.20.045, any person or owner who uses, or allows the use of, property in violation of this chapter is subject to the enforcement authority of SMC 1.18 - Civil Violation and Abatement, SMC 8.45 - Nuisances, and/or SMC 8.60 - Public Nuisances. Each day a dwelling is used in violation of this chapter shall be considered a separate violation.
- B. The following conduct also constitutes a violation of this chapter and is a Class I Civil Infraction:
 1. Representing a dwelling as available for occupancy or rent as a vacation rental home where the owner does not hold a valid license issued under this chapter, or making a vacation rental home available for use, occupancy or rent without first obtaining a valid operating license;
 2. Advertising or renting a short-term rental in a manner that does not comply with the standards of this chapter; and
3. Failure to comply with the operational requirements of SMC 5.20.040.

5.20.055 – Violations-Penalties.

- A. Appellant—Standing. The owner or contact person may appeal a decision by the city to deny, revoke or attach special operational standards to a vacation rental license.
- B. Authority to Decide Appeal. The city council shall be responsible for determining an appeal of a decision brought under SMC 5.20.055(A).

- C. Time for Filing. An appellant is required to file a written notice of appeal including the basis for the appeal within fourteen calendar days of the license determination being appealed. This requirement is jurisdictional and late filings shall not be allowed.
- D. Fee for Appeal. The city council may establish by resolution a fee for filing an appeal, which shall be jurisdictional.
- E. Hearing. After receiving written notice of appeal, the city administrator shall schedule a hearing on the appeal before the city council. At the hearing, the appellant shall have the opportunity to present evidence and arguments as may be relevant. The council may direct the city attorney to draft findings of fact and interpretations of code or law to be considered at a later Council meeting.
- F. Standard of review and decision. The council shall determine whether the city's decision was based on a preponderance of the evidence. A decision of the council shall be based on the evidence received, in writing and signed by the mayor, and issued no later than thirty calendar days after the close of the hearing.
- G. Finality. The council's decision shall be final on the date of mailing the decision to the appellant. The council's decision is the final decision of the city and is appealable only by writ of review to Superior Court.

5.20.060 – Discontinuance of vacation rental occupancy.

- A. After Revocation. After a vacation rental license has been revoked, the dwelling unit may not be used or occupied as a vacation rental home unless a new license is issued, and the owner of the property to which the license applied and whose license has been revoked shall not be eligible to reapply for a vacation rental license for vacation rental home on the same property for a period of 12 months from the date of revocation.
- B. After Expiration. If a vacation rental license expires, the dwelling unit may not be used or occupied as a vacation rental home. The owner of the property to which the license applied and whose license has expired shall be required to apply for and obtain a vacation rental license before the property may be lawfully used or occupied as a vacation rental home.

5.20.065 – Remedies not exclusive.

The remedies provided in this chapter are in addition to, and not in lieu of, all other legal remedies, criminal and civil, which may be pursued by the city to address any violation of this code.

**CITY OF STEVENSON
ORDINANCE 2020-1164**

**AMENDING THE CITY OF STEVENSON ENGINEERING
STANDARDS VOLUME 1 – DESIGN AND PLANNING,
CHAPTER 5 – WATER, SECTION 5.10 – SERVICES.**

WHEREAS, The *City of Stevenson Engineering Standards for Public Works Construction*, herein after referred to as the “Standards” contain design standards for water services; and

WHEREAS, the current standards do not allow deduct meters; and

WHEREAS, the City has changed sewer billing, adding a surcharge based on wastewater effluent strength for commercial customers, making changes to the Standards necessary; and

WHEREAS, amendments to the Standards are permitted according to Volume 1 – Design and Planning, Chapter 1 – General Planning, Design, and Approval Requirements, Section 1.15; and

WHEREAS, the City has decided a Threshold Determination under the State Environmental Policy Act is not necessary for these amendments; and

AND WHEREAS, the City Council determined that the proposed amendments 1) comply with all applicable laws and rules, and 2) are necessary to promote the health, safety, and welfare of the city.

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

Section 1 – Amendment to Standards. The *City of Stevenson Engineering Standards for Public Works Construction*, Volume 1 – Design and Planning, Chapter 5 – Water, Section 5.10 – Services shall be amended by adding the underlined and deleting the ~~struck through~~ text as shown in “Exhibit A”.

Section 2 – Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to any person, is, for any reason, declared invalid, in whole or in part by any court or agency of competent jurisdiction, said decision shall not affect the validity of the remaining portions hereof.

Section 3 – Effective Date. This ordinance shall become effective following passage and publication as provided by law.

PASSED by the City Council of the City of Stevenson and approved by the Mayor this _____ day of _____, 2020.

SIGNED:

ATTEST:

Scott Anderson
Mayor of Stevenson

Leana Kinley
Clerk/Treasurer

APPROVED AS TO FORM:

Kenneth B. Woodrich
City Attorney

Exhibit A

5.10 Services

- A. Locate water services and indicate size. Sizes shall be determined by the City.
- B. On offices, multi-family developments and plats with planter areas provide irrigation services.
- C. Irrigation shall be by separate water main connection and service. ~~No deduct meters.~~
- D. Static service pressures at ground floor elevation shall be determined at all lots/buildings to ensure compliance with system pressure standards.
- E. Plan shall identify lots/buildings where builder/owner should install individual pressure reducing valves. Individual service PRVs are required on customer side of service lines (after water meter box) when service pressures exceed 80 psi inside City limits or 100 psi in the County.
- F. Deduct meters may be allowed on commercial buildings existing prior to December 1, 2020 for the purposes of separating out sewer charges based on water usage. Meters must be compatible with the city's current meter reading infrastructure. Meters, location and installation must be approved by the Public Works Director.



City of Stevenson

Leana Kinley, City Administrator

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

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

To: City Council
From: Leana Kinley, City Administrator
RE: Asset Management Solutions
Meeting Date: September 17, 2020

Executive Summary:

The city took over operations of the Wastewater Treatment Plant on Jan 1, 2020 and is in the process of obtaining construction funding for upgrades completed by the end of 2022. Part of the requirement for obtaining funding through the Department of Ecology is to have a Fiscal Sustainability Plan (Asset Management Plan). Staff researched various options for ongoing asset management on a city-wide basis. The goal is to use a tool that can grow with the city.

Overview of Items:

There is a range of options for an asset management plan, from an excel spreadsheet to robust software including tracking and mapping of work done throughout the city. Below is summary of each tool with additional documents summarizing the platforms attached.

Excel Spreadsheet - \$0

Rural Community Assistance Corporation (RCAC) has an Asset Management model for tracking assets and determining the level of reserves needed to ensure financial sustainability.

Pros-No implementation cost.

Cons-No additional reporting. Requires intermediate understanding of excel. No reporting.

Asset Connect - \$1,644/yr

This online software tool takes the spreadsheet to the next level. There can be up to 5 users and the tool meets the WA State Auditor's Office requirements for an asset management tool. There is currently limited reporting, which they are working on improving, and the information can be exported to excel for additional analysis.

Pros-Easy to use. Meets SAO requirements.

Cons-Limited reporting.

MyGOV - \$6,720/yr

This comprehensive tool includes asset management, work orders, and GIS mapping connected to the assets and work orders. It also includes public facing tools where requests can be made and tracked. While it can track the information, I did not see the ability to analyze data and determine reserve levels.

Pros-Easy to use. Ability for customers to report issues.

Cons-Limited reporting.

Dude Solutions - \$8,821.14/yr

This is a comprehensive package including the tools listed for MyGOV as well as a predictor tool for analysis on funding and reserve levels and the impact to overall asset condition or level of service.

Pros-Easy to use. Robust reporting. Ability for customers to report issues. Increased transparency.

Cons-Most expensive of the four tools.

Recommendation:

Staff recommends Dude Solutions. It has the tools necessary to help track, maintain and budget the city's assets. The annual cost will be distributed across all funds in the city with the bulk being billed to the sewer department due to assets at the treatment plant. The ability to schedule preventative maintenance and better manage and report on the city's assets will help provide a better picture of the condition of the city's assets so as to not be caught off-guard as happened with the treatment plant.

Action Needed:

Motion to approve contracting with one of the services listed above or no motion.



A S S E T C O N N E C T

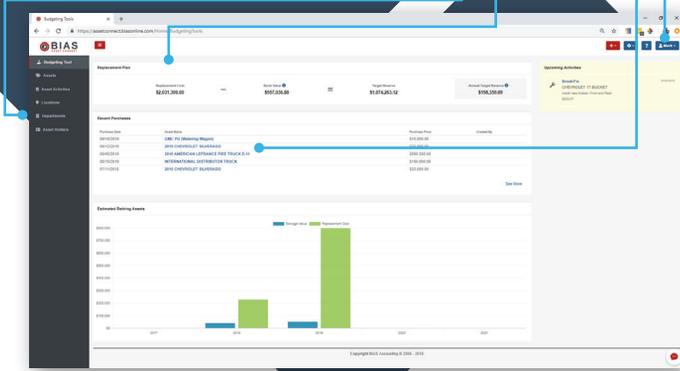
Asset Connect is an intelligent budgeting platform that allows an organization to manage its assets using key components such as replacement cost, service life, book value, inventory tracking and maintenance costs.

*“ Centralized, accessible,
auditor friendly... ”*



BIAS Asset Connect includes:

- Cloud Based
- Single or Multi User
- Unlimited Assets
- Primary Asset Records
- Inventory Tool
- Maintenance & Insurance Documentation
- Replacement Costing Tool
- Asset Holder Tracking



Plans & Pricing

BIAS Asset Connect pricing plans for individual or multi-user accounts.



Individual User

\$47 /month (billed annually)

- Single User
- Unlimited Assets
- Primary Asset Records
- Maintenance & Insurance Documentation
- Replacement Costing Tool



Multi-user

\$137 /month (billed annually)

- Up to 5 Users
- Unlimited Assets
- Primary Asset Records
- Maintenance & Insurance Documentation
- Replacement Costing Tool
- Asset Holder Tracking



We get it.

✉ info@biasonline.com

☎ Phone: 509.443.3332 | Toll Free: 888.534.2527

www.biasonline.com

Subscription Proposal

Proposal For: Leana Kinley
City of Stevenson, WA
7121 E Loop Road
Stevenson, WA 98648
(509) 427-5970
leana@ci.stevenson.wa.us

MyGov Contact: Tim Koeshall
Account Manager
P.O. Box 5861
Norman, OK 73070
(866) 332-4558 x4
tim@mygov.us

	Annual Subscription Fees		One-Time Fees	
CORE	Business License	N/A	Configure - Module Setup	Included
	Code Enforcement	N/A	Coach - On-Line Training	Included
	Permits	N/A	Coach - MyGov University	Included
	Work Order	\$3,360	Integration - GIS / Location Manager	Included
EXPAND	Asset Management	\$1,680	Basic Install - 1 Week	Included
	Credential Manager	N/A		
	Electronic Plan Review	N/A		
	GIS / Mapping	\$1,680		
	Lien and Collection	N/A		
ENGAGE	Request Manager	Included		
	Collaborator Portal	Included		
	Public Portal	Included		
	Total	\$6,720	Total	\$0
			(Rates subject to annual increases)	
			ANNUAL + ONE-TIME FEES	\$6,720

Please complete the information below, then email to sales@mygov.us. Upon receipt, a “Subscription Services Agreement” and detailed “Services Order Form” will be emailed to you.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Email: _____

My Desired “Go-Live” Date Is ...



MyGov Asset Management Software

Makes Your Work Easy

Asset Management work is difficult. MyGov makes that work easy. We understand you want your department, city and world to be a great place to live and work. MyGov also knows that you need excellent software and that it should be simple to use. The team at MyGov has helped hundreds of clients achieve their goals. Below are features included in the MyGov Asset Management module.

Use Cases

- Vehicles
- Machinery
- Computer Hardware
- Furniture
- Bridges
- Streets
- Water Distribution
- Wastewater
- Stormwater
- Signs
- Signals
- Buildings
- Parks Equipment
- Petroleum
- Oil / Filters
- Repair Parts

MyGov Functionality

Automate Systems

- Alerts & Notices
- Integrations
- Manage Inventory
- Mobile Use

Collect Data

- Cloud (SaaS)
- Custom Fields
- Status & Condition
- Asset Value

Control Processes

- Utilization Costs
- Order & Restock
- Cycle Counts
- Schedule Work

Connect People

- Public Portal
- Vendor Records
- Asset Details
- Knowledge Base

Enforce Regulations

- Audit Trail
- Checklists
- Routine Inspection
- Violations

Analyze Data

- Custom Reports
- Asset Details
- Auto-Distribute
- Dashboards

MyGov Universal Features

- Unlimited Users
- Contact Manager
- Fields Manager
- Request Manager
- Unlimited Data
- Collaborator Portal
- Fees Manager
- Billing Manager
- Location Manager
- Support & Help
- Global Calendar
- MyGov University
- Knowledge Manager
- Correction Manager
- Public Portal
- Departments

Take the next step towards success by implementing the [MyGov Asset Management](#) solution that makes your work easy. [Contact Us](#) to learn more about simplifying your world.



PREPARED FOR

City Of Stevenson

Leana Kinley
City Administrator
5411 23rd Street East
Fife, WA 98424

PREPARED BY

Dude Solutions, Inc.

PUBLISHED ON

September 16, 2020

Pricing is based on...

Solutions - Subscription	
Asset Essentials Core	
Dude Analytics	
- Predictor Treatment Plants Module	
Subscription Term: 12 months	Subtotal: \$8,821.14
Total Initial Investment	\$8,821.14 USD

Legendary Support Team

Your subscription entitles you to world class support from the Legendary Support Team. From 8 am – 6 pm EST, we're standing by ready to assist with any feature/functionality questions. We promise a live person will answer your call within 3 rings and quickly direct you to a knowledge Advisor. We're committed to responding to all emails sent to [support@dudesolutions.com \(mailto:support@dudesolutions.com\)](mailto:support@dudesolutions.com), within one hour. If you prefer to keep a support dialogue open at your work station, our Advisors are also available via Chat. The Legendary Support Team is dedicated to your success. Our mission is to effectively communicate, efficiently resolve problems, and delight clients with every interaction.

Client Success Team

You have partnered with Dude Solutions because you believe we will deliver overwhelming value to you and your organization. Our Client Success team is dedicated to ensuring you meet the outcomes you and your organization expect by implementing our solutions. You will have the opportunity to work with a member of our Client Success team on an ongoing basis. Your Client Success Representative will be strategic in their efforts to drive results, keeping your success as their primary goal.



Special Terms for Asset Essentials:

Asset Essentials pricing is based on a maximum storage limit of 20GB of data. Data storage that exceeds 20GB may subject to an additional fee of \$500 per year per additional 20GB of storage

Proposal terms

- Proposal has been prepared for City Of Stevenson ("Subscriber")
- Proposal expires in sixty (60) days
- Initial Term: 12 months

Order Form terms

- This Order Form and its Services are governed by the terms of the Dude Solutions, Inc. Subscription Agreement found at <https://www.dudesolutions.com/terms> (<https://www.dudesolutions.com/terms>) ("Terms"), unless Subscriber has a separate written agreement executed by Dude Solutions, Inc. ("DSI") for the Services, in which case the separate written agreement will govern. Acceptance is expressly limited to these Terms. Any additional or different terms proposed by Subscriber (including, without limitation, any terms contained in any Subscriber purchase order) are objected to and rejected and will be deemed a material alteration hereof.
- Acceptance of this Order Form on behalf of a company or legal entity represents that you have authority to bind such entity and its affiliates to the order, terms and conditions herein. If you do not have such authority, or you do not agree with the Terms set forth herein, you must not accept this Order Form and may not use the Service.
- The Effective Date of the Agreement between Subscriber and DSI is the date Subscriber accepts this Order Form.

Additional information

- DSI fees do not include any taxes, levies, duties, or similar government assessments for which Subscriber may be responsible. Tax exemption certifications can be sent to accountsreceivable@dudesolutions.com (<mailto:accountsreceivable@dudesolutions.com>).
- Billing frequency other than annual is subject to additional processing fees.
- Please reference Q-201135 on any applicable purchase order; address purchase order to: Dude Solutions, 11000 Regency Parkway, Suite 110, Cary, NC 27518
- Dude Solutions, Inc. maintains the necessary liability coverage for its products and professional services. Proof of insurance can be provided upon request.



Signature

Presented to:

Q-201135

September 16, 2020, 5:54:20 PM

Accepted by:

Printed Name

Signed Name

Title

Date

Dude Solutions Overview

© 2019 DUDE SOLUTIONS | CONFIDENTIAL

SOFTWARE FOR SMARTER OPERATIONS

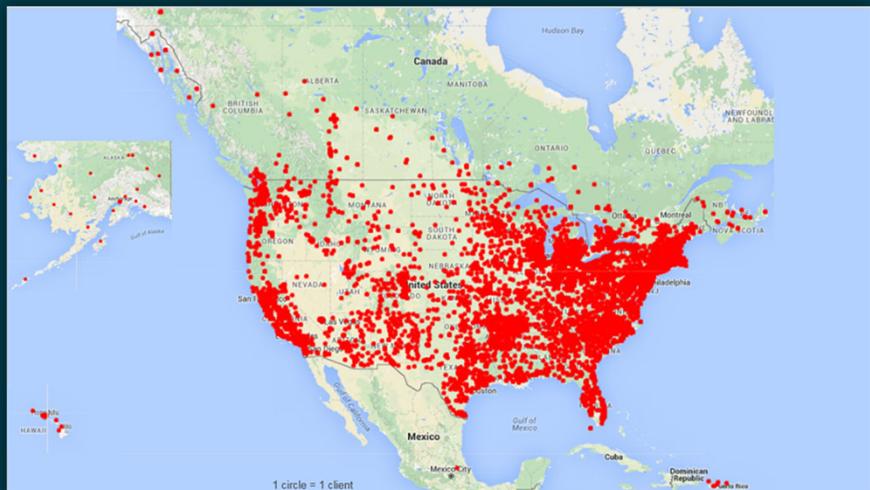
ABOUT DUDE SOLUTIONS

11,000+
Clients

96%
Client Satisfaction

550+
Employees

35 Million+
Annual Work Orders





ASSET ESSENTIALS OVERVIEW



Software for smarter operations



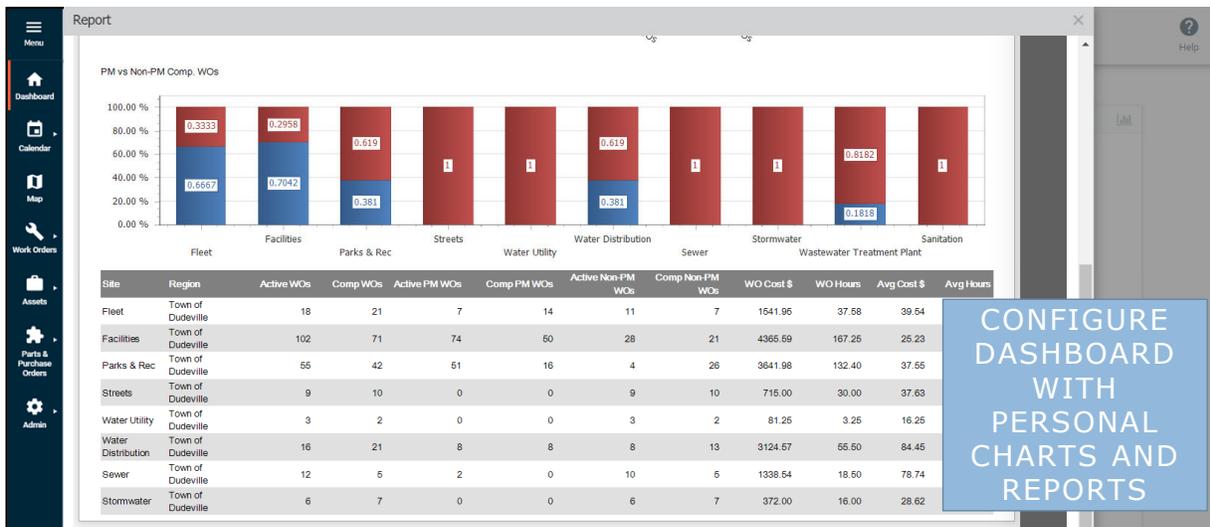
Dashboard



Dashboard



Dashboard



Work Orders

Work Orders

WORK ORDER SUMMARY

Labor Hours:	27.50
Other Hours:	0
Total Hours:	27.50
Labor Cost:	\$687.50
Part Cost:	\$490.00
External Labor Cost:	\$0.00
Non Inventory Cost:	\$0.00
Equipment Usage:	\$0.00
Other Cost:	\$ 0
Total Cost:	\$1,177.50

WORK ORDER FORM TO TRACK DETAILS, COMMENTS, PICTURES, DATES AND FINANCIAL INFORMATION.

Work Orders

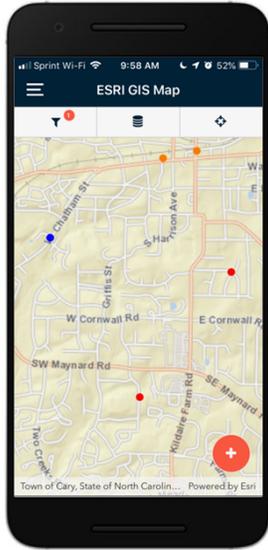
The screenshot displays the 'WORK ORDER FORM' interface. At the top, there are navigation options: 'Asset Essentials', 'WORK ORDER FORM', and a 'Go To' dropdown. Below this, there are buttons for 'SAVE', 'CANCEL', 'NEW FORM', 'SUMMARY', and 'PRINT'. The main content area is divided into two sections: 'LABOR' and 'PARTS'. The 'LABOR' section contains a table with columns for First Name, Last Name, Hour(s), Reg/OT, Hourly Wage, Sub total (\$), and Labor/End Date. The 'PARTS' section contains a table with columns for Part Name, Part #, Quantity, Site, Location, Part Storage, Description, Date Used, and Usage Type. A blue callout box with white text is overlaid on the labor table, stating 'TRACK DETAILS ABOUT LABOR HOURS AND MATERIALS USED'. The interface also includes a sidebar with navigation icons for Dashboard, Calendar, Map, Work Orders, Assets, Parts & Purchase Orders, and Admin.

First Name	Last Name	Hour(s)	Reg/OT	Hourly Wage	Sub total (\$)	Labor/End Date
Chad	Hines	7	Regular	\$25.00	\$175.00	05/30/2019 07:55:00 AM
Dan	Arant	7	Regular	\$25.00	\$175.00	05/30/2019 07:55:00 AM
Rodney	Hunter	6	Regular	\$25.00	\$150.00	05/30/2019 07:55:00 AM
Sam	Chaplin	5	Regular	\$25.00	\$125.00	05/30/2019 07:55:00 AM
Luke	Anderson	2.5	Regular	\$25.00	\$62.50	05/30/2019 07:55:00 AM

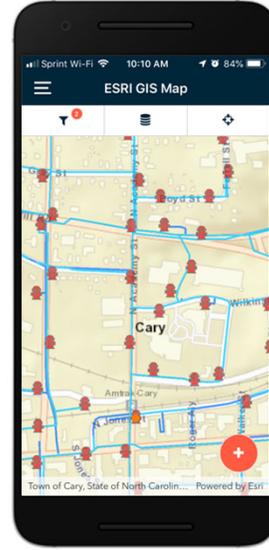
Part Name	Part #	Quantity	Site	Location	Part Storage	Description	Date Used	Usage Type
Snap Cap Diffuser	4	56	[Divide Across All]	WWTP Parts Storage	Aisle: A Bin: 111		05/30/2019 07:23:54 AM	Dispatched

Mobile App

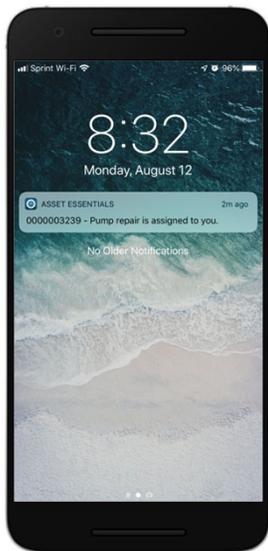
Mobile App



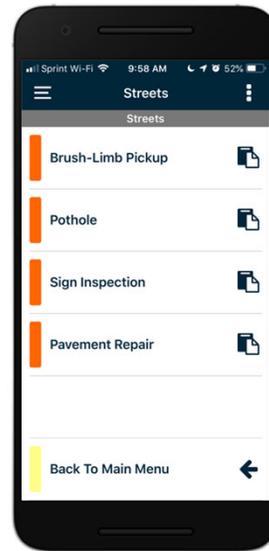
SEE WORK ORDER AND GIS MAPS IN THE FIELD



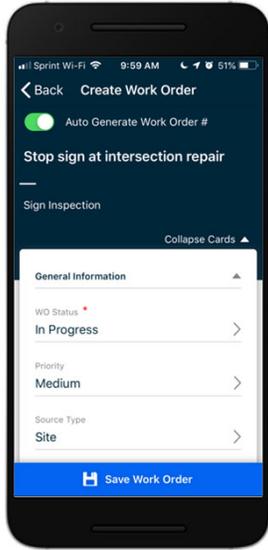
Mobile App



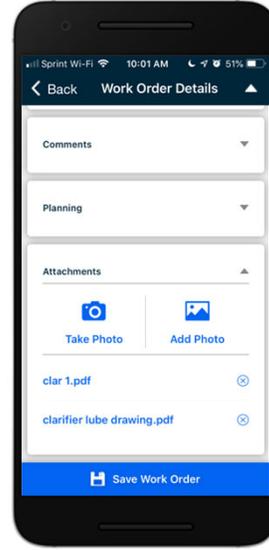
RECEIVE AND COMPLETE WORK ORDERS IN THE FIELD



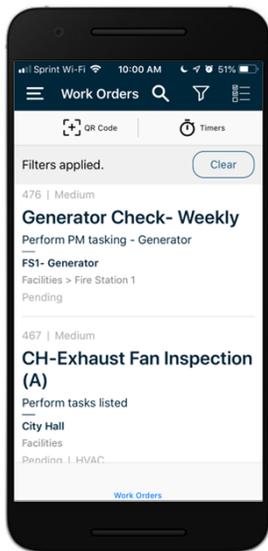
Mobile App



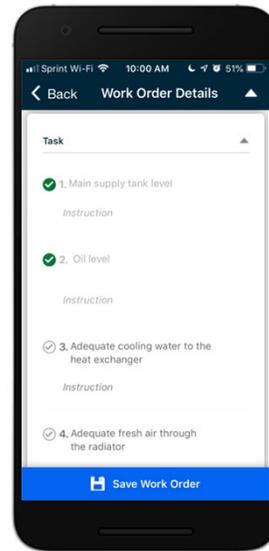
ADD DETAILS AND PICTURES TO WORK ORDERS IN REAL TIME



Mobile App



ADD DETAILS AND PICTURES TO WORK ORDERS IN REAL TIME



Facilities

Facilities – Work Order List

The screenshot displays the 'Asset Essentials' interface for 'WORK ORDERS'. It features a sidebar with navigation options like Dashboard, Calendar, Map, Work Orders, Assets, Parts & Purchase Orders, and Admin. The main area shows a table of work orders with columns for Work Order #, Source Location, Title, WO Status, Priority, Origin, Source Asset, Assigned To First Name, Assigned, and Expected. A blue callout box highlights the ability to track work orders by location, status, date, etc.

Work Order #	Source Location	Title	WO Status	Priority	Origin	Source Asset	Assigned To First Name	Assigned	Expected
390	City Hall	lights are flickering	New Work Order	Medium	Non-PM		Elayne	06/19/2019 08:15:00 AM	06/21/2019 08:18:00 AM
389	City Hall	lights are flickering really badly	In Progress	Medium	Non-PM		Elayne	06/19/2019 08:38:00 AM	
388	Correctional Facility	Generator Check-Weekly	Pending	Medium	PM	CF- Backup Generator	SupLead	06/18/2019 06:03:00 AM	06/19/2019 11:59:00 PM
384	Correctional Facility	Generator Check-Weekly	Pending	Medium	PM	CF- Backup Generator	SupLead	06/11/2019 06:03:00 AM	06/12/2019 11:59:00 PM
281	City Hall	hot in here	Completed	Medium	Non-PM	CH- Outdoor Chiller	Luke	06/06/2016 08:37:00 AM	
280	City Hall	hot in here	Completed	Medium	Non-PM	CH- Outdoor Chiller	Luke	06/06/2015 08:37:00 AM	
279	City Hall	blowing hot air into office	Completed	Medium	Non-PM	CH- Outdoor Chiller	Luke	06/06/2014 08:37:00 AM	
278	City Hall	too hot	Completed	Medium	Non-PM	CH- Outdoor Chiller	Luke	06/06/2011 08:37:00 AM	
277	City Hall	HW- pump repair	Completed	Medium	Non-PM	CH- HW Pump 1	Luke	06/06/2018 08:37:00 AM	
276	City Hall	HW- pump repair	Completed	Medium	Non-PM	CH- HW Pump 1	Luke	06/06/2016 08:37:00 AM	

TRACK WORK ORDERS BY LOCATION, STATUS, DATE, ETC.

Facilities – Asset List

Asset Essentials | ASSETS

+ New Delete More ... Print/Report Columns View (Shared) Facilities Asset Forecast

Name	Category	Location	Replacement Cost \$	Current Condition	Est. Replace Date
CF- Backup Generator	Generator	Correctional Facility	3500.00	Excellent	05/10/2025
CF-AHU-001	AHU	Correctional Facility	3000.00	Good	05/01/2034
CH- CHW Pump 1	Pumps	City Hall	5400.00	Fair	01/15/2022
CH- HW Pump 1	Pumps	City Hall	5400.00	Good	01/05/2022
CH- Outdoor Chiller	Chiller	City Hall	22000.00	Excellent	09/15/2029
CH-AHU-001	AHU	City Hall	15000.00	Excellent	01/01/2037
CH-AHU-002	AHU	City Hall			
COR-Fridge-001	Appliance	Correctional Facility			
COU-AHU-001	AHU	Courthouse			
COU-AHU-002	AHU	Courthouse			
FS1- AHU	AHU	Fire Station 1			

ORGANIZE ASSETS BY FACILITY / LOCATION

CAPTURE ASSET CONDITION FOR CAPITAL FORECASTING

Facilities – PM List

Asset Essentials | PM/PDM

Save Save & View Cancel Jump To Go To Help Profile

SCHEDULE

PM Schedule:

Daily Day 1 of every 1 month(s)
 Weekly The First Weekday of every 3 month(s)
 Monthly Yearly

Start: 12/11/2018 End: No end date

Season starts: January / 1 End after: 0 occurrences
 Don't create WO unless all the prior ones from the following PPMs have been completed. 06/24/2019

ASSETS *

Include associated Asset

Select Asset

Est Hrs	Name	Asset #	Asset Path	Location	Location Path	Category
0.00	COU-AHU-001			Courthouse	Courthouse	AHU
0.00	CF-AHU-001			Correctional Facility	Correctional Facility	AHU
0.00	CH-AHU-001			City Hall	City Hall	AHU
0.00	CH-AHU-002			City Hall	City Hall	AHU
0.00	COU-AHU-002			Courthouse	Courthouse	AHU
0.00	FS1- AHU			Fire Station 1	Fire Station 1	AHU

Page 1 of 1 (6 Items) Page size: 20

COMPLETE CONTROL OVER SCHEDULING AND FREQUENCY OF PMS

APPLY PM SCHEDULE TO A SINGLE OR MULTIPLE ASSETS

Facilities – PM Details

The screenshot shows the 'Asset Essentials' interface for 'PM/PDM'. It features a sidebar with navigation options like Dashboard, Calendar, Map, Work Orders, Assets, Parts & Purchase Orders, and Admin. The main area is titled 'TASKS/STEPS' and contains a table with 8 rows of tasks. A blue callout box highlights the table with the text: 'DETAILED TASK LIST FOR EVERY PM THAT IS GENERATED'.

Step	Task Type	Asset	Meter Title	Name	Description
1	Inst				De-grease the... over lubricate.
2	Inst				Inspect and change air filters as required.
3	Inst				Check conditioh of V-belt(s), adjust tension or replace as required.
4	Inst				Check alignment of V-belt pulleys; tighten set screws.
5	Inst				Inspect wiring and electrical controls for loose connections; charred, broken, or wet insulation; evidence of short-circuiting; wrong size fuses; other electrical
6	Inst				Check motor for excessive heat and vibration.
7	Inst				Check dampers for proper operation and lubricate as required.
8	Inst				Inspect for rust and corrosion. Remove rust and corrosion and apply paint where applicable.



Facilities – Inventory Control

The screenshot shows the 'Asset Essentials' interface for 'PARTS'. It features a sidebar with navigation options like Dashboard, Calendar, Map, Work Orders, Assets, Parts & Purchase Orders, and Admin. The main area is titled 'PARTS' and contains a table with 9 rows of inventory items. A blue callout box highlights the table with the text: 'TRACK SUPPLY LEVELS, PRICE INFORMATION, AND SUPPLIER.' Another blue callout box highlights the table with the text: 'SET HIGH / LOW LEVELS TO BE REMINDED WHEN IT IS TIME TO RE-ORDER PARTS'.

Location	Category	Part #	Name	Qty Available	Price \$	Supplier
Facilities		11CB77	Air Filter 20x24x1	77.00	13.300	Grainger
Facilities		11CB78	Air Filter 20x25x2	49.00	13.300	Grainger
Facilities		11CB79	Black chair with Metal frame	45.00	129.950	Grainger
Facilities		11CB80	Brown Chair with Wood Frame	56.00	119.950	Grainger
Facilities		11CB81	Clorox Bleach 5 Gal.	20.00	1.800	MSC Indus
Facilities		11CB84	Fluorescent Tube 36"	10.00	4.300	MSC Indus
Facilities		HVAC-6354	HVAC-Belt-6354	9.00	15.000	Grainger
Facilities		11CB92	Temperature Sensor-12T38	15.00	115.620	Grainger
Facilities		11CB93	Thermostat	4.00	49.350	Grainger



Fleet

Fleet – Vehicle List

Asset Essentials | ASSETS

+ New Delete More ... Print/Report Columns View Fleet

Location	Category	Name	Category	Make	Model	Assigned To	Location	VIN
Fleet		FD-Ambulance-002	Truck	AEV	Traumahawk Type III	Luke Anderson	Fire Department	895U161KRXN128AO
[All]		FD-Pumper-001	Engine	Seagrave	Marauder	Rachel Harrison	Fire Department	QWYEFYCNFFR1ZTOH2
Fire Department		FD-Truck-003	Truck	Chevrolet	Tahoe	Chad Hines	Fire Department	356U4X7TKXOU6FGAT
Fleet-Parts Storage		PD-Patrol-2100	Car	Dodge	Charger	Rachel Harrison	Police Department	TEB75BLVX3E6V6CK8
Garage		PD-Patrol-2200	Car	Dodge	Charger	Zach Temple	Police Department	O65M2JIC9JIKW3PZV
Parks and Rec Department		PD-Patrol-2300	Car	Dodge	Charger	Matt Robison	Police Department	ZVHH4NAU016WQONWA
Police Department		PD-Patrol-2400	Car	Dodge	Charger	Grant Miller	Police Department	VNGAY1RQBNC57OOSE
Public Works		PD-Patrol-2500	Car	Dodge	Charger	Amanda Prince	Police Department	MLZR2TH3720O4BMS4
		PW-Truck-100	Truck	Ford	F150	Amanda Prince	Public Works	31FR3H48FXHCIAAMA
		PW-Truck-200	Truck	Ford	F150	Chad Hines	Public Works	B27H1JFUTJW3154UW

Page 1 of 1 (10 items)

Fleet – Vehicle Details

Asset Essentials | ASSETS

Save Save & View Cancel Jump To

GENERAL

Asset Name: * FD-Truck-003 Site: Fleet

Asset #: 0000232816 Serial #:

Make: Chevrolet Model: Tahoe

Date of Manufacture: Tag Number:

Barcode: RFID:

Purchase Price: 44000.000 Purchase Date: 04/03/2017

Purchase Invoice #: Expected Life: 8.00

Replacement Cost \$: 48000.000 Salvage Value:

Supplier: Manufacturer:

Location: Fire Department Category: Truck

Latitude: Longitude:

Asset Status: --Select-- Cost Center: --Select--

Parent Asset: Criticality: --Select--

TRACK BASIC DETAILS LIKE MAKE AND MODEL, AS WELL AS ANY CUSTOM DETAILS YOU'D LIKE.

Fleet – PM Setup

Asset Essentials | PM/PDM

Go To

Save Save & View Cancel Jump To

SCHEDULE

PM Schedule:

Daily Day 1 of every 1 month(s)

Weekly The Third Monday of every 1 month(s)

Monthly

Yearly

Start: 02/25/2019 End: No end date

Season starts: January / 1 occurrences

Don't create WO unless all the prior ones from the following PMs have been completed. 06/24/2019

METER TITLES *

Include associated Asset

Select Meter Title:

Est Hrs	Asset	Asset #	Site	Meter Title	Trigger Type	Date of Meter Reading that triggered last WO	Meter Reading that triggered last WO	Min Threshold	Max Thres
0.00	PD-Patrol-2100		Fleet	Odometer	Running Total	02/25/2019 12:35:00 PM	17238.00		

TRIGGER PMS USING BOTH A CALENDAR (EVERY 3 MONTHS) OR THE ODOMETER (EVERY 3,000 MILES)

Fleet – PM Details

Save Save & View Cancel Jump To

TASKS/STEPS

Select Task from library Add New Task

CUSTOM TASK LISTS FOR FLEET PMS

Step	Task Type	Asset	Meter Title	Name	Description
1	Instruction			Change Oil	Change Oil
2	Instruction			Rotate Tires	Rotate Tires
3	Instruction			Check Wiper Blades	Check Wiper Blades
4	Instruction			Check Fluid Levels-Fill as nee	Check Fluid Levels-Fill as needed.



Fleet – Inventory Control

Asset Essentials | PARTS

+ New Delete More ... Print/Report

TRACK INVENTORY LEVELS, SUPPLIERS, COSTS, HIGH / LOW LEVELS.

USE LOW LEVEL POINT TO TRIGGER REMINDERS FOR RE-ORDERING

Part #	Name	Qty Available	Price \$	Supplier
VH-30-MTROIL	SW-30 Motor Oil	176.00	5.5833	Grainger
AF-FLT-CA-192	AIR FILTER FRAM CA-192	15.00	16.500	Grainger
FL-FLT-C1191A	FUEL FILTER FRAM C-1191A	4.00	32.750	Grainger
FL-GSCN-2.5G	GAS CAN 2 1/2 GALLON (7225120) JUSTRITE	3.00	25.000	Grainger
HF-FLT-P6871	HYD. FILTER P-6871	5.00	11.450	Grainger
OF-FRM-CH-155PL	OIL FILTER FRAM CH-155PL	8.00	12.550	Grainger
VH-WNWR-L24"	Windsheld Wipers24	14.00	19.990	Grainger
VH-WNWR-L28"	Windsheld Wipers28	12.00	21.990	Grainger

Page 1 of 1 (8 items)



Fleet – Cost Tracking

Fleet Cost Summary:

Date Printed: 02/22/2018

Name	# of WOs	WO \$	Labor Hrs	Labor Cost	Part Cost	Other Cost	Non-inv \$	Avg Hours
PATROL-4101	8	1665.00	23.00	165.00	0.00	0.00	1500.00	2.88
PATROL-4457	5	295.00	4.00	35.00	0.00	0.00	260.00	0.80
TRUCK- 12		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRUCK-875	8	188.25	6.00	157.00	31.25	0.00	0.00	0.75
Total/Avg:	21	2148.25	6.00	357.00	31.25	0.00	1760.00	6.29

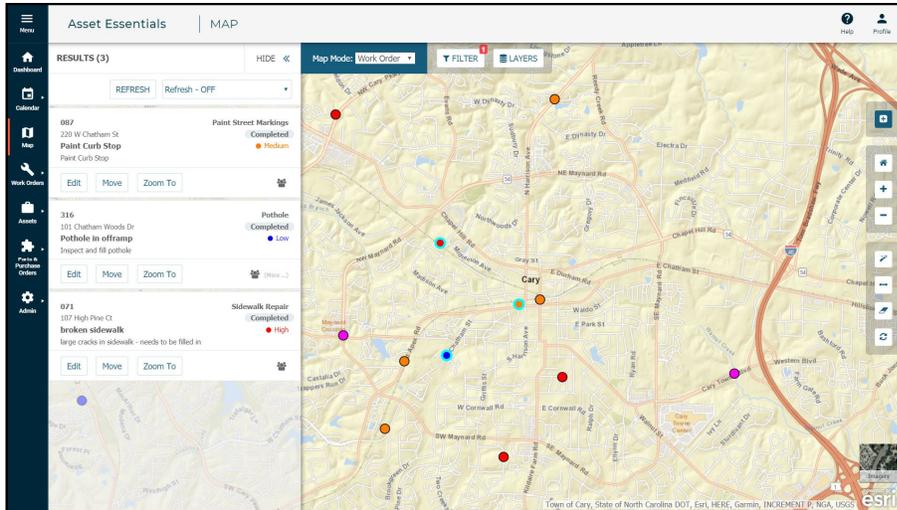
SCHEDULE REPORTS TO RUN AUTOMATICALLY, TRACKING MATERIAL AND LABOR COST ON EACH VEHICLE



Streets



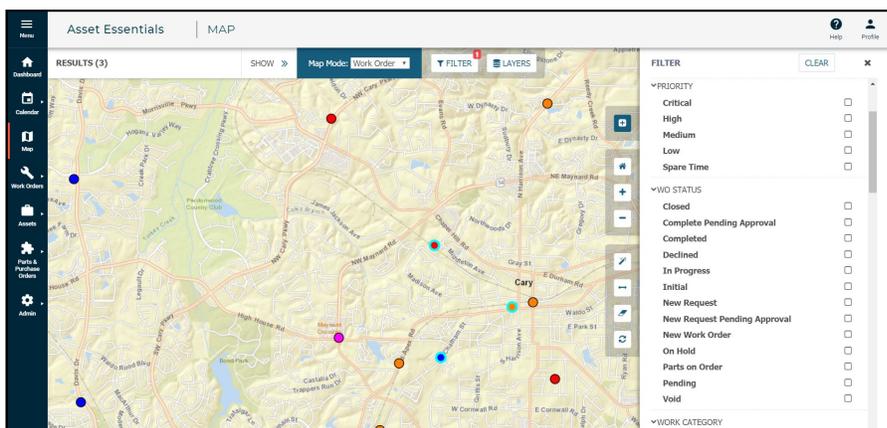
Streets – Map View



MAP TRACKS
LOCATIONS
OF ALL WORK
REQUESTS
AND REPAIRS



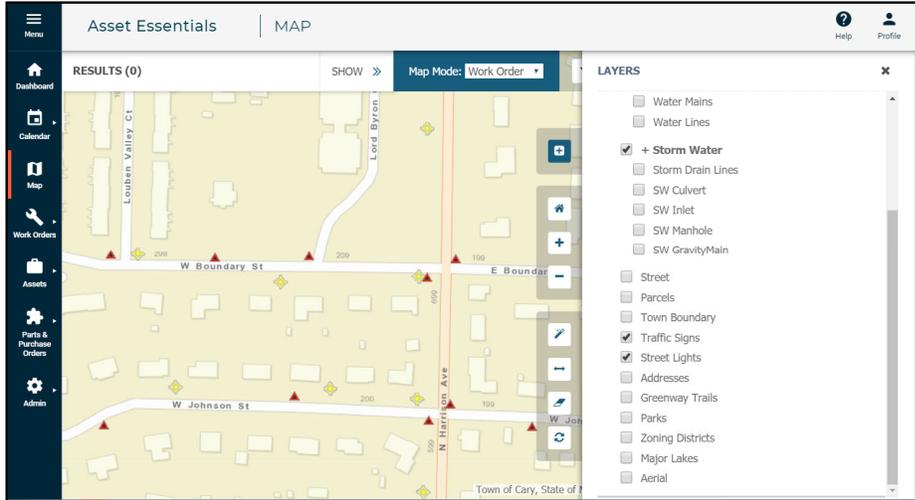
Streets – Map View



FILTER THE MAP
BY WORK ORDER
STATUS, WORK
CATEGORY, DATE,
PRIORITY, AND
ASSIGNED TO



Streets – Map View



INTERACT WITH GIS LAYERS TO TRACK AND DOCUMENT REPAIRS DONE ON FIELD ASSETS



Streets – List View

Work Order #	Title	Addr #1	Work Category	WO Status	Priority	Assigned	
070	stop sign	NW Maynard Rd	Sign Reinstall- Replacement	Completed	Critical	06/05/2019 05:55:00 PM	Total: 22
319	Paint Markings - post paving ops	McAlpine Cir	Paint Street Markings	New Work Order	High	05/31/2019 03:02:00 PM	Total Cost: 2087.00
069	down trees	Cary Towne Blvd	Brush-Limb Pickup	Completed	Critical	02/11/2019 05:47:00 PM	Avg Cost: 94.86
037	Stop sign down	728 Kingswood Dr	Sign Reinstall- Replacement	Completed	Critical	06/03/2019 10:18:00 AM	Total hours: 86.00
087	Paint Curb Stop	220 W Chatham St	Paint Street Markings	Completed	Medium	02/25/2019 10:48:00 AM	Avg Hours: 3.91
072	pothole in east bound lane	205 Heidingr Dr	Pothole	Completed	Low	02/11/2019 05:55:00 PM	Supplead 06/09/2019 11:12:00 PM
073	light doesn't come on	192 Dowell Dr	Street Light Inspection	Completed	High	02/11/2019 06:06:00 PM	Site 03/01/2019 11:59:00
320	Citizen report pavement cracking	1799 Davis Dr	Pavement Repair	In Progress	Low	06/06/2019 02:34:00 PM	Tech
393	Cattle guard wings	1288 N Harrison Ave	Pavement Repair	In Progress	Medium	06/24/2019 02:22:00 PM	SupLead
344	Speed Limit Sign is Down	1213 Pond St	Sign Inspection	In Progress	High	06/06/2019 02:55:00 PM	Elyane
190	Bridge Inspection	1100 W Chatham St	Bridge Inspection	Completed	Medium	05/22/2019 03:34:00 PM	Rodney 06/12/2019 11:59:00
071	broken sidewalk	107 High Pine Ct	Sidewalk Repair	Completed	High	02/11/2019 05:51:00 PM	SupLead 06/28/2019 11:59:00

CREATE SPREADSHEET OF ALL WORK ORDERS FOR QUICK SEARCHING AND REPORTING



Parks

Parks – Work Order List

Asset Essentials | WORK ORDERS

Refresh - OFF Columns View Parks Search Advanced Filters Summary

Location	Category	Work Order #	Source Location	Title	WO Status	Priority	Origin	Assigned To First Name	Assigned	Expected
[All]							[All]			
Friendly Memorial Park		365	Friendly Memorial Park	Park Weekly Grounds Maintenance	Completed	Medium	PM	Tech	06/07/2019 06:03:00 AM	06/10/2019 11:59:00 PM
Playground Friendly Park		295	Playground Friendly Park	Check irrigation to spray pad	Completed	Medium	Non-PM	Chad	05/31/2019 08:00:00 AM	
Friendly Memorial Park		235	Friendly Memorial Park	Park Weekly Grounds Maintenance	Completed	Medium	PM	Tech	05/31/2019 06:03:00 AM	06/03/2019 11:59:00 PM
Field 2 Memorial		306	Field 2 Memorial	Prep fields for upcoming soccer tournament	New Request	High	Non-PM			
Friendly Memorial Park		206	Friendly Memorial Park	Park Weekly Grounds Maintenance	Completed	Medium	PM	Tech	05/24/2019 06:03:00 AM	05/27/2019 11:59:00 PM
Field 1 Memorial		305	Field 1 Memorial	Prep fields for upcoming soccer tournament	New Request	High	Non-PM			
Playground Friendly Park		304	Playground Friendly Park	Trash all over parking lot	New Request		Non-PM			
Friendly Memorial Park		185	Friendly Memorial Park	Park Weekly Grounds Maintenance	Completed	Medium	PM	Tech	05/17/2019 06:03:00 AM	05/20/2019 11:59:00 PM
Friendly Memorial Park		178	Friendly Memorial Park	Park Weekly Grounds Maintenance	Completed	Medium	PM	Tech	05/10/2019 06:04:00 AM	05/13/2019 11:59:00 PM
Friendly Memorial Park		174	Friendly Memorial Park	Park Weekly Grounds Maintenance	Completed	Medium	PM	Tech	05/03/2019 06:03:00 AM	05/06/2019 11:59:00 PM
Friendly Memorial Park		154	Friendly Memorial Park	Park Weekly Grounds Maintenance	New Work Order	Medium	PM	Tech	04/26/2019 06:04:00 AM	04/29/2019 11:59:00 PM

TRACK WORK ORDERS BY LOCATION, STATUS, DATE, ETC.

Parks – Asset List

Asset Essentials | ASSETS

+ New Delete More ... Print/Report Columns View Parks

Location Category

Site: Parks & Rec

[All]

- Dude Central Park
- Friendly Memorial Park
- Parks & Rec-Parts Storage
- Recreation Center

Name	Category	Location	Make	Model	Serial #
DCP-Mower-001	Riding Mower	Dude Central Park	John Deere	636M	D5VPKGNXJ
DCP-Tractor-001	Tractor	Dude Central Park	John Deere	1550	BBJ9544NC
Playground Friendly Park	Parks	Playground Friendly Park	Bliss Products		
REC-Fitness-001	Fitness	Recreation Center	Life Fitness	Elliptical Cross-Trainer	J9YFRJ8MR
REC-Fitness-002	Fitness	Recreation Center	Life Fitness	Elliptical Cross-Trainer	BT7ET8Y54
REC-Table-001	Furniture	Recreation Center	Realspace	Folding Table, 6'	

Page 1 of 1 (6 items)

ORGANIZE ASSETS BY PARK / LOCATION

Parks – PM List

Asset Essentials | PM/PDM

Save Save & View Cancel Jump To

SCHEDULE

PM Schedule:

Daily Day 1 of every 1 month(s)

Weekly The Third of every 1 month(s)

Monthly Yearly

Start: 02/28/2019 End: No end date

Season starts: January / 1 occurrences

End after: 0 occurrences

Don't create WO unless all the prior ones from the following PMs have been completed. 07/25/2019

ASSETS *

Include associated Asset

Select Asset:

Est Hrs	Name	Asset #	Asset Path	Location	Location Path	Category
0.00	Playground Friendly Park	0000232844		Playground Friendly Park	Friendly Memorial Park > Playground Friendly Park	Parks

Page 1 of 1 (1 items)

COMPLETE CONTROL OVER SCHEDULING AND FREQUENCY OF PMS

APPLY PM SCHEDULE TO A SINGLE OR MULTIPLE LOCATIONS AND ASSETS

WORK REQUESTED

Complete the Playground Inspection form below.

Parks – PM Details

The screenshot shows the 'PM SETUP' interface in Asset Essentials. It features a sidebar with navigation options like Dashboard, Calendar, Map, Work Orders, Assets, Parts & Purchase Orders, and Admin. The main area is titled 'TASKS/STEPS' and includes a table with columns for Step, Task Type, Asset, Meter Title, Name, and Description. A blue callout box highlights the table with the text: 'DETAILED TASK LIST FOR EVERY PM THAT IS GENERATED'. The table lists 9 steps, each with a task type of 'Instruction' and a detailed description of maintenance tasks such as 'Adequate protective surfacing under (equivalent) Add additional material as necessary' and 'Loose-fill material free of foreign objects'.



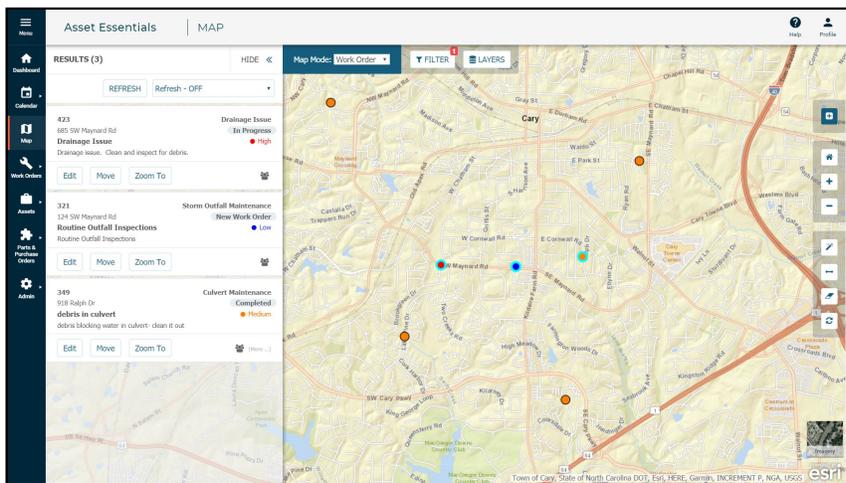
Parks – Inventory Control

The screenshot shows the 'PARTS' interface in Asset Essentials. It features a sidebar with navigation options like Dashboard, Calendar, Map, Work Orders, Assets, Parts & Purchase Orders, and Admin. The main area displays a table of inventory items with columns for Name, Part #, Qty Available, Supplier, Location, and Barcode. A blue callout box highlights the table with the text: 'TRACK SUPPLY LEVELS, PRICE INFORMATION, AND SUPPLIER.' Another blue callout box highlights the bottom of the table with the text: 'SET HIGH / LOW LEVELS TO BE REMINDED WHEN IT IS TIME TO RE-ORDER PARTS'. The table lists items such as '50LB Gravel Bag', '50lb Playground Sand', 'Bin Rubber Mulch (500Lb)', 'Glyphosate Pro 4, 2.5 gallon', 'Gypsum-Cal CM Mini Pail, 50lbs bag', 'Mole Repellent', 'Swivel Grease', 'Taginator - Graffiti Remover', and 'Yellow Twisty Slide 22\".



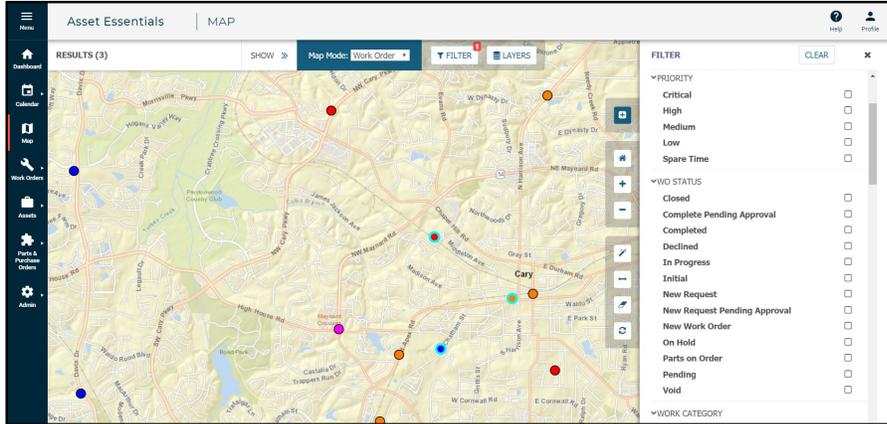
Stormwater

Stormwater – Map View



MAP TRACKS
LOCATIONS
OF ALL
ACTIVITIES
AND
INSPECTIONS

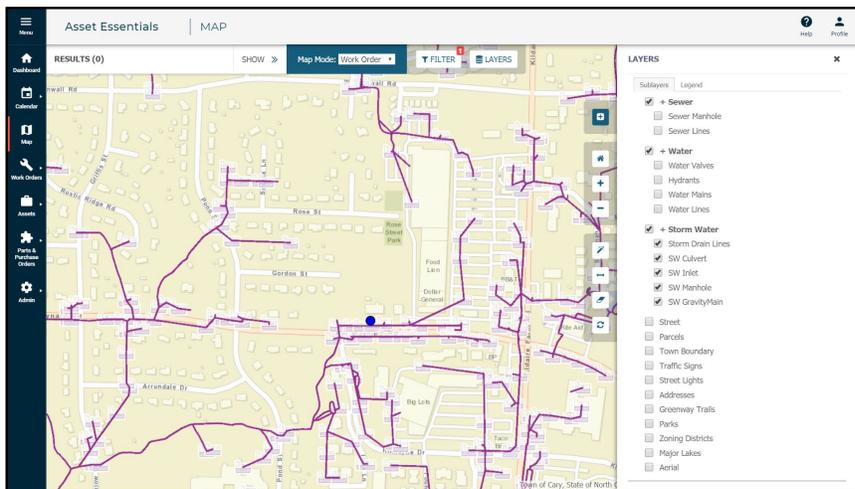
Stormwater – Map View



FILTER THE MAP BY WORK ORDER STATUS, WORK CATEGORY, DATE, PRIORITY, AND ASSIGNED TO



Stormwater – Map View



INTERACT WITH GIS LAYERS TO TRACK AND DOCUMENT REPAIRS DONE ON FIELD ASSETS



Stormwater – List View

Asset Essentials | WORK ORDERS

+ New Delete More ... Print/Report

Refresh - OFF Columns View Storm Search Advanced Filters Summary

Work Order #	Title	Addr #1	Work Category	WO Status	Priority	Origin	Ass	
348	Inlet blocked	113 Foscoe Ln	Drainage Issue	Completed	Medium	Non-PM	06/06/2019 02:23:00 PM	Rodney
347	Drain inlet blocked	622 Sloan Dr	Drainage Issue	Completed	Medium	Non-PM	06/06/2019 02:09:00 PM	Rodney
346	drain inlet blocked	105 Ozone Ct	Drainage Issue	Completed	Medium	Non-PM	06/03/2019 03:44:00 PM	Luke
321	Routine Outfall Inspections	124 SW Maynard Rd	Storm Outfall Maintenance	New Work Order	Low	Non-PM	06/06/2019 03:42:00 PM	Luke
318	Culvert Repair	11000 Regency Pkwy	Culvert Maintenance	New Work Order	Medium	Non-PM	06/06/2019 03:40:00 PM	Luke
317	blocked catch basin	9000 Regency Parkway	Catch Basin Cleaning	In Progress	High	Non-PM	06/06/2019 02:09:00 PM	Rodney
351	damage and debris	11099 Halesworth Dr	Culvert Maintenance	Completed	Medium	Non-PM	06/03/2019 03:44:00 PM	Luke
350	debris blocking culvert	Lake Pine Dr	Catch Basin Maintenance	Completed	Medium	Non-PM	05/28/2019 03:42:00 PM	Luke
349	debris in culvert	918 Ralph Dr	Culvert Maintenance	Completed	Medium	Non-PM	06/06/2019 03:40:00 PM	Luke
127	SW Manhole Maintenance	8527 Green Level Church Rd	Storm Manhole Maintenance	New Work Order	Medium	Non-PM	03/25/2019 08:20:00 AM	SupLead
095	SW Culvert Maintenance	1111 W Chatham St	Culvert Inspection	Completed	Medium	Non-PM	02/28/2019 10:25:00 AM	SupLead
086	Culvert Inspection	713 NE Maynard Rd	Culvert Inspection	New Work Order	Medium	Non-PM	02/25/2019 09:22:00 AM	SupLead

Total: 12

Total Cost: 422.00

Avg Cost: 35.17

Total hours: 18.00

Avg Hours: 1.50

CREATE SPREADSHEET OF ALL WORK ORDERS FOR QUICK SEARCHING AND REPORTING

Treatment Plants

Plant – Work Order List

Work Order #	Title	WO Status	Priority	Origin	Source Asset	Source Location	Assigned To First Name	Assigned	Expected
217	Clean tank	In Progress		Non-PM			Sam	05/31/2019 02:00:00 PM	
227	Annual Clarifier PM	In Progress	Medium	PM	Secondary Clarifier	Clarifiers	Chad	05/31/2019 01:00:00 PM	06/29/20
233	Quarterly Grinder Maintenance	Completed		PM	Open Channel Grinder	Headworks	James	05/30/2019 10:25:00 AM	05/31/20
232	Drain clarifier, remove debris	New Work Order	High	Non-PM	Primary Clarifier	Clarifiers	Chad	05/30/2019 10:12:00 AM	06/03/20
231	Annual Clarifier PM	In Progress	Spare Time	Non-PM	Primary Clarifier	Clarifiers	Chad	05/30/2019 10:11:00 AM	06/30/20
224	Sludge Blower PM	In Progress	Spare Time	PM	Blower 1: Sludge	Blower Room	Chad	05/30/2019 08:16:00 AM	06/14/20
225	Sludge Blower PM	In Progress	Spare Time	PM	Blower 2: Sludge	Blower Room	Chad	05/30/2019 08:16:00 AM	06/14/20
203	High Tide Alarm - rain event	In Progress	Critical	Non-PM			Chad	05/22/2019 04:55:00 AM	
215	Backwash pump needs attention	Complete Pending Approval		Non-PM			Luke	05/22/2019 07:03:00 AM	
186	Quarterly Grinder Maintenance	Completed		PM	Open Channel Grinder	Headworks	James	05/20/2019 03:59:00 PM	05/21/20
209	Digester 1	Complete Pending Approval		Non-PM			Luke	05/17/2019 10:16:00 AM	
222	Blower belt inspection	Completed	Medium	Non-PM	Blower 1: Post Aeration	Blower Room	Rodney	05/16/2019 12:41:00 PM	
208	Digester 2	Completed		Non-PM			Sam	05/10/2019 09:14:00 AM	
220	Raw Pump 1 - Seal leak	Completed	Medium	Non-PM		Hawthorne Pump Station	Luke	05/09/2019 12:00:00 PM	
218	Skimmer Pump - hose	Completed		Non-PM			Rodney	05/09/2019 06:56:00 AM	

TRACK WORK ORDERS BY LOCATION, STATUS, DATE, ETC.

Plant – Asset List

Name	Category	Make	Location	Current Condition	Est. Replace Date
Backflush Valve	Valve	Rotork	Hawthorne Pump Station	Good	07/12/2023
Blower 1 Motor: Sludge	Motor	Kaeser	Blower Room	Excellent	01/17/2032
Blower 1: Post Aeration	Blower	Kaeser	Blower Room	Fair	10/15/2027
Blower 1: Sludge	Blower	Kaeser	Blower Room	Poor	04/05/2021
Blower 2 Motor: Sludge	Motor	Kaeser	Blower Room	Good	05/16/2028
Blower 2: Post Aeration	Blower	Kaeser	Blower Room	Excellent	07/06/2028
Blower 2: Sludge	Blower	Kaeser	Blower Room	Poor	07/05/2017
Coarse Screen	Screens	Duperon	Headworks	Fair	
Force Main Valve	Valve	Rotork	Hawthorne Pump Station		
Open Channel Grinder	Grinders	Muffin Monster	Headworks		
Primary Clarifier	Clarifier	Monroe Env	Clarifiers		
Secondary Clarifier	Clarifier	Monroe Env	Clarifiers		

ORGANIZE ASSETS BY FACILITY / LOCATION

CAPTURE ASSET CONDITION FOR CAPITAL FORECASTING

Plant – PM List

COMPLETE CONTROL OVER SCHEDULING AND FREQUENCY OF PMS

APPLY PM SCHEDULE TO A SINGLE OR MULTIPLE ASSETS

Est Hrs	Name	Asset #	Asset Path	Location	Location	Location
0.00	Primary Clarifier	0000232821		Clarifiers	Clarifiers	Clarifier
0.00	Secondary Clarifier	0000232822		Clarifiers	Clarifiers	Clarifier

Page 1 of 1 (2 items)



Plant – PM Details

DETAILED TASK LIST FOR EVERY PM THAT IS GENERATED

Step	Task Type	Asset	Meter Title	Name	Description
1	Instruction			Gear Reducer	
2	Instruction			Grease Upper Pinion Bearing	
3	Instruction			Grease Intermediate Gear	
4	Instruction			Grease Intermediate Pinion Bearing	
5	Instruction			Grease Main Gear	
6	Instruction			Grease Main Bearing	
7	Instruction			Oil Torque Box Plunger	
8	Instruction			Visually Inspect Drive	
9	Instruction			Test Torque Box Limit Switches	



Plant – Inventory Control

Asset Essentials | PARTS

+ New Delete More ... Print/Report Columns View WWTP Parts

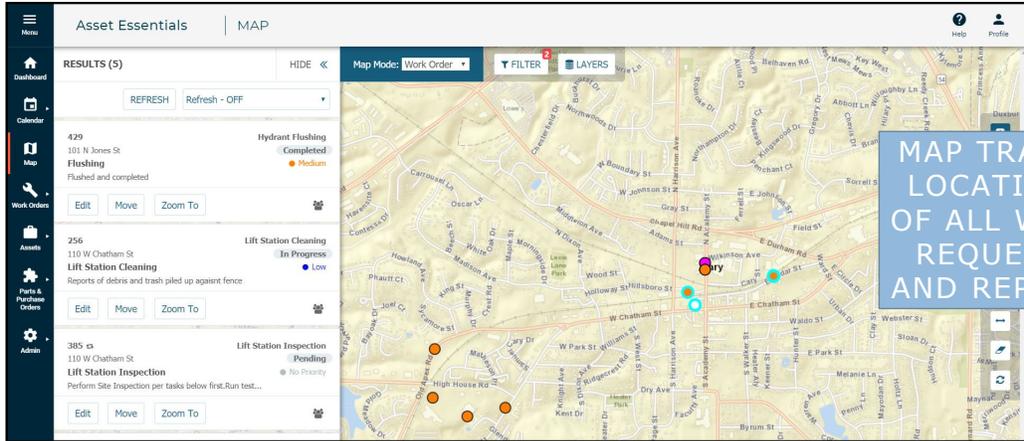
Location	Category	Name	Qty Available	Qty Reserved	Qty on Back Order	
Site: Wastewater Treatment Plant						
[All]						
Blower Room		12 in Check Valve Rebuild Kit	1.00	0.00	0.00	
Clarifiers		2in Gate Valve	15.00	0.00	0.00	
Hawthorne Pump Station		2in SS Ball Valve	14.00	0.00	0.00	
Headworks		8in Check Valve Kit	3.00	0.00	0.00	
WWTP Parts Storage		Air Release Lock Nut	4.00	0.00	0.00	
		Air Release Oil Seal	5.00	0.00	0.00	
		Air Release O-Ring	5.00	0.00	0.00	
		Barnes Pump .5 HP	1.00	0.00	0.00	
		Fuse FLM 6/10	17.00	0.00	0.00	
		Fuse FLM8	22.00	0.00	0.00	
		Needle Valve	1.00	0.00	0.00	City Electric
		Snap Cap Diffuser	56.00	0.00	0.00	Grainger

TRACK SUPPLY LEVELS, PRICE INFORMATION, AND SUPPLIER.

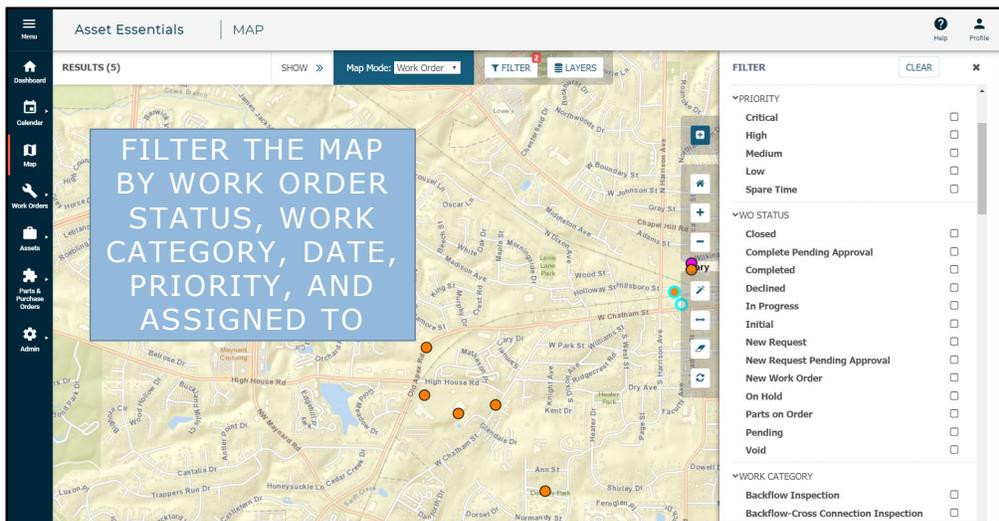
SET HIGH / LOW LEVELS TO BE REMINDED WHEN IT IS TIME TO RE-ORDER PARTS

Utilities

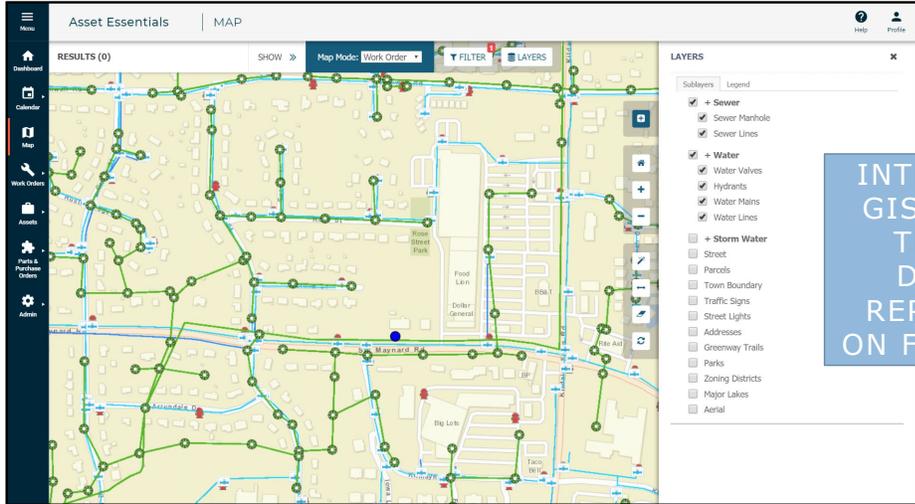
Utilities – Map View



Utilities – Map View



Utilities – Map View



INTERACT WITH GIS LAYERS TO TRACK AND DOCUMENT REPAIRS DONE ON FIELD ASSETS



Utilities – List View

The screenshot shows the 'Asset Essentials' application in 'WORK ORDERS' mode. It displays a table of work orders with the following columns: Work Order #, Addr #1, Title, WO Status, Originated, Priority, Assigned To, and Assigned. A summary panel on the right shows totals for 31 work orders, including Total Cost, Avg Cost, Total hours, and Avg Hours.

Work Order #	Addr #1	Title	WO Status	Originated	Priority	Assigned To	Assigned
202	Marjorie Dr	Valve Locate	Completed	05/22/2019 04:44:00 PM	Medium	SupLead	
200	814 W Chatham St	Valve Locate	Completed	05/22/2019 04:43:00 PM	Medium	SupLead	
199	737 Old Apex Rd	Valve Locate	Completed	05/22/2019 04:43:00 PM	Medium	SupLead	
084	569 Morrisville Carpenter Rd	Hydrant Maintenance	New Work Order	02/25/2019 08:50:00 AM	High	Tech	02/25/2019 08:50:00 AM
081	505 Elan Hall Rd	locate and repair break	New Work Order	02/21/2019 05:33:00 PM	Critical	Tech	02/21/2019 05:33:00 PM
063	2385 Evans Rd	water leak	New Work Order	02/11/2019 05:24:00 PM	High	Tech	02/11/2019 05:24:00 PM
201	199 High House Rd	Valve Locate	Completed	05/22/2019 04:44:00 PM	Medium	SupLead	
083	166 Gosling Way	collect sample	New Work Order	02/21/2019 05:36:00 PM	Spare Time	Tech	02/21/2019 05:36:00 PM
079	1508 Patterson Grove Rd	Flush hydrant	On Hold	02/21/2019 05:30:00 PM	Low	Tech	02/21/2019 05:30:00 PM
080	1496 White Oak Church Rd	exercise valve	Completed	02/21/2019 05:31:00 PM	Spare Time	Tech	02/21/2019 05:31:00 PM
198	130 Chatham Woods Dr	Valve Locate	New Work Order	05/22/2019 04:40:00 PM	Medium	SupLead	05/22/2019 04:40:00 PM
082	1257 Town Hall Dr	Backflow Inspection	New Work Order	02/21/2019 05:34:00 PM	Spare Time	Tech	02/21/2019 05:34:00 PM
369	1130 Renewal Place Unit 104	Frozen Valve	In Progress	01/18/2019 10:12:00 AM	Medium	James	01/18/2019 10:12:00 AM
090		Hydrant Flushing - Bi-Annually	Completed	09/03/2018 03:50:00 PM	Medium	SupLead	09/03/2018 03:50:00 PM
091		Hydrant Flushing - Bi-Annually	Completed	02/25/2019 03:50:00 PM	Medium	SupLead	02/25/2019 03:50:00 PM

CREATE SPREADSHEET OF ALL WORK ORDERS FOR QUICK SEARCHING AND REPORTING





Requestor Page

A screenshot of a web form titled "Requestor Page". The form is divided into three main sections: "SELECT LOCATION", "SELECT PROBLEM TYPE", and "REQUEST DETAIL".
1. "SELECT LOCATION": Includes a "Location:" dropdown menu with a search icon.
2. "SELECT PROBLEM TYPE": Labeled "Work Category:" and contains a grid of 18 icons representing different service categories: Carpentry, Custodial, Doors-Gates-Hardware, Electrical, Equipment Maintenance, Fire Protection, Grounds, HVAC, Inspection, Mechanical, Painting, Pest Control, Plumbing, Roof, Special Events, Supplies Request, Training, and Windows.
3. "REQUEST DETAIL": Includes a "Priority:" dropdown menu (set to "Medium") and a "Work requested:" text area with a rich text editor toolbar (bold, italic, underline, link, unlink, image, video, help).
A blue callout box on the right side of the form contains the text: "ONLINE REQUEST PORTAL FOR END USERS TO SUBMIT REQUESTS".

Requestor Page

Asset Essentials

MY REQUESTS

REQUESTORS CAN TRACK UPDATES IN REAL TIME

+ New
Delete ▾
More ... ▾
Print/Report ▾

Columns

<input type="checkbox"/>	Work Order #	Originated	Title	WO Status	Source Location	Action Taken
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	0000003042	06/19/2019 04:13:00 PM	water fountain is leaking	Parts on Order	Library	parts on order to complete repair
<input type="checkbox"/>	0000003038	06/19/2019 09:49:00 AM	Thermostat isn't working	Completed	Admin Office	Replaced the thermostat. Everything is working.
<input type="checkbox"/>	0000002997	06/07/2019 02:23:00 PM	Door sticks when opening closing in my office	Completed	Admin Office	Shimmed door
<input type="checkbox"/>	0000002938	05/23/2019 04:16:00 PM	Air isn't working	Completed	Admin Office	Reset control panel, working now.

Page 1 of 1 (4 items)

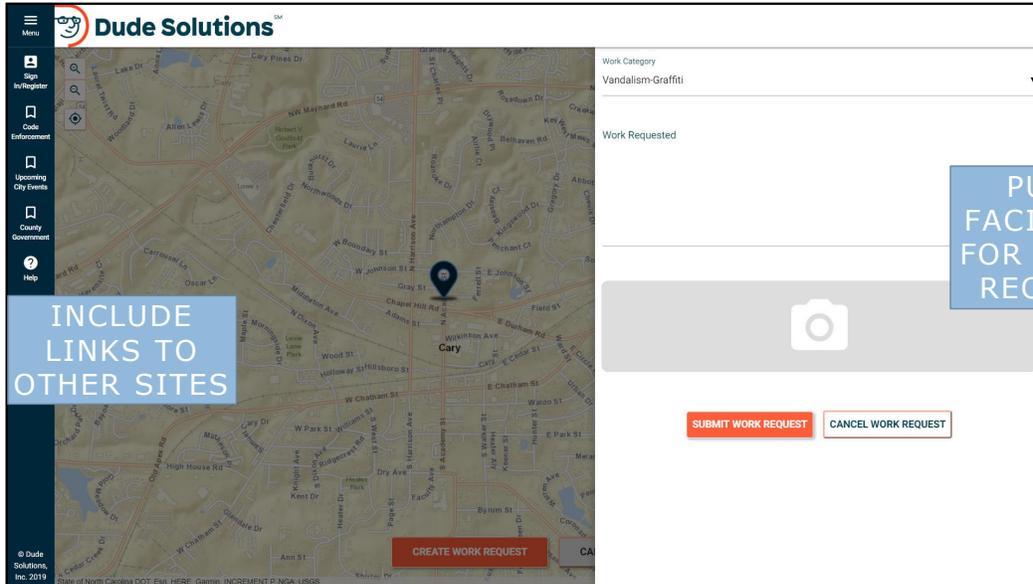
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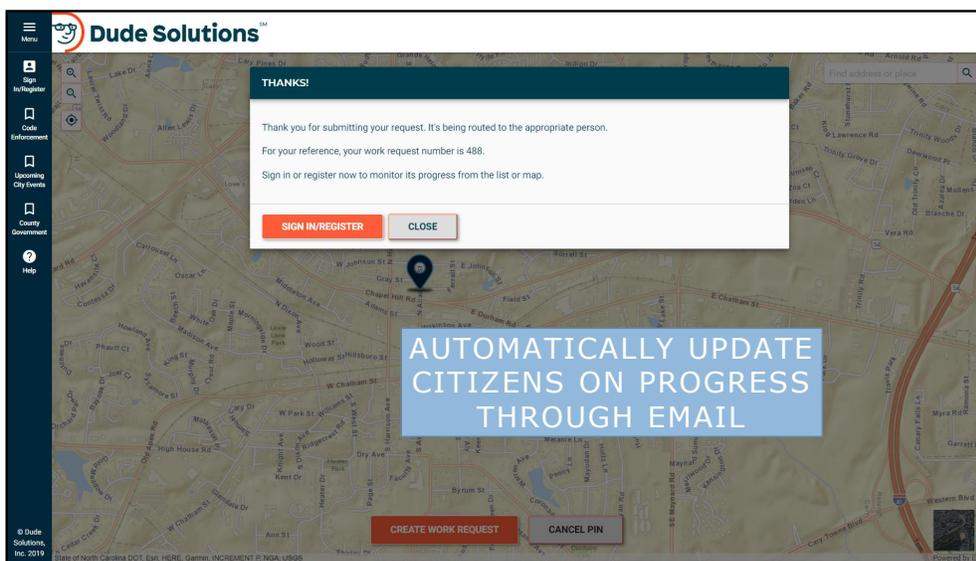
Citizen Portal



Citizen Portal



Citizen Portal



Connector Tool

Connector Tool

The screenshot shows the Connector Tool interface with the following details:

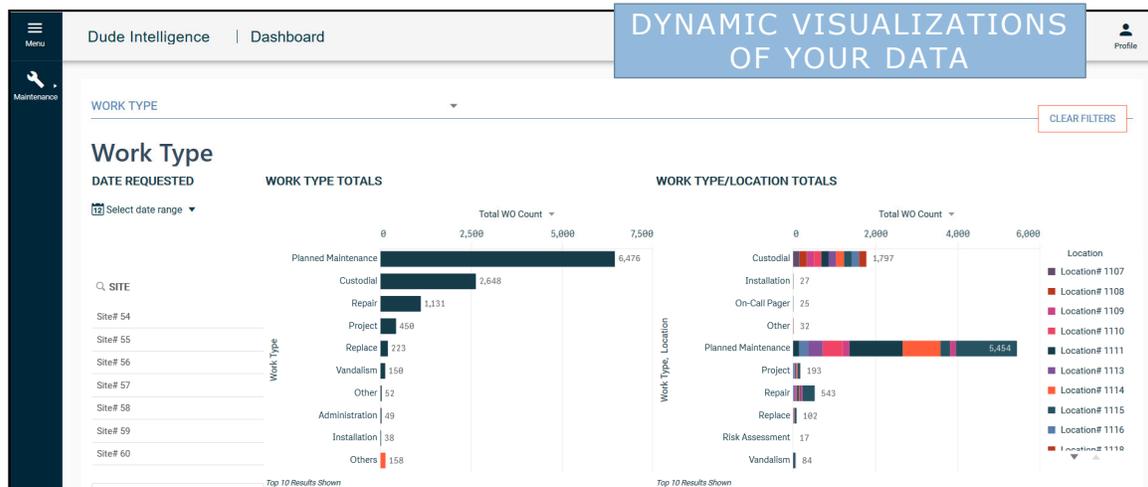
- Source:** <https://assetessentials-demo.dudesolutions.com/DemoGov007>
- Target:** C:\Users\chad.hines\Desktop\export.csv
- Recurring execution:** Checked. Start @ 06/26/2019 11:00 AM. Recurring every 1 minutes.
- Source table:** Meter Reading
- Target table:** (Empty)
- Mapping Filters:**

Source	Target	Format
AssetName	AssetName	
AssetNo	AssetNo	
DateRead	DateRead	
MeterTitleName	MeterTitleName	
MeterTitleNo	MeterTitleNo	
ValueRead	ValueRead	
- Buttons:** Run, Clear Mapping, Reset

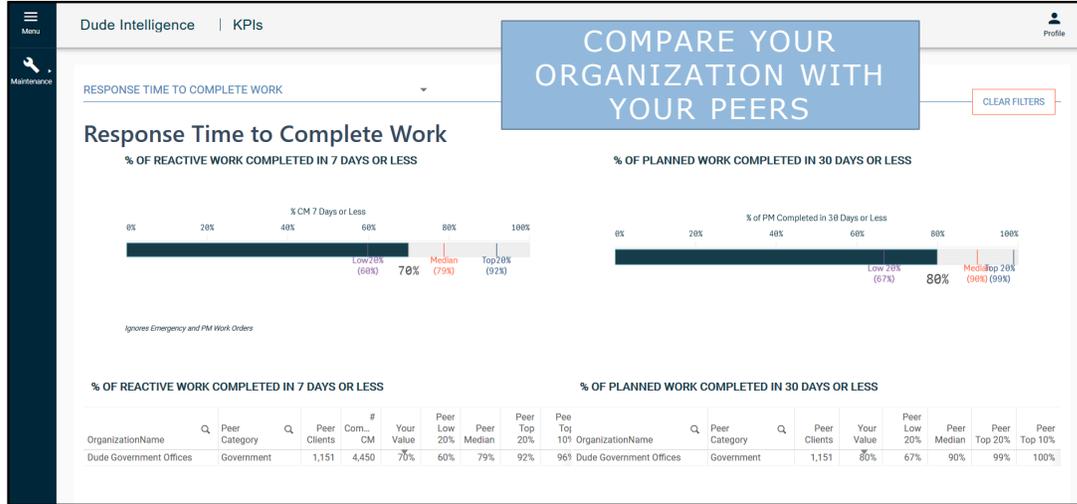
AUTOMATE IMPORTS AND EXPORTS BETWEEN ASSET ESSENTIALS AND OTHER SOFTWARE

Dude Intelligence

Dude Intelligence



Dude Intelligence



DUDE UNIVERSITY 2020

EMPOWERING OPERATIONS LEADERS

May 3 - 6 | Raleigh, NC



dudesolutions.com/dudeuniversity



Strategic Asset Management Overview

Agenda

Strategic Asset Management Overview

What is Strategic Asset Management?

**Why is Strategic Asset Management necessary?
(Why should clients care?)**

Market insights

Training Schedule

Wrap-Up & Q/A

But first...what do we mean by “assets”?

- ▶ Assets can be **tangible** or **intangible**.
- ▶ Examples include:
 - Buildings/Facilities (ex. HVAC, Electrical)
 - Transportation/Roadways (ex. pavement, bridges, sidewalks)
 - Water Distribution (ex. mains, valves, hydrants, treatment plants)
 - Sanitary Sewer Collection (ex. manholes, force mains)
 - Storm Water Management (ex. ditches, canals, pipes)
 - Ports, Rail, Airports
 - Parks, Playgrounds, Sports Fields

What is Strategic Asset Management?



Managing Assets vs Asset Management

Both are important BUT there is a difference

Managing Assets

- The things you do to assets
- Life-cycle delivery
 - Plan
 - Acquire
 - Operate & Maintain
 - Renew / Dispose
- Focus tends to be on minimizing life-cycle cost

Strategic Asset Management (SAM)

- Establishes alignment across your organization – **Line of Sight**
- Long-term view
 - Value
 - Purpose
 - Long-term outcomes
- Focus is on understanding how assets deliver value
 - To the organization
 - To customers / stakeholders

Strategic Asset Management

▶ Strategic Asset Management (leading indicator)

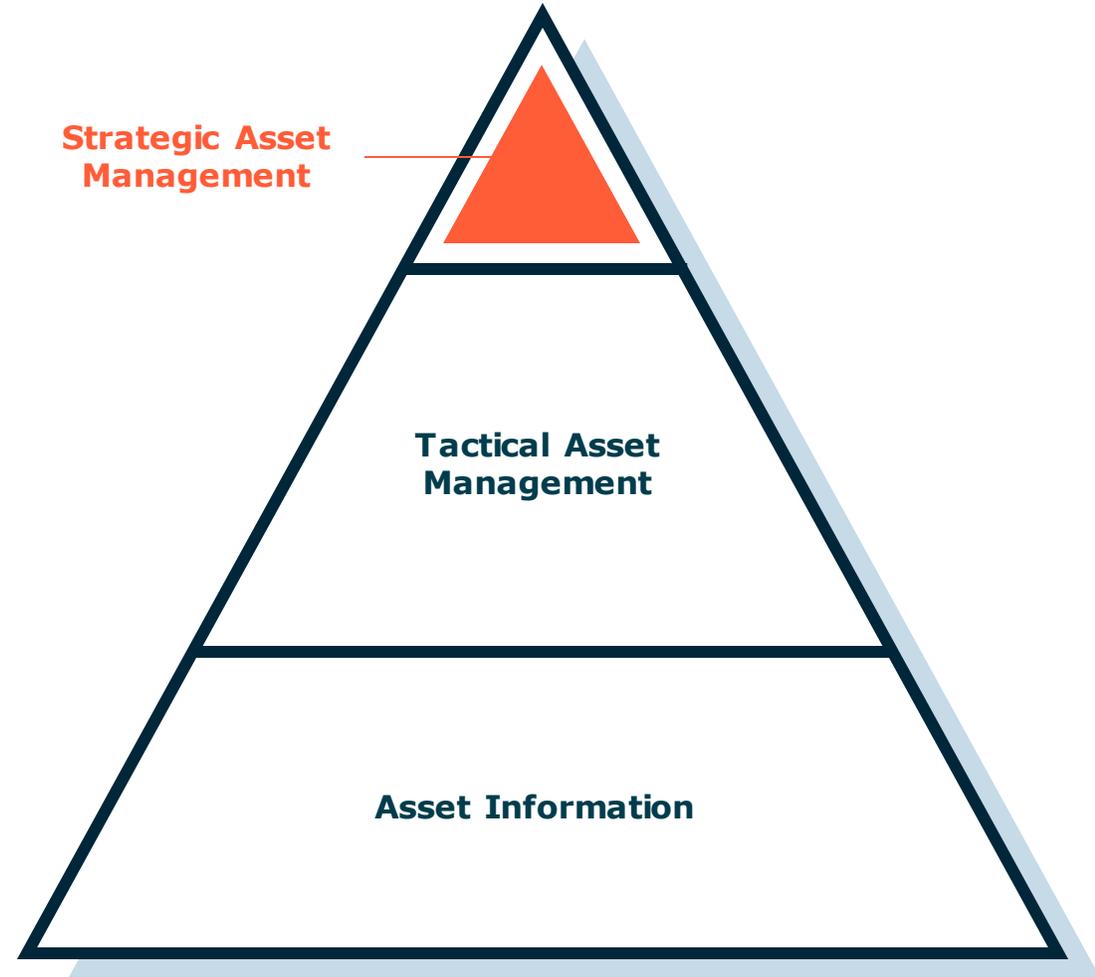
- Service Level Optimization
- Life-Cycle Modeling
- Infrastructure Investment Planning
- Long-Term Financial Planning
- “What If?” Scenarios

▶ Tactical Asset Management (lagging indicator)

- Customer Request Management
- Maintenance Management
- Inspections
- Risk Management
- Performance Reporting

▶ Asset Information

- Physical Asset Registers
- Financial Asset Registers
- Condition Assessments
- Basic Reporting



What is Strategic Asset Management?

- ▶ Strategic Asset Management (SAM) is a comprehensive and structured approach to managing the **whole life of assets** by:
 - Changing the organizational mindset from short-term to the longer view
 - Aligning business practices around levels of service, costs and risk profiles
 - Enabling optimized total asset lifecycle management
 - Establishing a clear vision for how an organization manages its assets for “value”
 - **Providing a plan for doing the right things—at the right times—for the right reasons**

Why is Strategic Asset Management Necessary?

(why should clients care?)

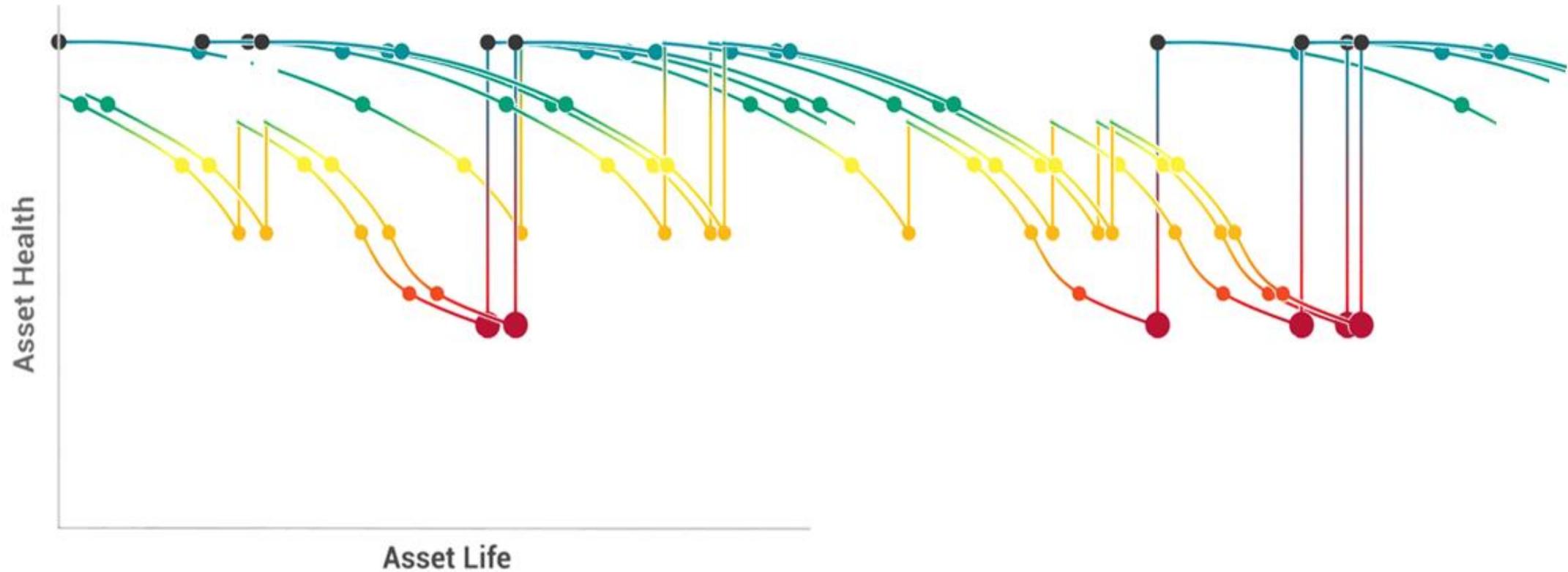


Strategic Asset Management Objectives

- ▶ Ensures assets meet service provision requirements
- ▶ Maximize community/institution's benefits from use of assets
- ▶ Reduce dependency on new asset solutions
 - Extend the life of assets
 - Ensure existing assets are better utilized
 - Alternatives to new assets
- ▶ Reduce the cost of owning/managing assets
 - Better planning
 - Rationalize assets
 - Decisions based on whole life costs and appraisals

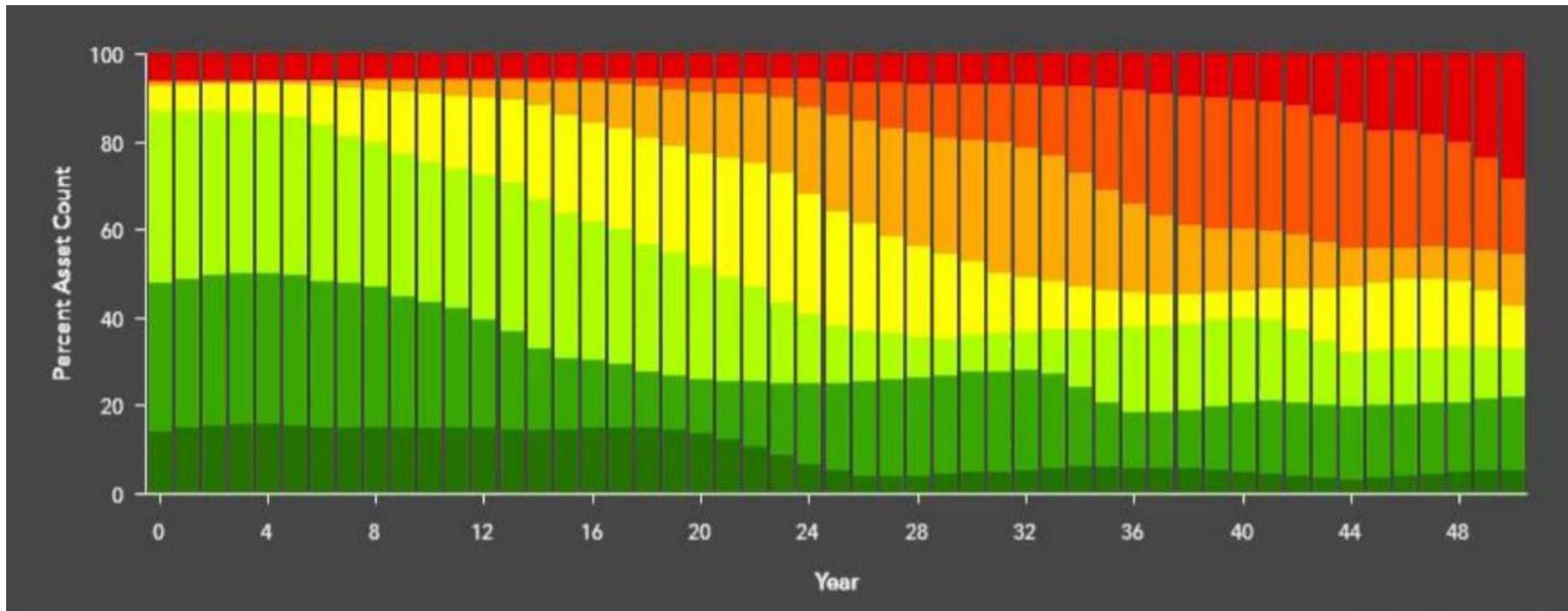
Breaking the Cycle

Using Asset Life-cycle Modeling



Long-term Asset Vision

- ▶ Turn lagging indicators into leading indicators (Predictive Modeling)
- ▶ 10, 15, 25 years and beyond (vs. 3 – 5 years)
- ▶ Deliver value at any point on the asset management journey
- ▶ Allow client to “tell their story”

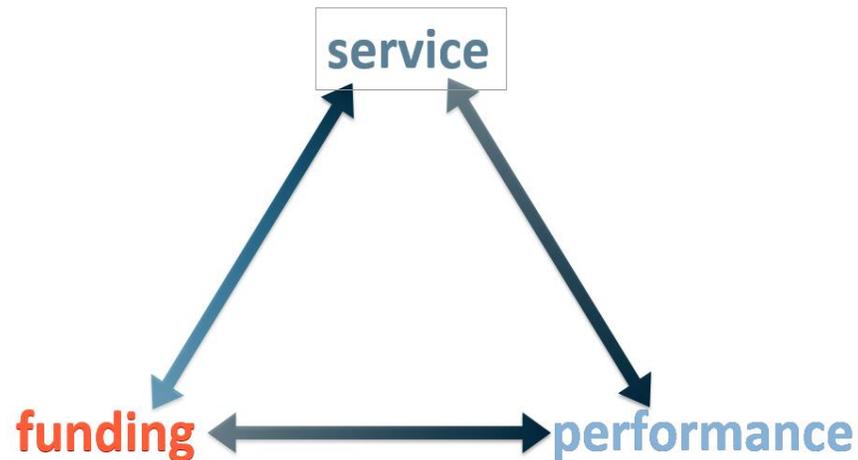


Why Should Clients Care?

- ▶ Transparency
 - Well-defined stakeholder expectations
 - Active engagement and dialog with stakeholders
- ▶ Well-understood **operations and maintenance (O&M)** costs
 - “O&M” are costs associated with operating and maintaining an asset
- ▶ Realistic **capital investment planning (CIP)** budgets
 - “CIP” is a series of integrated activities an organization undertakes to identify, plan and execute future work and activities (ex. rehab, repair or replacement activities)
- ▶ Manage for value and **total cost of ownership (TCO)**
 - “TCO” is an estimate of all the direct and indirect costs involved in acquiring and operating an asset over its lifetime

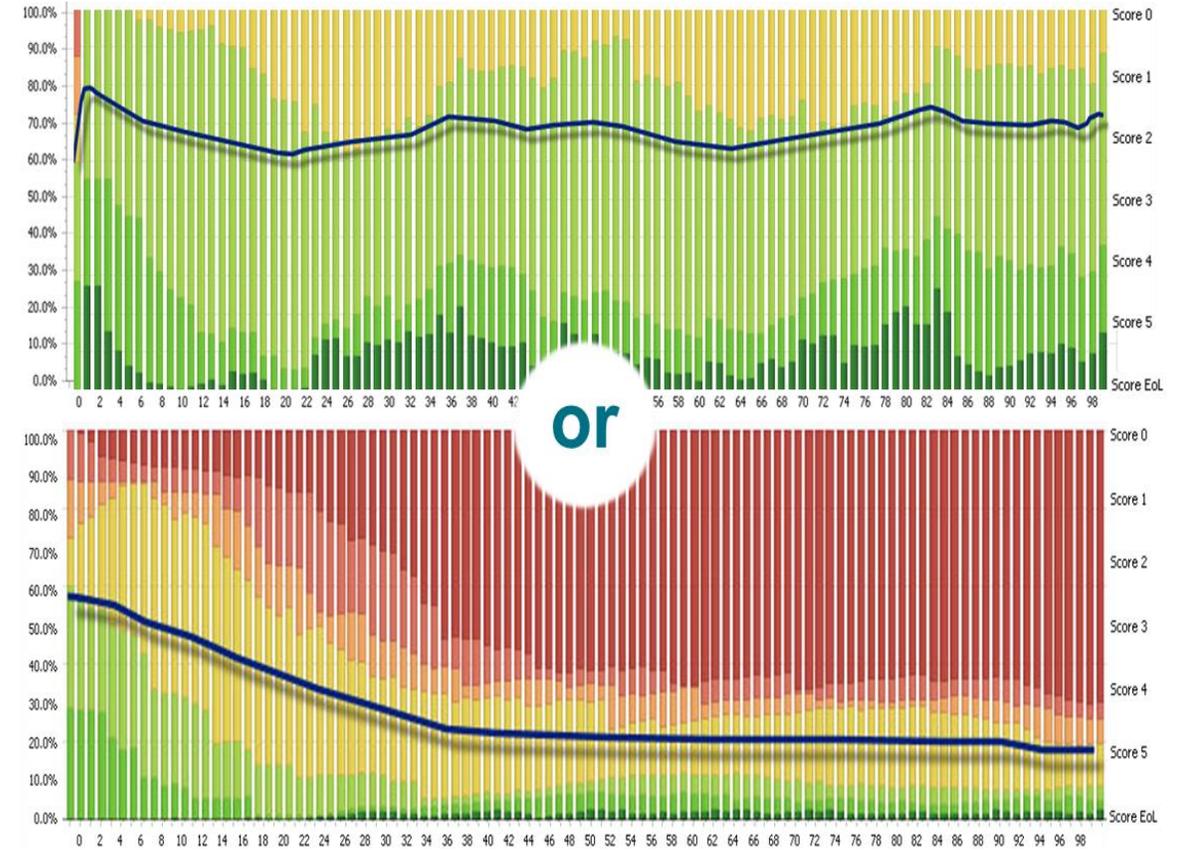
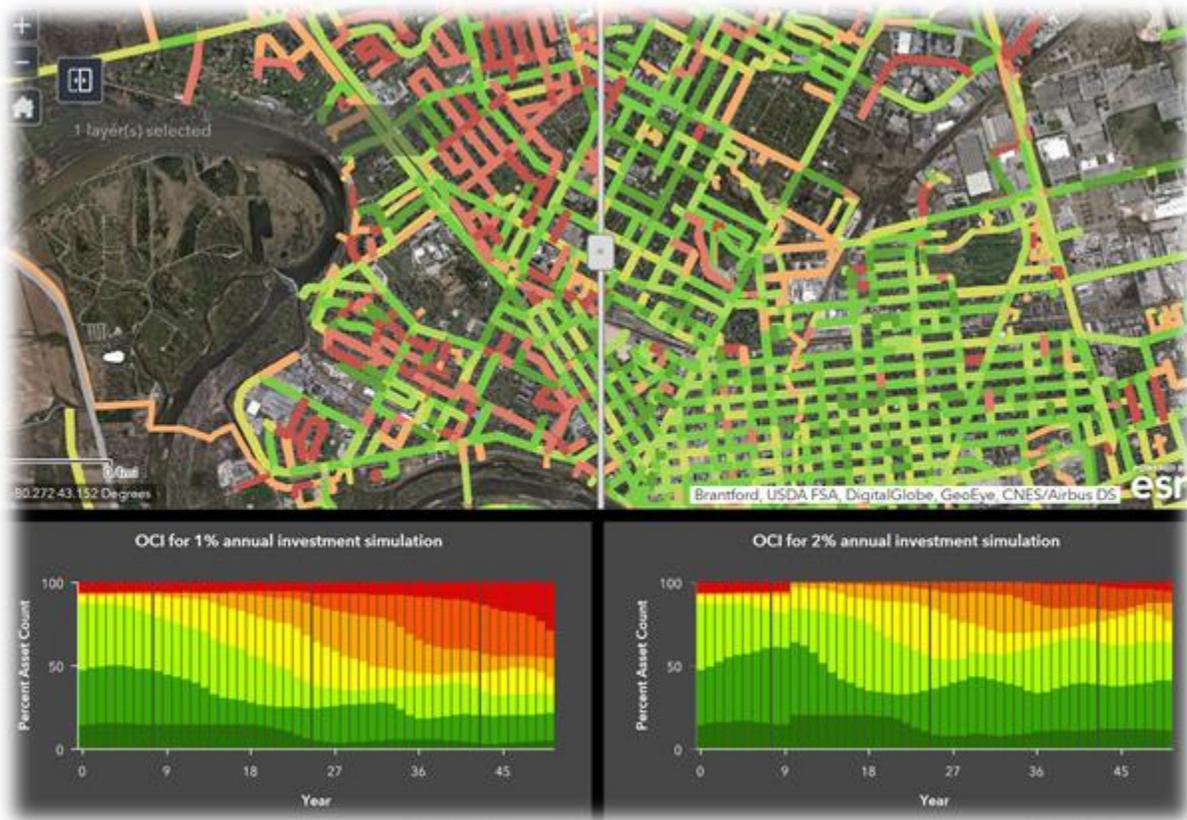
Organizations Can Answer Strategic Questions

- ▶ What is the best service level for a given amount of funding?
- ▶ What will be the future asset performance if we change the current level of funding?
- ▶ How much funding is required to bring assets up to the target performance level?



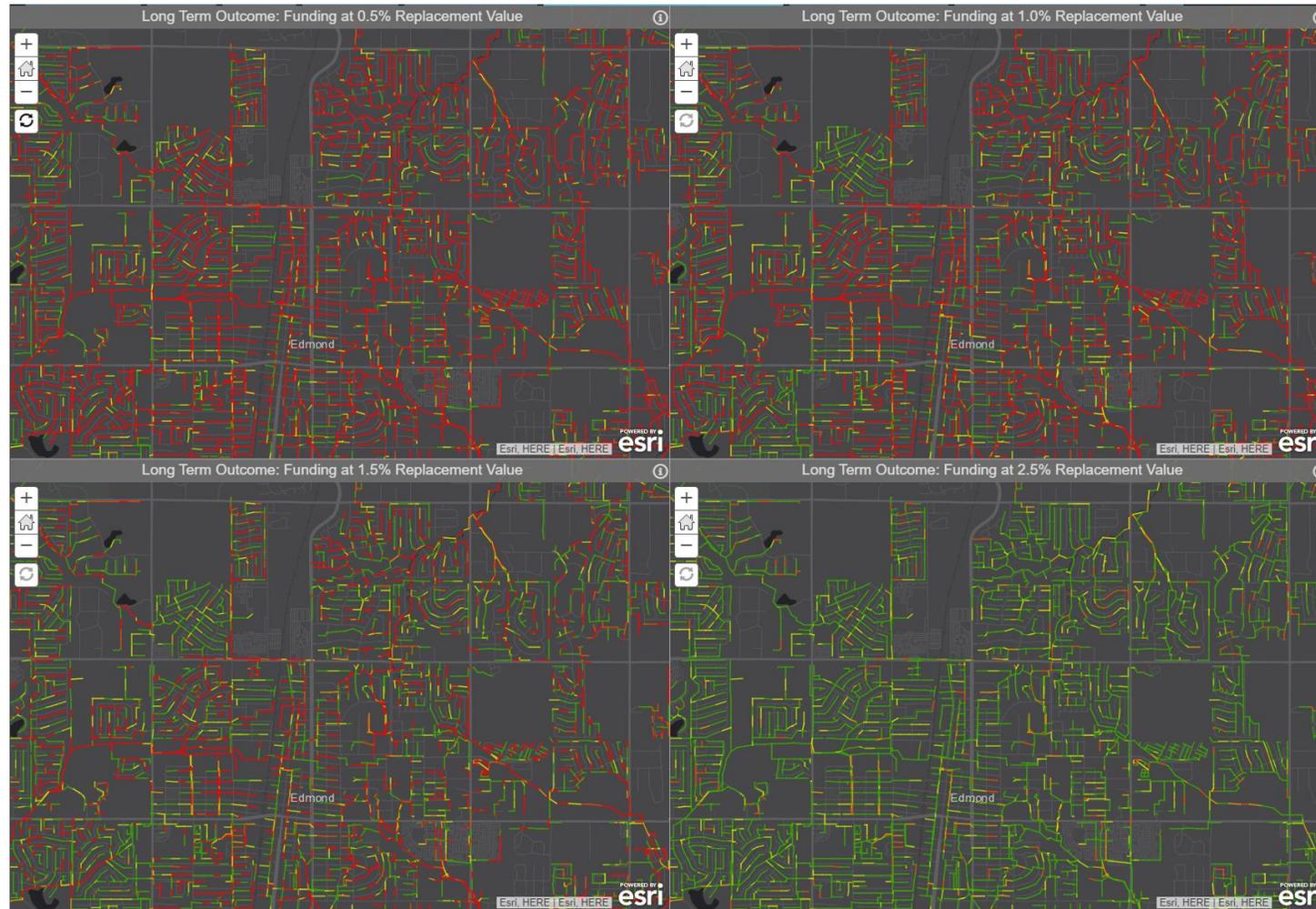
Focus is on the Output

How does the client tell their story.....



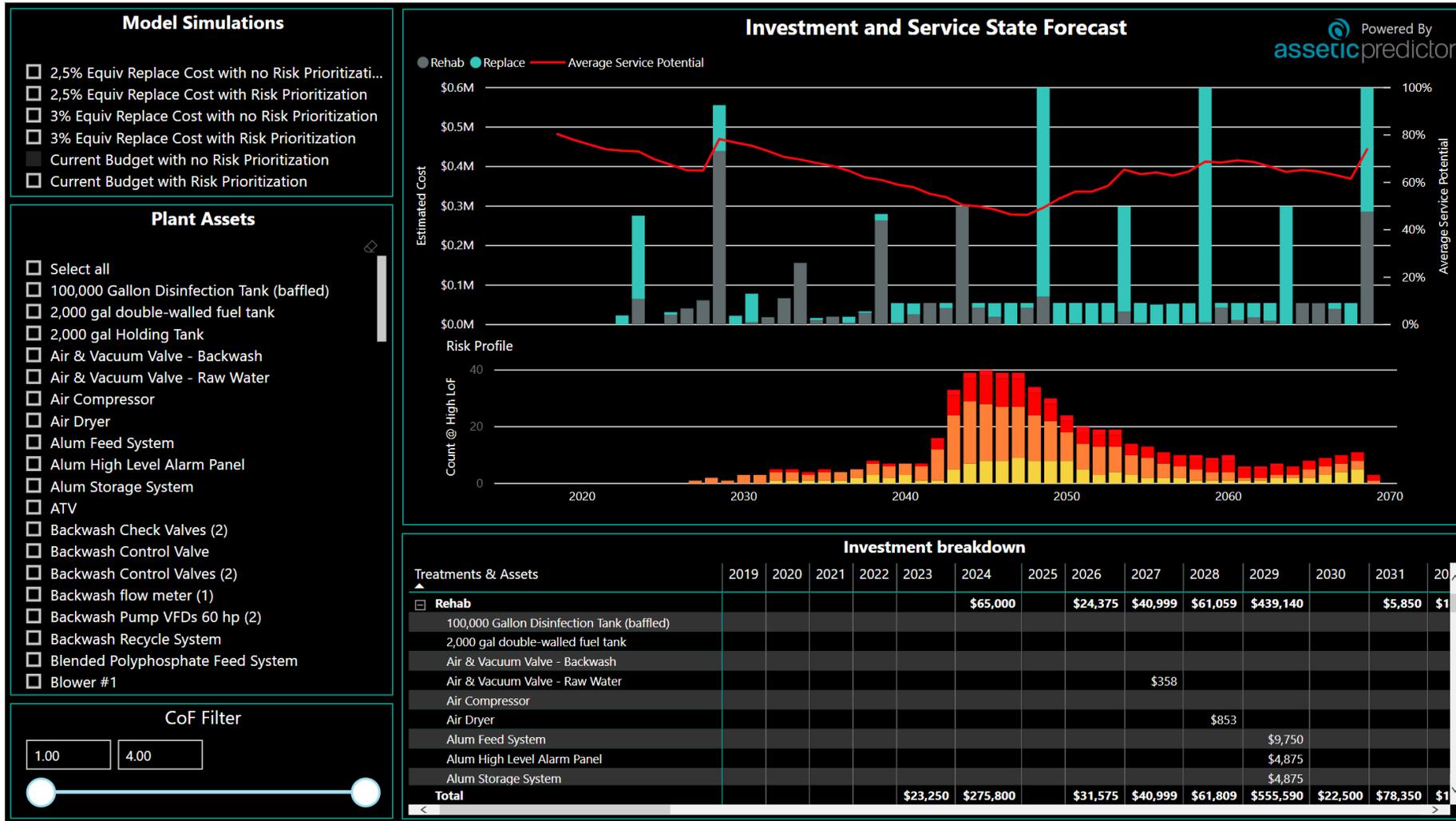
Focus is on the Output

How does the client tell their story.....



Focus is on the Output

How does the client tell their story.....



Investment breakdown

Treatments & Assets	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Rehab						\$65,000	\$24,375	\$40,999	\$61,059	\$439,140			\$5,850	\$1
100,000 Gallon Disinfection Tank (baffled)														
2,000 gal double-walled fuel tank														
Air & Vacuum Valve - Backwash														
Air & Vacuum Valve - Raw Water									\$358					
Air Compressor														
Air Dryer										\$853				
Alum Feed System											\$9,750			
Alum High Level Alarm Panel											\$4,875			
Alum Storage System											\$4,875			
Total					\$23,250	\$275,800	\$31,575	\$40,999	\$61,809	\$555,590	\$22,500	\$78,350	\$1	

Why Should Clients Care?

- ▶ 100s – 100,000s of assets to maintain
- ▶ Asset life-cycles spanning decades
- ▶ Increasing customer / citizen demands for service / high quality products
- ▶ Aging (rapidly) assets and declining performance
- ▶ Shrinking (?) budgets and competing demands for limited funds



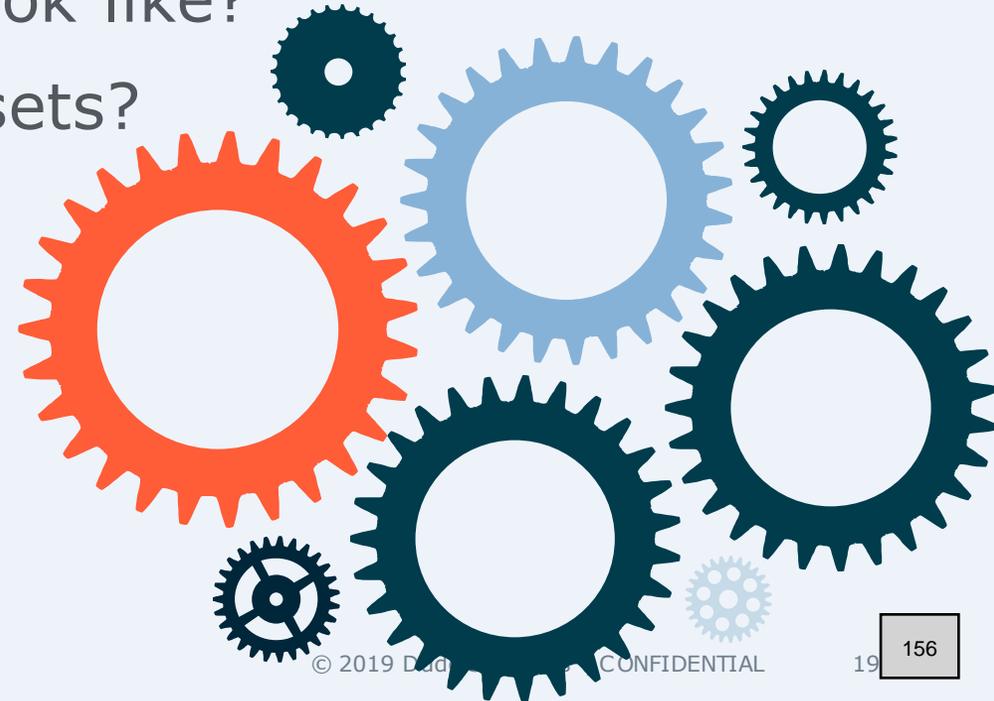
- ▶ What level of funding do we need to deliver (maintain) an acceptable level of service?
- ▶ How do we optimize our capital dollars to maximize our asset value over the long-term?
- ▶ How do we communicate all of this with our various stakeholders?
- ▶ Wouldn't it be great if we had a single platform to analyze our capital needs across all of our asset classes?

Market Insights



The game has changed

- ▶ What is the asset lifecycle cost?
- ▶ What is the operational cost?
- ▶ What budget is required?
- ▶ What does the long-term financial plan look like?
- ▶ What is the true financial value of my assets?



Global infrastructure funding gap

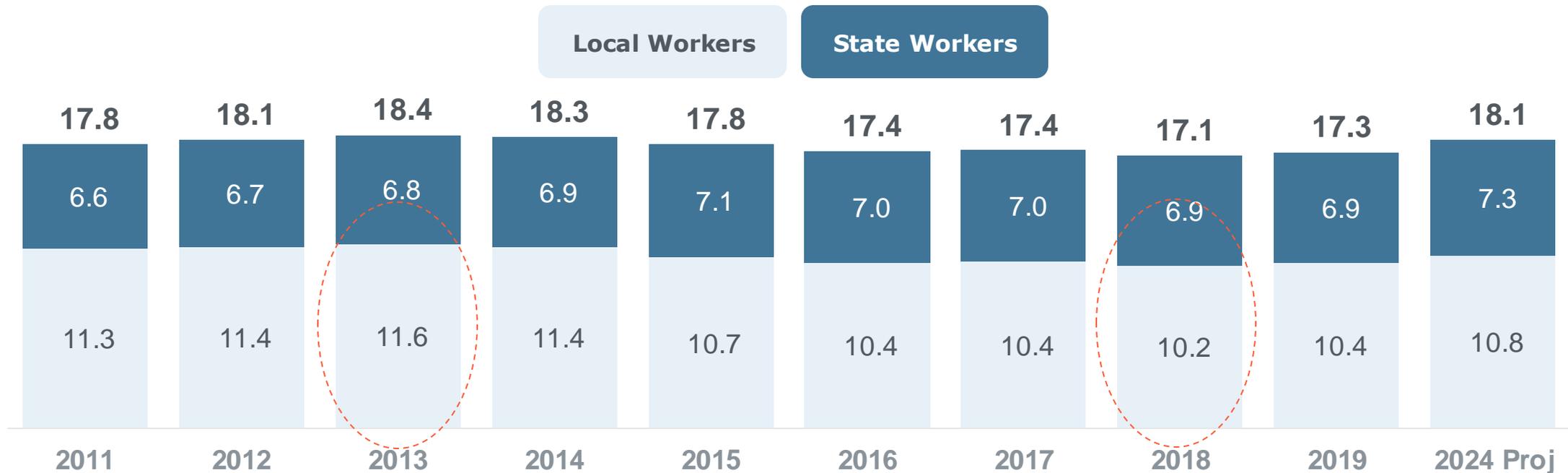
- ▶ Increasing demand on aging infrastructure
- ▶ Less free capital to fund future infrastructure needs
- ▶ Growing infrastructure funding gap everywhere globally
- ▶ Governments worldwide increasingly mandating high standards of infrastructure asset management



Capital expenditure in the public sector is down

*We still have the **workers**...*

Public Sector Workforce (MMs)

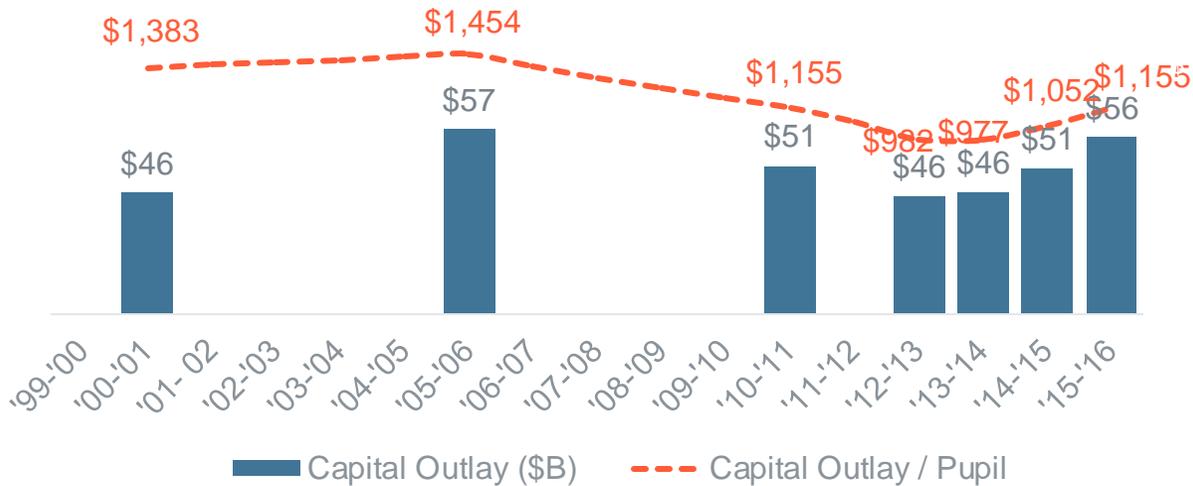


The biggest uptick in state and local government workers from '13 to '18 in the U.S. was in transit, hospitals, parks and recreation, fire protection, and health.

Capital expenditure in the public sector is down

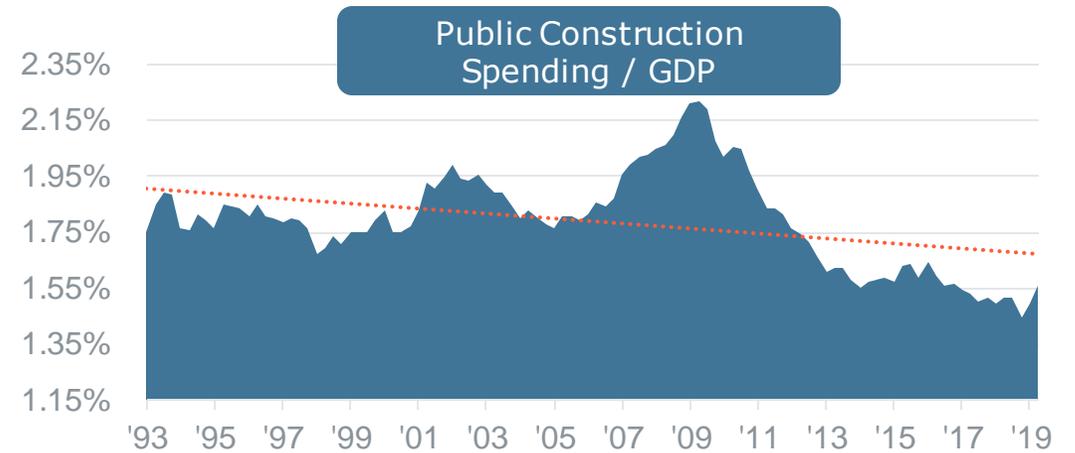
...but not the *money* for the assets they operate and maintain

Capital Outlay in Education (1)



Capital outlays in education dropped steeply with a modest pick up

Public Infrastructure Spending (2)



Q4 '19 marked the lowest level on record of public works investment

1) Includes expenditures for property and for buildings and alterations completed by school district staff or contractors

2) Seasonally-adjusted, annualized rates; based on public construction spending as a percentage of GDP

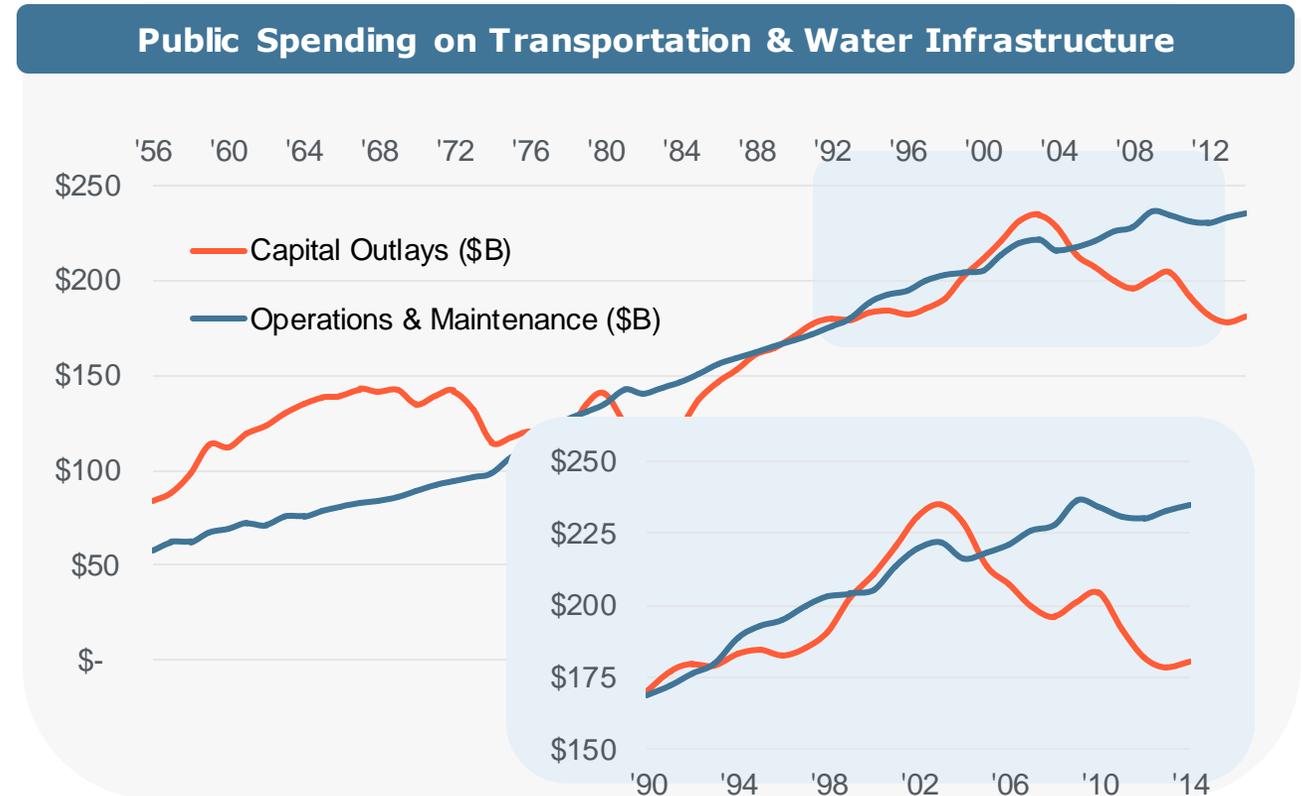
Source: U.S. Bureau of Economic Analysis; U.S. Census Bureau; S&P Global Market Intelligence; Federal Reserve Economic Data; U.S. Census Annual Survey of Public Employment & Payroll

Maintenance spending is creeping up...

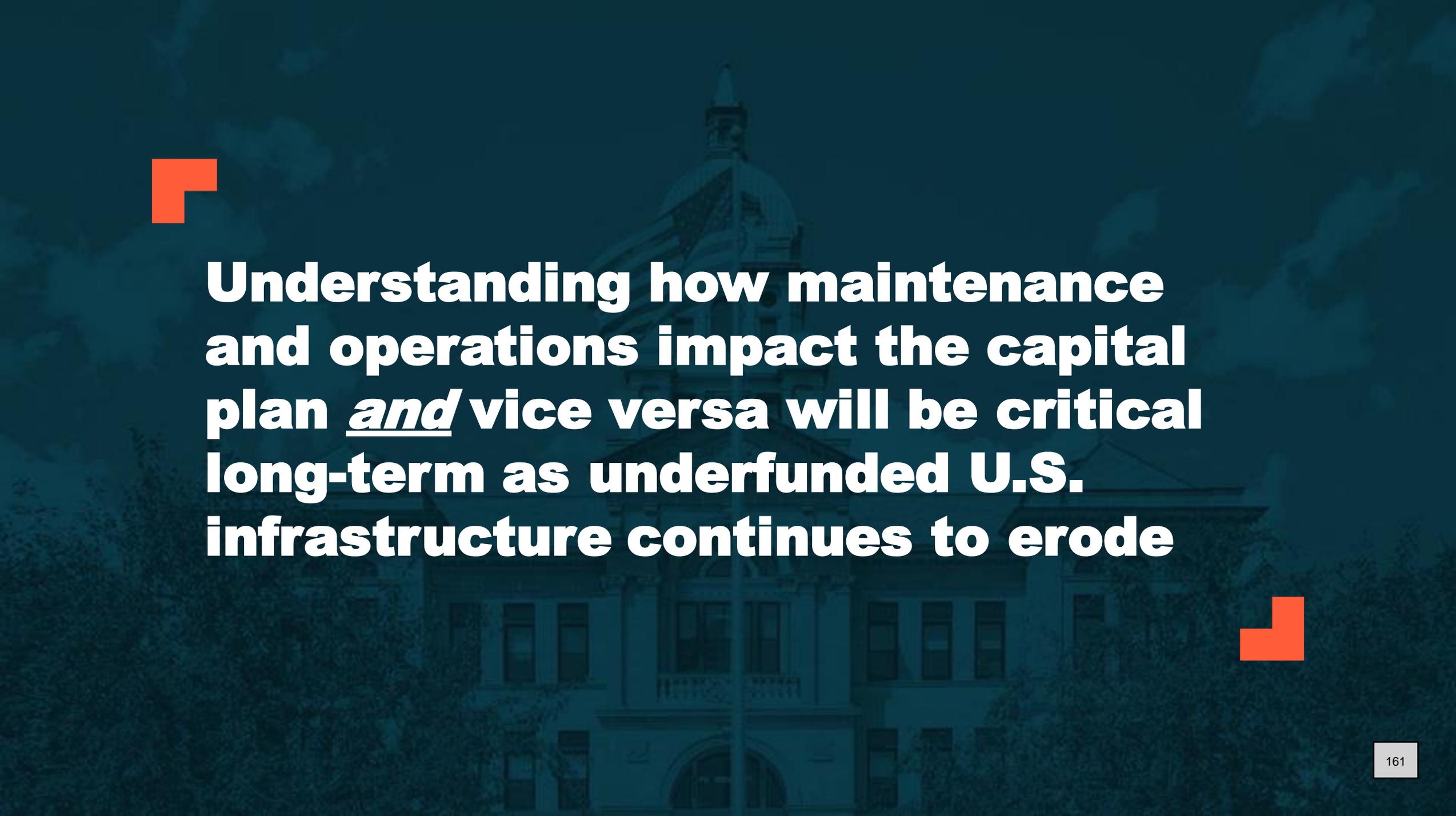
...but not enough to offset capital spending cuts

Observations

- > Even before the Great Recession hit in 2000s, **gross capital spending dropped – and it has not recovered**
- > In the late 1980s, Federal funding sources **dropped to ~40% of total capital outlays** on infrastructure – and it has hovered at that level since
- > Highways are bearing the burden of the decreased capital spending **more than any other infrastructure type**
- > Since 2003, real purchases of capital have declined by ~33%, as the **prices of materials to build transportation and water infrastructure have rapidly increased.**



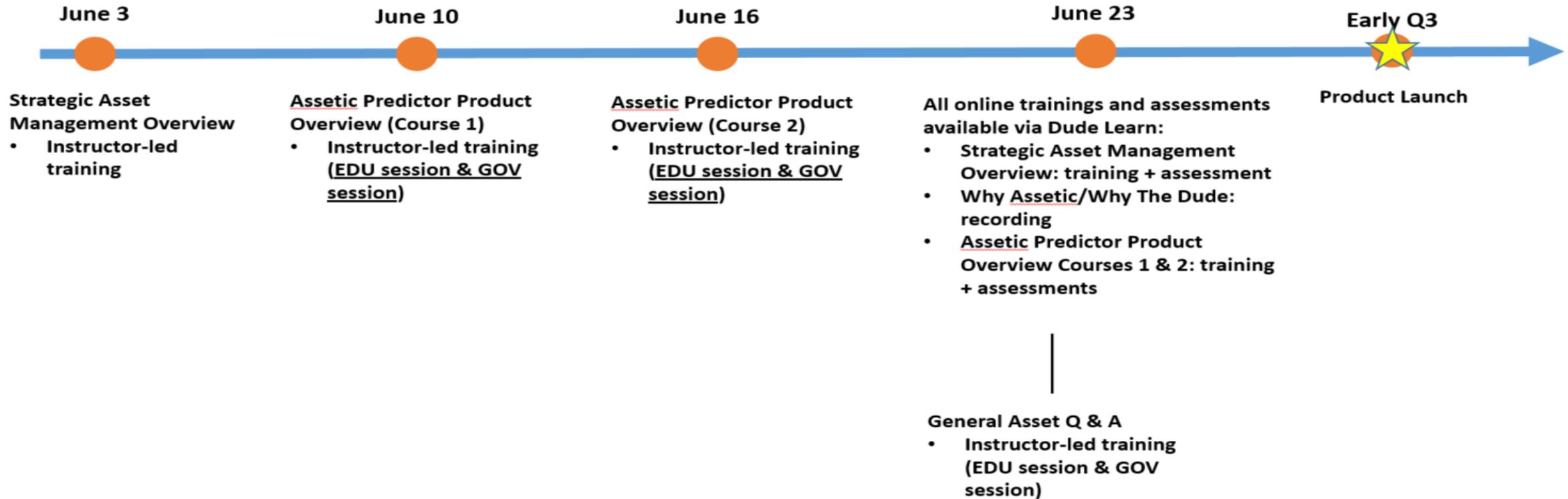
Expense prioritization is a must!



Understanding how maintenance and operations impact the capital plan and vice versa will be critical long-term as underfunded U.S. infrastructure continues to erode



What's next?



Q&A





CLIENT SUCCESS STORY

Rancho California Water District Realizes Massive Savings with Meter Replacement Program

CLIENT

Rancho California Water District

GEOGRAPHY

Temecula/Rancho, California

POPULATION

150,000

TOTAL WATER METERS

≈ 45,000

CHALLENGES

Rancho Water's meter replacement criteria is currently dictated by Administrative Code and uses standard age and consumption values to determine when to perform water meter replacements. In Rancho Water's case, the criterion was to replace meters every 15 years, or when consumption exceeds 100,000 HCF (approximately 75 million gallons).

RESULTS

58% savings over 7 years / 60% savings over 10 years using Capital Predictor™



GOVERNMENT

“We had been experiencing mixed results employing different asset management products and solutions that never quite lived up to our expectations. Our results really turned for the better once we started using Capital Predictor and adopted a lifecycle approach to our long-term strategic asset management strategies.”

The Challenge & Opportunity

Rancho California Water District (RCWD or Rancho Water) is a public agency tasked with providing high-quality water and wastewater services to the communities of Temecula, Murrieta and parts of the unincorporated areas of Riverside County, California. Like most water utilities throughout the United States, Rancho Water’s meter replacement criteria is currently dictated by Administrative Code and uses standard age and consumption values to determine when to perform water meter replacements. In Rancho Water’s case, the criterion was to replace meters every 15 years, or when consumption exceeds 100,000 HCF (approximately 75 million gallons).

Based on this current strategy, Rancho Water was forecasted to spend \$11.4 million on meter replacements over the next seven years and \$94.4 million over the next 75 years. Convinced there were cost savings and operational efficiencies to be found within its meter replacement program, management set out to explore alternative approaches.

How Rancho Water Discovered Savings

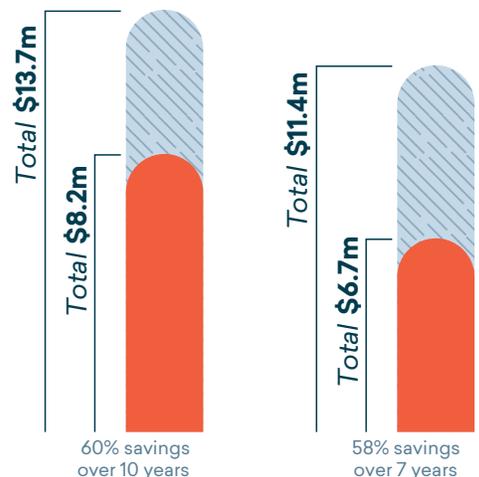
Set on the mission to discover more efficient asset management approaches, RCWD Water Resource Manager Jeff Kirshberg, PhD, PE, tested various asset management software solutions and identified Capital Predictor as the platform with the most potential to achieve Rancho Water’s strategic asset management goals due to its powerful lifecycle modeling and unique optimization capabilities.

Partnering with Dude Solutions’ strategic asset management experts, Dr. Kirshberg reviewed Rancho Water’s Meter Replacement Program through a strategic asset management lens utilizing Capital Predictor asset lifecycle models. The team developed componentized meter assembly models and tested various treatment and replacement strategies based on specific service life criteria with consideration for flow rates, meter sizes and types.

Utilizing Capital Predictor’s “what-if” analysis capabilities, the team was able to quickly and accurately compare and analyze various meter rehabilitation and replacement strategies, ultimately identifying an optimized strategy yielding total savings of \$6.7M (58%) over 7 years and \$8.2M (60%) over 10 years. **These results were presented to Rancho Water’s Board who then unanimously approved the revenue-based approach,** resulting in a new meter replacement program that produces significant savings for RCWD and improved levels of service for its customers.

Featured Results

Quick ROI Realization



What's Next

Following the success of this water meter project, Dr. Kirshberg continues to utilize Capital Predictor to identify additional opportunities to optimize Rancho Water's infrastructure investments. Upon further application of lifecycle modeling with Capital Predictor, **RCWD was able to identify a savings of \$3.4 million in anticipated wastewater pump station upgrades by diverting flow to a neighboring district and retiring the pump station.**

Now, Rancho Water is employing Capital Predictor lifecycle models to explore cost-saving strategies for its drinking water reservoirs, as well as finding other ways to leverage models and output to analyze a range of asset management decisions across their portfolio.



**CITY OF STEVENSON
RESOLUTION NO. 2020-365**

**A RESOLUTION OF THE CITY OF STEVENSON
REVISING THE FINANCIAL POLICY**

WHEREAS, the financial health and welfare of the City of Stevenson is highly dependent upon establishing and maintaining sound, financial-planning objectives and strategies of implementation; and

WHEREAS, financial policies assist the decision-making process of the Council and City administration while operating independently of changing services and financial circumstances and conditions; and

WHEREAS, these policies also provide guidelines for evaluating both current activities and proposals for future programs and direct the City's financial resources toward meeting the goals and programs of the strategic plan; and

WHEREAS, the implementation of wise fiscal policies enables City officials to protect the public interest and ensure public trust and confidence; and

WHEREAS, the City Council of the City of Stevenson recognizes the need to revise the Financial Policy.

NOW, THEREFORE, be it resolved that the City Council of the City of Stevenson, Washington, hereby adopts the following policies as described in Exhibit A, attached hereto and incorporated by reference.

Key: ~~Strikethrough~~ means repealed. Underlined means new.

APPROVED AND PASSED by the City Council of the City of Stevenson, Washington at its regular meeting this 17th day of September, 2020.

Mayor of the City of Stevenson

ATTEST:

Clerk of the City of Stevenson

APPROVED AS TO FORM:

Attorney for the City of Stevenson

City of Stevenson Financial Policy

Statement of Purpose

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity. Our City has evolved with a variety of financial policies that can be found in many different sources including: City Council Resolutions and Ordinances; Budget documents; and Capital Improvement Programs. The set of policies within this document implements Comprehensive Plan Objective 8.2 and serves as a central reference point for the policies most critical to the continued financial health of our local government.

Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency, and effectiveness.

Financial Goals

The City of Stevenson's financial goals seek to:

- Ensure the financial integrity of the City
- Manage the financial assets in a sound and prudent manner
- Improve financial information for decision makers at all levels:
 - Policy makers as they contemplate decisions that affect the City on a long-term basis
 - Managers as they implement policy on a day-to-day basis
- Maintain and further develop programs to ensure the long-term ability to pay all costs necessary to provide the level and quality of service required by the citizens
- Maintain a spirit of openness and transparency while being fully accountable to the public for the City's fiscal activities

Financial Policies

Stevenson's financial policies address the following major areas:

- | | |
|------------------------------------|---|
| • General Policies | • Small and Attractive Item Policy |
| • Revenue Policies | • Accounting Policy |
| • Expenditure Policies | • Debt Policy |
| • Operating Budget Policy | • Cash Mgmt/Investment Policy |
| • Capital Management Policy | • <u>Reserve Policy</u> |
| | • <u>Cost Allocation Policy</u> |

I. General Policies

1. The City Council may adopt resolutions or ordinances to set financial policies to assure the financial strength and accountability of the City.
2. The Mayor and/or City Administrator shall develop administrative directives and general procedures for implementing the City Council's financial policies.
3. All City Departments will share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected resources, and future service requirements.
4. To attract and retain employees necessary for providing high quality services, the City shall establish and maintain a competitive compensation and benefit package with the public and private sectors.
5. Efforts will be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis, and support favorable legislation at the state and federal level.
6. Initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy.
7. The City will strive to maintain fair and equitable relationships with its contractors and suppliers.

II. Revenue Policies

Design, maintain, and administer a revenue system that will assure a reliable, equitable, diversified, and sufficient revenue stream to support desired City services.

General Revenues

1. Current expenditures will be funded by current revenues. The City will try to maintain a diversified and stable revenue system to protect programs from short-term fluctuations in any single source.
2. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.
3. General Fund and other unrestricted revenues will not be earmarked for specific purposes, activities or services unless otherwise authorized by City Council or required by law, or generally accepted accounting practices (GAAP). All nonrestricted revenues will be deposited into the General Fund and appropriated by the budget process.
4. If revenues from "one-time" or limited duration sources are used to balance the City's annual operating budget, it is to be fully disclosed and explained at

the time the budget is presented. It is the City's goal to not rely on these types of revenues to balance the operating budget.

5. The City will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Thereafter, revenue forecasts will be revised and expenses will be reduced to conform to the revised long-term revenue forecast or revenue increases will be considered.
6. The City will follow an aggressive and professional policy of collecting revenues. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.

Fees and Charges

7. Enterprise and Internal Service operations will be self-supporting.
8. The City will maximize the use of service users' charges in lieu of ad valorem (property) taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.
 - a. Charges for providing utility services shall be sufficient to finance all operating, capital outlay, and debt service expenses of the City's enterprise funds, including operating contingency, planned capital improvements, and reserve requirements.
 - b. User charges shall fund 100% of the direct cost of development review and building activities. User charges include, but are not limited to, land use, engineering inspection, building permit and building inspection fees.
 - c. Park recreation programs shall be funded by a users' charge. User charges shall be comparable to other neighboring cities where practical.
 - d. Other reimbursable work performed by the City (labor, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual cost.
 - e. Charges for services shall accurately reflect the actual or estimated cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees and charges, showing when the fees were last reviewed and/or recalculated. Fees, charges, and utility rates will be reviewed every three years at a minimum.
 - f. The City will consider market rates and charges levied by other municipalities for like services in establishing rates, fees, and charges.
 - g. Certain fees, such as rental fees, will be based upon market conditions and are not subject to the limitations of cost recovery.

Grants and Gifts

9. Grant funding for programs or items which address the City's current priorities and policy objectives should be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund on-going programs.
10. Before accepting any grant, the City shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.
11. All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor, and all gifts and donations shall be managed and expended in accordance with the City's Donation Policy and the wishes and instructions of the donor.

III. Expenditure Policies

Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

1. The City will strive to adopt an annual General Fund budget in which current expenditures do not exceed current projected revenues. Capital expenditures may be funded from one-time revenues.
2. Department Directors are responsible for managing their budgets within the total appropriation for their department.
3. The City will take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. The City Council may approve a short-term interfund loan or use of one-time revenue sources to address temporary gaps in cash flow, although this will be avoided if possible.
4. Long-term debt or bond financing shall not be used to finance current operating expenditures.
5. The City will assess funds for services provided internally by other funds. Interfund service fees charged to recover these costs will be recognized as revenue to the providing fund.
6. Emphasis will be placed on improving individual and work group productivity rather than adding to the work force. The City will invest in technology and other efficiency tools to maximize productivity. The City will hire additional staff only after the need for such positions has been demonstrated and documented.

7. All compensation planning will focus on the total cost of compensation which includes direct salary, health care benefits, pension contributions, and other benefits which are a cost to the City.
8. Periodic comparisons of service delivery will be made to ensure that quality services are provided to our citizens at the most competitive and economical cost. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery where appropriate. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.
9. Whenever feasible, government activities will be considered enterprises if doing so will increase efficiency of service delivery or recover the cost of providing the service from the benefiting entity by user fees.
10. The City will make every effort to maximize any discounts offered by creditors/vendors. Staff will also use competitive bidding per the Purchasing Policy to attain the best possible price on goods and services.

IV. Operating Budget Policies

1. The City Council will adopt and maintain a balanced annual operating budget.
2. The City will strive to adopt a budget where current annual operating revenues will be equal to or greater than current operating expenditures.
3. Balanced revenue and expenditure forecasts will be prepared to examine the City's ability to absorb operating costs due to changes in the economy, service demands, contractual obligations, and capital improvements. The forecast will encompass five years and will be updated annually.
4. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the planned use of reserves to balance the budget is permitted. In the event that a budget shortfall is expected to continue beyond one year, the planned use of reserves must be developed as part of a corresponding strategic financial plan to close the gap through revenue increases or expenditure decreases.
5. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital expenditures and/or "one-time" only General Fund expenditures.
6. The City will provide for adequate maintenance and the orderly replacement of capital assets and equipment. Fleet and equipment replacement will be accomplished through the use of a "rental" rate structure. The rates will be revised annually to ensure that charges to operating departments are sufficient for the replacement of the vehicles and equipment.
7. The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals

and objectives. The budget will provide the staff the resources necessary to accomplish City Council determined service levels.

8. As mandated by RCW 35A.33.135, the Mayor shall annually present a proposed operating budget to the City Council on or before the first Monday in October. The City Council must adopt by ordinance a final balanced budget no later than December 31 of each year.
9. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.
10. Budget control and accountability is maintained at the departmental level.
11. The Mayor has the authority to approve appropriation transfers between programs or departments within a fund. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment. Amendments to the budget are approved by the City Council.

V. Capital Management Policies

Review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

Capital Facilities Plan

1. The City will develop a Capital Facilities Plan (CFP) as defined and required by RCW 36.70A.070 which is consistent with the City Comprehensive Plan by the end of 2024. The plan shall be for a period of six years.
2. The CFP will include all projects to maintain public capital facilities required to maintain service levels at standards established by the City Council. It may also include for consideration such other projects as requested by the Mayor or City Council.
3. The CFP will provide details on each capital project plan including estimated costs, sources of financing and a full description of the project.
4. The City will finance only those capital improvements that are consistent with the adopted CFP and City priorities. All capital improvement operating and maintenance costs will be included in operating budget forecasts.
5. A status review of the CFP will be conducted annually and a report will be presented by the Community Development Director or their designee, to the City Council.

Capital Asset Management

6. The City will maintain its capital assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.

The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.

7. The capitalization threshold used in determining if a given asset qualifies for capitalization is \$5,000 per item with a useful life of over one year.
8. The City will conduct an annual physical count/inspection of all capital assets.
9. Adequate insurance will be maintained on all capital assets consistent with the results of the annual physical count/inspection.

VI. Small and Attractive Item Policies

It is the policy of the city to maintain accountability over all tangible items that may have the likelihood of disappearing without being noticed. The departments shall review and update records to be verified by a physical inventory at least once a year and provide such list to the Treasurer's office for monitoring differences between years.

1. Small and attractive items are defined as easily moveable, desirable items with a unit cost of \$300.00 to \$4,999.99 and have a life expectancy of more than one year. Those items are either concealable or portable.
2. Concealable items are defined as small enough to fit into one's pocket, bag, briefcase or back pack (examples: electronic devices, radios, weapons; laptops, peripherals such as Personal Data Assistants (PDA) & software packages; etc.).
3. Portable items are defined as medium sized assets that can be easily carried. (examples: televisions, computers, printers, mobile hand or power equipment; rescue equipment; computer monitors, modems, cpu's, projectors, typewriters, lawn mowers, etc.).
4. Each department head or their designee will prepare a list at least annually of their small and attractive items. This list will be provided to the City Administrator by January 31st each year for monitoring.
5. Each department/fund will notify the City Administrator of any additions, deletions, interdepartmental transfers, modifications, or leases of property that is not reflected on the preliminary list. Deletions from the inventory should include items that were scrapped, cannibalized, disappeared mysteriously, or damaged beyond salvage. The City Administrator or their designee will ensure the appropriate changes are made to the departments/funds small and attractive list. After the adjustments are made, the final list will be given to the department head or the Mayor to sign that it is true and correct.
6. A physical inventory will be conducted annually by the department to verify the existence and condition of all items on the Small and Attractive list. Every two years the City Administrator or their designee will help with the physical inventory verification with each department during the summer or fall months.

Exhibit A

7. The Small & Attractive list will contain the serial number, model number and other key-identifying characteristics. All inventoried property will be assigned a unique city identification number by the City Administrator's Office if it does not already have one of the identifiers listed above. If an item is assigned a city identification number, that assigned number will follow the asset throughout its life in the city's Small and Attractive system.
8. Whenever feasible, each piece of property will be engraved or marked with the city's name and/or identification number on the upper right-hand corner. Such markings will be removed or obliterated only when the item is sold, scrapped, cannibalized, or otherwise disposed of.
9. The city's property identification numbers are assigned by the City Administrator's Office for uniformity and must be unique to a single property item if there is not a serial number, model number or other key-identifying characteristic. Each department/fund should maintain a register of ID numbers that identify assets under their control if there is no serial or model number. The city will use a 10-character field that has the capability of using alpha or numeric characters for their ID number.
10. The city may acquire property via purchase, construction, donation, or lease. Regardless of how it is acquired, when the property is received, the department/fund purchasing the item will add it to their Small and Attractive data base listing and mark the item with the city's name. Quarterly the City Administrator's office will provide a list with documentation on all small and attractive items purchased. This list will include department, date, serial numbers, model numbers, order numbers, or any other means available for tracking purposes.
11. Items previously acquired will eventually be disposed of and need to be deleted from the departments list. Deletion may be required due to a sale of the asset, scrapping, mysterious disappearance (lost or stolen), or involuntary conversion (fire, flood, etc.).
12. The department head controlling the item is the only one in position to trigger removal from their list. An Asset Disposal Sheet must be submitted in the event of deletion for any reason. Items disappearing mysteriously may require additional reports to the police department, Mayor, and insurance company. Deletions brought about as a result of natural disasters would require reporting to the insurance provider for an eventual reimbursement claim.
13. Occasional transfers of property between departments, individuals within a department or funds will occur. The original controlling department/fund is accountable for all items and for initiating a notice of transfer.
14. Interdepartmental transfers involving a proprietary fund (i.e. Water/Sewer) need to have a transfer of money. The sale price will be fair market value, which may result in a gain or a loss on sale of fixed assets. Interdepartmental transfers or intergovernmental (i.e. city to County or State) do not require the city to declare the item surplus or to do a public notice.

Exhibit A

15. Whenever an item has mysteriously disappeared and all efforts have failed to recover it, the controlling department/fund shall notify the City Administrator, who will give a copy to the Mayor and the Sheriff's Office. Ninety days after notification, if the item has not been found, the department head will send an Asset Missing Form to the City Administrator's office so they may remove the asset from the asset inventory. Copies of the report will be sent to the Mayor, City Council, and Department Head.

VII. Accounting Policies

Comply with prevailing federal, state, and local statutes and regulations. Conform to a comprehensive basis of accounting in compliance with Washington State statutes and with generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA) where applicable.

1. The City uses the cash basis of accounting which is a departure from generally accepted accounting principles (GAAP).
2. The City will maintain expenditure categories according to state statute and administrative regulation. The City will use the "Budgeting, Accounting & Reporting System" (BARS) prescribed by the State Auditor for its revenue and expenditure classification.
3. Quarterly budget reports showing the current status of revenues and expenditures will be prepared and distributed to appropriate legislative, staff and management personnel in a timely manner and made available for public inspection.
4. Electronic financial systems will be maintained to monitor revenues, expenditures, and program performance on an ongoing basis.
5. The Annual Financial Report will be prepared and submitted to the State Auditor's Office no later than 150 days from the end of the preceding fiscal year.
6. The Annual Financial Report will be prepared on the basis of accounting that demonstrates compliance with Washington State statutes and the BARS manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than generally accepted accounting principles. The report will provide full disclosure of all financial activities and related matters.
7. An annual audit shall be performed by the Washington State Auditor's Office, which will issue an official opinion on the annual financial statements, along with a report on accountability for public resources and compliance with state laws and regulations and its own policies and procedures.
8. The City's budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all organizational units, and as a communications device for all significant budgetary issues, trends and resources. It is the goal of the City Administrator to submit the budget document to the Washington Finance Officers Association (WFOA) or Government Finance Officers Association (GFOA) Distinguished Budget Presentation program.

VIII. Debt Policies

Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.

1. The City will not use debt to pay for current operations. The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.
2. The term of the debt shall never extend beyond the useful life of the improvements to be financed unless it is for a project funded by USDA Rural Development in which case the term of the loan may not exceed 40 years.
3. General obligation debt will not be used for self-supporting enterprise activity.
4. Every project proposed for financing through general obligation debt shall be accompanied by a full analysis of the future operating and maintenance costs associated with the project.
5. The general policy of the City is to establish debt repayment schedules that use level annual principal and interest payments.
6. Interest earnings on bond proceeds will be limited to 1) funding the improvements specified in the authorizing bond ordinance, or 2) payment of debt service on the bonds.
7. Proceeds from debt will be used in accordance with the purpose of the debt issue. Funds remaining after the project is completed will be used in accordance with the provisions stated in the bond ordinance that authorized the issuance of the debt.
8. The City will use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements. In no case will the City lease- purchase equipment whose useful life is less than the term of the lease.
9. The City may issue interfund loans as short-term debt, for a period of three years or less, rather than outside debt instruments to meet short-term cash flow needs, such as a delay in receipting tax revenues or issuing long-term debt. Interfund loans will be permitted only if an analysis of the affected funds indicates excess funds are available and the use of these funds will not impact the fund's current operations. All interfund short-term borrowing will be subject to Council approval by resolution as approved for interfund loans.
10. Lease purchase financing may be used when the cost of borrowing or other factors make it in the City's best interest.

IX. Cash Management and Investment Policies

Manage and invest the City's operating cash to ensure its legality, safety, provide for necessary liquidity, avoid imprudent risk, and optimize yield.

1. Cash and Investment programs will be maintained in accordance with Federal and

Exhibit A

State law and will ensure that proper controls and safeguards are maintained. City funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal, in that order.

- a. *Safety*. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. Specifically, the City will: (a) seek to avoid realizing any loss through the sale or disposal of an investment; and (b) seek to mitigate the risk of unrealized losses due to a decline in value of investments held in the portfolio.
 - b. *Liquidity*. The investment portfolio will remain sufficiently liquid to meet all cash requirements that may be reasonably anticipated. This will be accomplished by structuring the portfolio in the following manner: (a) the City will purchase investments scheduled to mature in accordance with its anticipated cash needs, in order to minimize the need to sell investments prior to maturity; (b) a portion of City funds will be maintained in cash equivalents, including money market fund, investment pools and overnight securities, which may be easily liquidated without a loss of principal should an unexpected need for cash arise; and (c) the portfolio will consist largely of investments with active secondary markets.
 - c. *Yield*. The City's investments will be designed with the objective of maximizing a fair rate of return consistent with the safety and liquidity noted above.
2. The City will maintain written guidelines on cash handling, accounting, segregation of duties, and other financial matters.
 3. Monthly reports will be prepared and distributed to all departments and the City Council showing cash position, and year-to-date budgeted and actual expenditures.
 4. The City will conduct annual reviews of its internal controls and cash handling procedures.

X. Reserve Policies

Maintain the reserves, contingencies, and ending fund balances of the various operating funds at levels sufficient to protect the City's credit as well as its financial position from emergencies.

1. At each fiscal year end the remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the City.
2. The City will include all fund balances in the annual budget.

Strategic Reserve

3. The City's goal shall be to establish and maintain a General Operating Strategic Reserve of at least 10 percent of the General Fund and General-Fund supported operating budgets.
4. The reserve is defined as an emergency or cash flow reserve to fund one-time, emergency, or unanticipated expenditure requirements or offset unanticipated revenues fluctuations

Exhibit A

occurring in the fiscal year or one-time revenue losses.

5. Annual contributions will be budgeted from the General Fund resources as available to establish and maintain the target reserve level.
6. All expenditures drawn from the reserve account shall require prior Council approval unless previously authorized by the City Council for expenditure in the annual budget.

General Fund

7. The City's goal shall be to maintain a General Fund ending fund balance of at least 10 percent of the budgeted General Fund operating revenues.

Unemployment Reserve

8. The City's goal shall be to maintain an unemployment reserve of at least the maximum weekly benefit allowed by state law times the maximum number of weeks allowed, excluding any extension of benefits during times of high unemployment.

Enterprise Funds

9. The City's Enterprise Funds will maintain reserves equal to at least 10 percent of their adopted operating expenditures.

Equipment Rental & Replacement Fund

10. Sufficient reserves will be maintained to provide for the scheduled replacement of City vehicles and capital equipment at the end of their useful lives.
11. Contributions will be made through assessments to the operating departments and maintained on a per asset basis.

Additional Reserves

12. Additional reserve accounts may be created by the City Council to be set aside for specific purposes or special projects, for known significant future expenditures, or as general operational reserves.

XI. Cost Allocation Policies

Comply with all laws and recommendations in calculating and receiving full cost recovery for services rendered to other funds.

1. Under Washington State law and the State Auditor's Office *Budgeting, Accounting, and Reporting System (BARS)* manual, government officials may charge a portion of the costs for central overhead services to restricted funds, such as utility funds or special revenue funds, only to the extent that each fund benefits from those services. Governments may not allocate general government service costs such as public safety, parks, law enforcement, and community and economic development.

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2. BARS manual section 3.9.5 discusses Overhead Cost Allocations. Exhibit 1 of that section lists “Sound practices and requirements for allocating overhead costs”, including developing and maintaining a written plan, describing the allocation factors used, and explaining the rationale behind those decisions. Exhibit 2 of that section lists appropriate allocation factors for common types of overhead costs. The City must maintain appropriate documentation to support the overhead costs that were charged to each fund. (See the BARS manual for a complete discussion).

City Administrator Salary and Benefits

From review of the normal job duties of the City Administrator – Day to day tasks include many functions that benefit the public at large including working with the Planning Director, the Building Inspector, Court, and the Fire and Police departments. These functions must be charged to the General Fund only.

Day to day tasks that benefit all funds include budget, audit, financial oversight, Human Resources, liability insurance, City Council assistance, grant management & compliance, economic development, and the supervision of Accounts Payable, Purchasing, Payroll, and Bookkeeping.

To allocate City Administrator costs to the benefiting funds, while ensuring that all functions benefiting the public at large are charged solely to the General Fund, the City Administrator shall track their time in relation to the departments and benefiting funds. Salary and benefits will be distributed monthly based on approved timesheet reports for actual time distribution.

Deputy Clerk Treasurer Salary and Benefits

The normal job duties of the Deputy Clerk Treasurer I and II are routine in nature and may experience changes with implementation of new tools or changes to services provided, such as outsourcing court or building inspection services. The allocation of salary and benefit costs will be based on observations of day to day staff activities, interviews with staff, and their periodic tracking of time. When staff is working on project related tasks where an account code is created and their time may be reimbursable, they will track their time for that task and their salary and benefits will be distributed to that effort based on approved timesheet reports for actual time distribution.

Equipment Services Fund

The City’s Equipment Services Fund was created in 1976 to account for and finance transportation and equipment expenses. Revenues are derived from charges made against the department using the equipment. Charges are allocated based on the number of hours worked and miles driven by field staff in each fund. The established rate is intended to cover general equipment maintenance, salaries, insurance, and replacement costs.

Exhibit A

Allocated Costs

The City's General Fund provides a variety of central services including, but not limited to; legal support, human resources, administrative functions, personnel services, processing accounts payable, budget and cash management, payroll and information technology services. The city allocates these indirect costs as follows:

1. Legislative, executive and legal costs will be distributed based on agenda items.
2. Finance and central services costs will be distributed based on number of financial transactions.
3. Transactions related to the Equipment Services fund will be excluded as all expenses are charged back to other funds.
4. At year end, the budget allocation will be reconciled to actual costs and percent allocation.

Other allocated costs include:

1. Audit costs allocated based on areas of audit focus.
2. Insurance costs allocated based on property values insured.
3. Phone costs allocated based on phone lines and departments served.
4. Any other costs will be allocated based on the type of service/goods provided and a fair and equitable allocation to the benefiting departments.

BUDGET COMPARISON

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001 General Expense Fund

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
308 80 00 0001 Unreserved Cash & Investments	929,079.68	927,975.68	419,177.79	680,398.49	598,764.85	0.00	649,007.44	536,124.72
100 Unreserved	929,079.68	927,975.68	419,177.79	680,398.49	598,764.85	0.00	649,007.44	536,124.72
308 10 01 0001 Reserved Cash - Unemployment	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	0.00	33,413.82	22,275.88
102 Unemployment Reserve	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	0.00	33,413.82	22,275.88
308 10 02 0001 Reserved Cash - Custodial	59,695.22	59,695.22	59,695.22	51,135.13	51,135.13	0.00	56,841.86	36,943.45
104 Custodial Reserve	59,695.22	59,695.22	59,695.22	51,135.13	51,135.13	0.00	56,841.86	36,943.45
308 10 00 0001 Reserved Cash - Fire Truck	350,000.00	350,000.00	0.00	0.00	0.00	0.00	116,666.67	116,666.67
308 10 03 0001 Reserved Cash - Fire Equip	70,000.00	70,000.00	0.00	0.00	0.00	0.00	23,333.33	23,333.33
202 Fire Department	420,000.00	420,000.00	0.00	0.00	0.00	0.00	140,000.00	140,000.00
308 Beginning Balances	1,442,188.72	1,441,084.72	512,286.83	764,947.44	683,313.80	0.00	879,263.12	735,344.05
311 10 00 0000 General Property Tax	461,897.01	464,024.40	481,883.50	290,189.78	486,702.34	0.00	476,827.62	251,404.73
311 Property Tax	461,897.01	464,024.40	481,883.50	290,189.78	486,702.34	0.00	476,827.62	251,404.73
313 11 00 0000 Sales Tax	230,000.00	314,505.70	250,000.00	142,470.06	230,000.00	0.00	236,666.67	152,325.25
313 71 00 0000 Local Criminal Justice Tax	15,000.00	23,902.04	15,000.00	13,621.82	15,000.00	0.00	15,000.00	12,507.95
313 Sales Tax	245,000.00	338,407.74	265,000.00	156,091.88	245,000.00	0.00	251,666.67	164,833.21
316 43 00 0000 Natural Gas Utility Tax	15,000.00	14,088.35	15,000.00	14,311.30	15,000.00	0.00	15,000.00	9,466.55
316 45 00 0000 Garbage Utility Tax	7,500.00	9,407.19	7,500.00	6,768.72	7,500.00	0.00	7,500.00	5,391.97
316 46 00 0000 Cable TV Utility Tax	3,000.00	4,006.81	3,000.00	1,898.43	3,000.00	0.00	3,000.00	1,968.41
316 47 00 0000 Telephone Utility Tax	15,000.00	12,461.68	14,500.00	6,598.76	10,000.00	0.00	13,166.67	6,353.48
316 Utility Tax	40,500.00	39,964.03	40,000.00	29,577.21	35,500.00	0.00	38,666.67	23,180.41
317 20 00 0000 Leasehold Tax	16,000.00	23,684.42	16,000.00	14,944.56	16,000.00	0.00	16,000.00	12,876.33
317 21 00 0000 Rock Cove ALF In-Lieu Tax	0.00	1,681.29	0.00	0.00	0.00	0.00	0.00	560.43
317 Other Tax	16,000.00	25,365.71	16,000.00	14,944.56	16,000.00	0.00	16,000.00	13,436.76
310 Taxes	763,397.01	867,761.88	802,883.50	490,803.43	783,202.34	0.00	783,160.95	452,855.10
321 99 01 0000 Business Licenses	1,400.00	2,130.00	1,400.00	2,580.00	1,400.00	0.00	1,400.00	1,570.00
321 99 02 0000 Peddlers & Solicitors Permit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
321 99 03 0000 Vacation Rental Licenses	1,500.00	2,000.00	1,500.00	600.00	1,500.00	0.00	1,500.00	866.67

BUDGET COMPARISON

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001 General Expense Fund

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
321 Licenses	2,900.00	4,130.00	2,900.00	3,180.00	2,900.00	0.00	2,900.00	2,436.67
322 10 00 0000 Building Permits	30,000.00	59,321.24	45,000.00	-3,989.44	0.00	0.00	25,000.00	18,443.93
322 Permits	30,000.00	59,321.24	45,000.00	-3,989.44	0.00	0.00	25,000.00	18,443.93
320 Licenses & Permits	32,900.00	63,451.24	47,900.00	-809.44	2,900.00	0.00	27,900.00	20,880.60
333 11 00 0000 DOC-CARES Act Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
333 11 00 0000 DOC-CARES Act Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
333 14 51 0001 CDBG Housing Rehab Grant	400,000.00	27,081.57	350,000.00	62,036.28	250,000.00	0.00	333,333.33	29,705.95
334 01 20 0000 AOC LFO Judicial agency grant	0.00	4.33	0.00	0.00	0.00	0.00	0.00	1.44
334 03 10 0000 DOE-Shoreline Master Plan Grant	0.00	0.00	0.00	0.00	11,000.00	0.00	3,666.67	0.00
334 03 10 0001 DOE-Spills Grant	80,000.00	79,307.18	0.00	0.00	0.00	0.00	26,666.67	26,435.73
330 Grants	480,000.00	106,393.08	350,000.00	62,036.28	261,000.00	0.00	363,666.67	56,143.12
335 00 91 0000 PUD Privilege Tax (in Lieu)	11,000.00	12,320.85	11,000.00	0.00	11,000.00	0.00	11,000.00	4,106.95
335 State Shared	11,000.00	12,320.85	11,000.00	0.00	11,000.00	0.00	11,000.00	4,106.95
336 06 21 0000 Criminal Justice - Low Population	1,000.00	1,000.00	1,000.00	750.00	1,000.00	0.00	1,000.00	583.33
336 06 25 0000 Criminal Justice - Contracted Serv	2,500.00	2,910.06	2,500.00	2,315.69	2,500.00	0.00	2,500.00	1,741.92
336 06 26 0000 Criminal Justice - Special Program	1,716.75	1,698.61	1,814.40	1,349.07	1,936.35	0.00	1,822.50	1,015.89
336 06 42 0000 Marijuana Excise Tax	1,842.75	2,569.22	1,846.80	1,665.28	1,853.60	0.00	1,847.72	1,411.50
336 06 51 0000 DUI/Other Crim Justice Assist	0.00	219.46	0.00	170.86	0.00	0.00	0.00	130.11
336 06 94 0000 Liquor Excise Tax	8,095.50	8,611.28	8,893.80	7,360.22	9,367.30	0.00	8,785.53	5,323.83
337 40 00 0000 Private Harvest Tax	0.00	17.96	0.00	1.07	0.00	0.00	0.00	6.34
336 State Entitlements, Impact Payments	15,155.00	17,026.59	16,055.00	13,612.19	16,657.25	0.00	15,955.75	10,212.93
330 Intergovernmental Revenues	506,155.00	135,740.52	377,055.00	75,648.47	288,657.25	0.00	390,622.42	70,463.00
341 43 00 0000 General Admin Services	0.00	0.00	0.00	0.00	126,000.00	0.00	42,000.00	0.00
341 81 00 0000 Printing/Photocopy Services	0.00	66.18	0.00	9.60	0.00	0.00	0.00	25.26
342 33 05 0000 Active Probation Fee	0.00	0.00	0.00	3,661.71	0.00	0.00	0.00	1,220.57
341 Other	0.00	66.18	0.00	3,671.31	126,000.00	0.00	42,000.00	1,245.83
342 21 00 0000 Fire District II Fire Control	15,000.00	21,348.22	19,500.00	14,260.39	32,700.00	0.00	22,400.00	11,869.54

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001 General Expense Fund

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
342 Fire District 2	15,000.00	21,348.22	19,500.00	14,260.39	32,700.00	0.00	22,400.00	11,869.54
345 83 00 0000 Planning Fees	4,500.00	9,250.00	4,500.00	19,740.00	4,500.00	0.00	4,500.00	9,663.33
345 Planning	4,500.00	9,250.00	4,500.00	19,740.00	4,500.00	0.00	4,500.00	9,663.33
345 83 01 0000 N Bonn Bldg Inspect Reimburse	3,000.00	1,973.20	3,000.00	29.00	0.00	0.00	2,000.00	667.40
345 83 02 0000 Skamania County Reimbursement	0.00	2,659.88	0.00	0.00	0.00	0.00	0.00	886.63
346 Building	3,000.00	4,633.08	3,000.00	29.00	0.00	0.00	2,000.00	1,554.03
340 Charges For Goods & Services	22,500.00	35,297.48	27,000.00	37,700.70	163,200.00	0.00	70,900.00	24,332.73
353 10 00 0000 Traffic Infractions/Parking	2,500.00	5,622.09	3,000.00	5,178.72	3,000.00	0.00	2,833.33	3,600.27
353 70 00 0000 Non-Traffic Infractions	50.00	139.78	50.00	244.49	100.00	0.00	66.67	128.09
355 20 00 0000 DUI Fines	1,000.00	298.41	1,000.00	172.98	1,000.00	0.00	1,000.00	157.13
355 80 00 0000 Criminal Traffic Fines	1,000.00	580.49	1,500.00	1,432.63	1,000.00	0.00	1,166.67	671.04
356 90 00 0000 Criminal Non-Traffic Fines	600.00	340.53	700.00	240.03	600.00	0.00	633.33	193.52
357 37 00 0000 Court Cost Recoupments	5,000.00	9,300.65	5,000.00	3,112.32	5,000.00	0.00	5,000.00	4,137.66
350 Fines & Penalties	10,150.00	16,281.95	11,250.00	10,381.17	10,700.00	0.00	10,700.00	8,887.71
361 11 00 0000 Interest Income/General Fund	5,000.00	28,231.67	5,000.00	16,149.59	5,000.00	0.00	5,000.00	14,793.75
361 40 00 0000 Sales Tax Interest	200.00	1,117.41	200.00	445.67	200.00	0.00	200.00	521.03
362 00 00 0000 Park Rentals	0.00	2,500.00	0.00	1,500.00	0.00	0.00	0.00	1,333.33
367 10 00 0000 Fire Department Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
369 91 00 0000 Miscellaneous Income	300.00	604.88	300.00	544.04	300.00	0.00	300.00	382.97
360 Interest & Other Earnings	5,500.00	32,453.96	5,500.00	18,639.30	5,500.00	0.00	5,500.00	17,031.09
386 90 00 0000 Agency Deposit - Court Remittan	0.00	11,255.01	0.00	6,412.95	0.00	0.00	0.00	5,889.32
386 90 00 0001 Agency Deposit - CVC	0.00	0.00	0.00	129.71	0.00	0.00	0.00	43.24
386 91 00 0000 Agency Deposit - Court Trust	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
389 30 00 0000 Agency Collections - State Bldg C	0.00	340.00	0.00	6.50	0.00	0.00	0.00	115.50
380 Non Revenues	0.00	11,595.01	0.00	6,549.16	0.00	0.00	0.00	6,048.06
TOTAL REVENUES:	2,782,790.73	2,603,666.76	1,783,875.33	1,403,860.23	1,937,473.39	0.00	2,168,046.48	1,335,842.33
511 30 41 0000 Ordinance Codification	2,500.00	2,374.74	2,500.00	1,303.00	2,500.00	0.00	2,500.00	1,225.91

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511 30 44 0000 Legislative Publishing	3,500.00	4,787.44	3,500.00	3,483.31	3,500.00	0.00	3,500.00	2,756.92
511 60 10 0000 Council Salary	12,000.00	11,399.99	12,000.00	7,050.00	12,000.00	0.00	12,000.00	6,150.00
511 60 20 0000 Council Benefits	1,000.00	895.86	1,000.00	546.84	1,000.00	0.00	1,000.00	480.90
511 60 43 0000 Travel/Lodging Council	2,000.00	52.43	2,000.00	0.00	2,000.00	0.00	2,000.00	17.48
511 60 49 0000 Tuition Council	1,000.00	225.00	1,000.00	0.00	1,000.00	0.00	1,000.00	75.00
511 Legislative	22,000.00	19,735.46	22,000.00	12,383.15	22,000.00	0.00	22,000.00	10,706.20
512 50 10 0001 Court Clerk Salary	5,000.00	3,817.08	3,000.00	2,464.75	5,000.00	0.00	4,333.33	2,093.94
512 50 20 0001 Court Clerk Benefits	2,000.00	1,456.06	1,500.00	475.99	3,000.00	0.00	2,166.67	644.02
512 50 31 0000 Court Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
512 50 41 0001 Jury Management/Courtroom Use	1,200.00	694.19	1,200.00	817.53	1,200.00	0.00	1,200.00	503.91
512 50 41 0003 Municipal Court Contract	20,000.00	20,000.00	20,000.00	14,999.00	20,000.00	0.00	20,000.00	11,666.33
512 50 49 0000 Juror/Witness/Investigative Fees	1,500.00	0.00	1,000.00	0.00	0.00	0.00	833.33	0.00
512 52 41 0001 Transcription Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
512 52 41 0002 Interpreter Fees	500.00	0.00	500.00	0.00	500.00	0.00	500.00	0.00
512 52 51 0000 Sheriff Warrant Service Charge	500.00	0.00	500.00	0.00	500.00	0.00	500.00	0.00
515 35 41 0000 Prosecuting Attorney County Con	20,000.00	16,000.00	20,000.00	12,001.00	16,000.00	0.00	18,666.67	9,333.67
515 93 41 0000 Indigent Defense	15,000.00	12,503.44	15,000.00	6,341.25	15,000.00	0.00	15,000.00	6,281.56
512 Judicial	65,700.00	54,470.77	62,700.00	37,099.52	61,200.00	0.00	63,200.00	30,523.43
513 10 10 0000 Mayor Salary	7,200.00	7,200.00	7,200.00	4,800.00	7,200.00	0.00	7,200.00	4,000.00
513 10 10 0001 City Administrator Salary	70,000.00	70,682.33	75,000.00	48,762.46	75,000.00	0.00	73,333.33	39,814.93
513 10 20 0000 Mayor Benefits	625.00	550.80	625.00	372.41	625.00	0.00	625.00	307.74
513 10 20 0001 City Administrator Benefits	33,000.00	30,945.66	28,000.00	9,668.02	28,000.00	0.00	29,666.67	13,537.89
513 10 43 0000 Travel/Lodging Mayor/Administr.	0.00	2,336.70	0.00	0.00	2,000.00	0.00	666.67	778.90
513 10 49 0000 Tuition Mayor/Administrator	0.00	256.95	0.00	459.10	1,000.00	0.00	333.33	238.68
513 Executive	110,825.00	111,972.44	110,825.00	64,061.99	113,825.00	0.00	111,825.00	58,678.14
514 20 10 0001 Budgeting/Accounting Salary	66,000.00	58,290.69	52,000.00	50,691.72	66,000.00	0.00	61,333.33	36,327.47
514 20 20 0001 Budgeting/Accounting Benefits	25,000.00	22,796.54	21,000.00	15,177.63	21,000.00	0.00	22,333.33	12,658.06
514 20 41 0001 EBPP Fees General Fund	0.00	542.41	400.00	310.49	600.00	0.00	333.33	284.30
514 20 41 0022 Audit Fee	7,000.00	0.00	7,000.00	5,493.43	7,000.00	0.00	7,000.00	1,831.14
514 20 43 0000 Travel Financial/Records	3,000.00	1,452.39	3,000.00	753.87	3,000.00	0.00	3,000.00	735.42
514 20 46 0000 Clerk Bond Premiums	1,500.00	8.00	1,500.00	99.00	200.00	0.00	1,066.67	35.67
514 20 49 0000 Training/Tuition - Financial/Reco	3,000.00	4,130.14	3,000.00	980.00	3,000.00	0.00	3,000.00	1,703.38
514 20 49 0001 Dues & Membership - Financial	1,000.00	910.00	1,000.00	1,136.70	1,200.00	0.00	1,066.67	682.23
514 20 49 0002 Fiduciary Fees/VISA	750.00	1,494.41	750.00	1,778.63	2,500.00	0.00	1,333.33	1,091.01
514 20 49 0003 Miscellaneous Charges	500.00	14.29	500.00	838.27	500.00	0.00	500.00	284.19
514 30 10 0000 Minutes - Recording Fee Sal	2,250.00	2,341.25	2,250.00	1,235.69	2,250.00	0.00	2,250.00	1,192.31

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514 30 20 0000 Minutes - Recording Fee Ben	200.00	224.21	200.00	104.40	200.00	0.00	200.00	109.54
514 41 41 0000 Elections	6,000.00	877.78	1,000.00	0.00	1,000.00	0.00	2,666.67	292.59
514 91 51 0000 Voter Registration Services	6,000.00	0.00	6,000.00	0.00	6,000.00	0.00	6,000.00	0.00
514 Financial, Recording & Electio	122,200.00	93,082.11	99,600.00	78,599.83	114,450.00	0.00	112,083.33	57,227.31
515 41 41 0000 Advisory Board Services	30,000.00	24,494.20	30,000.00	17,568.00	30,000.00	0.00	30,000.00	14,020.73
515 41 43 0000 Travel - Legal	750.00	158.24	750.00	0.00	750.00	0.00	750.00	52.75
515 41 49 0000 Training & Tuition - Legal	750.00	42.00	750.00	0.00	750.00	0.00	750.00	14.00
515 Legal Services	31,500.00	24,694.44	31,500.00	17,568.00	31,500.00	0.00	31,500.00	14,087.48
517 70 22 0000 Unemployment Claims	0.00	10,359.16	0.00	10,596.00	0.00	0.00	0.00	6,985.05
517 70 25 0000 Old Age Survivor Insurance	25.00	25.00	25.00	25.00	25.00	0.00	25.00	16.67
517 90 26 0000 Staff Wellness	500.00	0.00	500.00	0.00	500.00	0.00	500.00	0.00
517 Employee Benefit Programs	525.00	10,384.16	525.00	10,621.00	525.00	0.00	525.00	7,001.72
518 20 44 0000 DNR Fire Control Assessment	0.00	17.90	0.00	17.90	0.00	0.00	0.00	11.93
518 30 10 0000 Building Repair Salary	3,096.00	1,738.91	3,000.00	1,387.19	3,000.00	0.00	3,032.00	1,042.03
518 30 20 0000 Building Repair Benefits	1,548.00	1,162.12	1,500.00	792.30	1,500.00	0.00	1,516.00	651.47
518 30 31 0000 Household Supplies/Repairs	2,000.00	409.26	2,000.00	531.71	2,000.00	0.00	2,000.00	313.66
518 30 41 0000 Custodial Services	4,000.00	4,029.00	4,000.00	600.00	1,000.00	0.00	3,000.00	1,543.00
518 30 41 0001 Contractual Services	15,500.00	6,709.80	0.00	2,024.20	2,500.00	0.00	6,000.00	2,911.33
518 30 44 0000 HR-Advertisement	0.00	946.73	0.00	691.56	0.00	0.00	0.00	546.10
518 30 45 0099 Eq Rental-Bldg Repair	0.00	578.11	2,000.00	633.29	1,000.00	0.00	1,000.00	403.80
518 30 46 0000 Insurance - Liability	14,000.00	1,120.60	14,000.00	10,428.42	14,000.00	0.00	14,000.00	3,849.67
518 30 47 0000 Heat & Lights	3,000.00	2,505.12	3,000.00	2,280.08	3,000.00	0.00	3,000.00	1,595.07
518 30 47 0001 City Hall Water/Sewer	890.10	1,047.10	1,330.29	784.14	1,330.29	0.00	1,183.56	610.41
518 30 48 0000 Building Repair Supplies	1,000.00	1,075.91	1,000.00	0.00	1,000.00	0.00	1,000.00	358.64
518 40 31 0000 Office Supplies	6,000.00	3,817.17	6,000.00	3,596.82	6,000.00	0.00	6,000.00	2,471.33
518 40 41 0000 Office Equip Repair& Maintenanc	12,000.00	14,094.97	6,000.00	18,593.76	16,000.00	0.00	11,333.33	10,896.24
518 40 42 0000 Central Services Telephone	3,750.00	4,112.50	3,750.00	3,646.67	4,000.00	0.00	3,833.33	2,586.39
518 40 42 0001 Miscellaneous - Postage	500.00	545.61	500.00	328.08	500.00	0.00	500.00	291.23
518 80 41 0023 Website - General Fund	500.00	1,290.00	500.00	160.00	500.00	0.00	500.00	483.33
518 90 10 0000 COVID-19 - Salaries	0.00	0.00	0.00	10,709.15	0.00	0.00	0.00	3,569.72
518 90 20 0000 COVID-19 - Benefits	0.00	0.00	0.00	2,503.95	0.00	0.00	0.00	834.65
518 90 31 0000 COVID-19 Supplies	0.00	0.00	0.00	11,492.61	0.00	0.00	0.00	3,830.87
518 90 41 0000 COVID-19 Services	0.00	0.00	0.00	1,635.00	0.00	0.00	0.00	545.00
518 90 49 0001 Dues And Membership - General	3,000.00	3,313.14	3,000.00	1,733.00	3,000.00	0.00	3,000.00	1,682.05
594 18 62 0000 City Hall Improvements	0.00	0.00	0.00	10,169.30	0.00	0.00	0.00	3,389.77
594 18 64 0000 Office Furniture/Equipment	3,000.00	1,053.80	0.00	0.00	0.00	0.00	1,000.00	351.27

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594 18 64 0001 Computer Equipment	15,000.00	19,497.53	0.00	1,111.80	0.00	0.00	5,000.00	6,869.78
518 Centralized Services	88,784.10	69,065.28	51,580.29	85,850.93	60,330.29	0.00	66,898.23	51,638.74
521 20 41 0000 Police Services	169,731.00	169,731.00	175,501.85	131,117.26	175,501.85	0.00	173,578.23	100,282.75
521 20 41 0001 CR Jus #4 Basic Law Enforcemnt	2,700.00	2,910.06	2,700.00	2,315.69	2,700.00	0.00	2,700.00	1,741.92
521 30 41 0000 CR Jus #1 Drug/Alcohol ED	1,600.00	1,698.61	1,600.00	1,349.07	1,600.00	0.00	1,600.00	1,015.89
523 30 41 0000 Probation And Parole Services	0.00	0.00	0.00	2,775.03	0.00	0.00	0.00	925.01
523 60 41 0000 Jail Services	13,000.00	11,012.60	13,000.00	1,171.00	13,000.00	0.00	13,000.00	4,061.20
521 Law Enforcement	187,031.00	185,352.27	192,801.85	138,728.05	192,801.85	0.00	190,878.23	108,026.77
522 10 10 0000 Fire Chief/Administration - Salari	1,200.00	1,480.80	1,500.00	1,249.28	1,900.00	0.00	1,533.33	910.03
522 10 20 0000 Fire Chief/Administration - Benef	820.00	91.80	200.00	62.09	100.00	0.00	373.33	51.30
522 20 10 0000 Fire Contract Volunteer Reimb	11,000.00	11,434.00	16,000.00	0.00	16,000.00	0.00	14,333.33	3,811.33
522 20 20 0000 Firefighter Benefits	1,000.00	874.71	1,000.00	6.17	1,000.00	0.00	1,000.00	293.63
522 20 24 0000 Firefighter Pension/Disability	3,500.00	1,920.00	3,500.00	2,190.00	2,500.00	0.00	3,166.67	1,370.00
522 20 31 0000 Fire Supplies	16,000.00	8,578.63	16,000.00	713.97	10,000.00	0.00	14,000.00	3,097.53
522 20 31 0119 Fire Supplies-COVID-19	0.00	0.00	0.00	2,542.33	0.00	0.00	0.00	847.44
522 20 32 0000 Fire Truck Fuel	1,000.00	604.58	1,000.00	190.88	1,000.00	0.00	1,000.00	265.15
522 20 41 0000 Fire-Contractual Services	0.00	0.00	0.00	0.00	25,000.00	0.00	8,333.33	0.00
522 20 42 0000 Fire Telephone	1,400.00	1,226.18	1,400.00	773.99	1,400.00	0.00	1,400.00	666.72
522 20 46 0000 Fire Truck Insurance	2,800.00	759.07	3,000.00	1,302.27	1,500.00	0.00	2,433.33	687.11
522 20 48 0000 Fire Hydrant Repair/Supplies	0.00	0.00	0.00	0.00	1,000.00	0.00	333.33	0.00
522 20 49 0001 Dues & Memb./Sub. City Fire	0.00	240.00	305.00	197.50	250.00	0.00	185.00	145.83
522 30 10 0000 Fire Support Salary	15,000.00	4,996.81	8,500.00	1,883.09	8,500.00	0.00	10,666.67	2,293.30
522 30 20 0000 Fire Support Benefits	7,000.00	3,003.37	5,000.00	757.77	7,000.00	0.00	6,333.33	1,253.71
522 30 31 0001 Fire Prevention Supplies City	500.00	0.00	500.00	0.00	500.00	0.00	500.00	0.00
522 30 41 0000 Fire Investigations	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
522 30 45 0099 Eq Rental - Fire Support	4,000.00	2,212.72	5,500.00	502.42	5,500.00	0.00	5,000.00	905.05
522 45 43 0000 Travel - Fire Department	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
522 45 49 0000 Fire Department Training	2,000.00	351.46	4,500.00	9.63	3,000.00	0.00	3,166.67	120.36
522 50 47 0000 Fire Hall Heat And Lights	3,000.00	2,499.56	3,000.00	1,790.16	3,000.00	0.00	3,000.00	1,429.91
522 50 47 0001 Fire Hall Water-Sewer	0.00	0.00	0.00	648.94	5,000.00	0.00	1,666.67	216.31
522 50 47 0099 Water on Demand For Hydrants	4,000.00	4,000.00	4,000.00	0.00	4,000.00	0.00	4,000.00	1,333.33
522 50 48 0000 Fire Hall Repair	3,500.00	0.00	0.00	4,523.40	5,000.00	0.00	2,833.33	1,507.80
522 60 48 0000 Fire Equipment Repair	6,000.00	6,809.23	6,000.00	765.55	6,000.00	0.00	6,000.00	2,524.93
594 22 64 0000 Fire Equip Purchase-Fire Truck	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
594 22 64 0001 Fire Equip Purchase - City	100,000.00	79,529.85	0.00	0.00	0.00	0.00	33,333.33	26,509.95
597 12 00 0000 Transfer Out To 303 Joint Emerg.	42,000.00	34,316.57	0.00	0.00	0.00	0.00	14,000.00	11,438.86

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202 Fire Department	227,720.00	164,929.34	82,905.00	20,109.44	111,150.00	0.00	140,591.67	61,679.59
522 20 31 0002 Fire Supplies FD II	10,000.00	8,852.82	10,000.00	748.52	10,000.00	0.00	10,000.00	3,200.45
522 20 31 0219 Fire Supplies FD II-COVID-19	0.00	0.00	0.00	2,542.35	0.00	0.00	0.00	847.45
522 20 32 0002 Fire Truck Fuel FDII	1,000.00	948.05	1,000.00	582.71	1,000.00	0.00	1,000.00	510.25
522 20 49 0002 Dues & Membership/Subscription	0.00	405.00	0.00	197.50	250.00	0.00	83.33	200.83
522 30 31 0020 Fire Prevention Supplies FDII	500.00	0.00	500.00	0.00	500.00	0.00	500.00	0.00
522 45 43 0002 Travel-FD II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
522 45 49 0002 Fire Training FD II	2,000.00	351.45	2,000.00	9.63	3,000.00	0.00	2,333.33	120.36
522 60 48 0002 Fire Equipment Repair FDII	6,000.00	196.55	6,000.00	0.00	6,000.00	0.00	6,000.00	65.52
594 22 64 0002 Fire Equip Purchase - FD II	10,000.00	0.00	0.00	0.00	0.00	0.00	3,333.33	0.00
203 Fire District 2	29,500.00	10,753.87	19,500.00	4,080.71	20,750.00	0.00	23,250.00	4,944.86
522 Fire Control	257,220.00	175,683.21	102,405.00	24,190.15	131,900.00	0.00	163,841.67	66,624.45
528 60 41 0000 Dispatch Fees - City	3,000.00	2,301.39	2,000.00	0.00	2,500.00	0.00	2,500.00	767.13
528 60 42 0000 Radio Contract	4,000.00	2,870.84	6,000.00	3,229.75	3,500.00	0.00	4,500.00	2,033.53
528 Dispatch Services	7,000.00	5,172.23	8,000.00	3,229.75	6,000.00	0.00	7,000.00	2,800.66
551 00 41 0000 CDBG Housing Rehab Cont. Svc.	400,000.00	89,117.85	350,000.00	34,843.73	250,000.00	0.00	333,333.33	41,320.53
551 Public Housing Services	400,000.00	89,117.85	350,000.00	34,843.73	250,000.00	0.00	333,333.33	41,320.53
553 70 41 0000 Air Pollution Authority	276.80	276.80	300.00	434.75	300.00	0.00	292.27	237.18
553 Conservation	276.80	276.80	300.00	434.75	300.00	0.00	292.27	237.18
554 90 40 0000 Waterfront Mitigation Support	0.00	7,332.55	11,400.00	0.00	0.00	0.00	3,800.00	2,444.18
554 Environmental Services	0.00	7,332.55	11,400.00	0.00	0.00	0.00	3,800.00	2,444.18
558 50 10 0000 Building Inspector Salary	42,312.00	45,281.71	0.00	2,322.64	0.00	0.00	14,104.00	15,868.12
558 50 20 0000 Building Inspector Benefits	25,800.00	26,554.65	0.00	1,277.87	0.00	0.00	8,600.00	9,277.51
558 50 31 0000 Building Department Supplies	1,000.00	189.77	1,000.00	5.37	0.00	0.00	666.67	65.05
558 50 41 0000 Consulting Services	2,000.00	90.00	2,000.00	0.00	0.00	0.00	1,333.33	30.00
558 50 41 0001 Building Inspection Services	0.00	0.00	33,750.00	0.00	0.00	0.00	11,250.00	0.00
558 50 42 0000 Building Department Telephone	750.00	590.19	0.00	0.00	0.00	0.00	250.00	196.73
558 50 43 0000 Travel - Building Inspector	1,500.00	1,088.98	0.00	0.00	0.00	0.00	500.00	362.99
558 50 45 0099 Eq Rental - Building Dept	15,000.00	17,053.40	0.00	615.07	0.00	0.00	5,000.00	5,889.49

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558 50 49 0000 Training & Tuition - Building Dep	500.00	1,187.73	0.00	0.00	0.00	0.00	166.67	395.91
558 50 49 0001 Dues & Membership - Bldg Dept	300.00	95.00	300.00	0.00	0.00	0.00	200.00	31.67
550 Building	89,162.00	92,131.43	37,050.00	4,220.95	0.00	0.00	42,070.67	32,117.46
558 60 10 0000 Planning Salary	84,000.00	83,163.00	89,000.00	59,183.19	90,000.00	0.00	87,666.67	47,448.73
558 60 10 0001 Planning Recorder - Salaries	1,800.00	1,038.78	1,800.00	929.46	1,800.00	0.00	1,800.00	656.08
558 60 10 0002 Planning Commission Salaries	4,500.00	3,077.68	4,500.00	2,700.00	4,500.00	0.00	4,500.00	1,925.89
558 60 10 0003 Planning Intern Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
558 60 20 0000 Planning Benefits	37,000.00	37,331.50	40,000.00	26,955.11	45,000.00	0.00	40,666.67	21,428.87
558 60 20 0001 Planning Recorder - Benefits	180.00	66.87	180.00	78.02	180.00	0.00	180.00	48.30
558 60 20 0002 Planning Commission Benefits	500.00	242.32	500.00	209.34	500.00	0.00	500.00	150.55
558 60 20 0003 Planning Intern Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
558 60 31 0000 Planning Supplies	750.00	0.00	750.00	0.00	200.00	0.00	566.67	0.00
558 60 41 0000 Planning & Professional Assist	130,000.00	119,807.30	50,000.00	43,582.06	20,000.00	0.00	66,666.67	54,463.12
558 60 41 0001 Planning Publication	1,750.00	819.00	1,750.00	1,185.29	1,750.00	0.00	1,750.00	668.10
558 60 43 0000 Travel - Planning/Prof Assistance	2,500.00	898.88	2,500.00	0.00	1,500.00	0.00	2,166.67	299.63
558 60 49 0000 Training & Tuition - Planning	1,500.00	451.69	1,500.00	0.00	1,500.00	0.00	1,500.00	150.56
558 60 49 0001 Dues & Membership - Planning	500.00	0.00	500.00	0.00	600.00	0.00	533.33	0.00
558 60 49 0002 Planning Filing Fees/Misc	500.00	570.00	500.00	26.25	200.00	0.00	400.00	198.75
560 Planning	265,480.00	247,467.02	193,480.00	134,848.72	167,730.00	0.00	208,896.67	127,438.58
558 70 49 0001 EDC Assessment	11,000.00	10,237.50	11,000.00	5,265.00	12,890.00	0.00	11,630.00	5,167.50
558 70 49 0002 MCEDD Services	900.00	894.00	900.00	982.00	1,000.00	0.00	933.33	625.33
570 Economic Development	11,900.00	11,131.50	11,900.00	6,247.00	13,890.00	0.00	12,563.33	5,792.83
558 Planning & Community Devel	366,542.00	350,729.95	242,430.00	145,316.67	181,620.00	0.00	263,530.67	165,348.87
565 10 49 0000 Food Bank Support	10,000.00	10,000.00	30,000.00	0.00	10,000.00	0.00	16,666.67	3,333.33
565 Welfare	10,000.00	10,000.00	30,000.00	0.00	10,000.00	0.00	16,666.67	3,333.33
566 72 42 0000 Substance Abuse/Liquor Excise	150.00	211.16	150.00	147.21	150.00	0.00	150.00	119.46
566 Substance Abuse	150.00	211.16	150.00	147.21	150.00	0.00	150.00	119.46
573 90 49 0000 Hosting of Meetings/Events	500.00	1,022.13	500.00	59.96	500.00	0.00	500.00	360.70
573 Cultural & Community Activitie	500.00	1,022.13	500.00	59.96	500.00	0.00	500.00	360.70

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576 20 41 0000 Community Pool Support	30,000.00	32,500.00	40,000.00	37,500.00	0.00	0.00	23,333.33	23,333.33
576 80 10 0000 Park Maintenance Salary	45,000.00	38,961.16	45,000.00	11,769.33	20,000.00	0.00	36,666.67	16,910.16
576 80 20 0000 Park Maintenance Benefits	13,000.00	17,010.55	37,000.00	7,099.51	12,000.00	0.00	20,666.67	8,036.69
576 80 31 0000 Parks Supplies	7,000.00	10,288.24	7,000.00	1,166.79	2,000.00	0.00	5,333.33	3,818.34
576 80 45 0099 Eq Rental - Parks	13,000.00	11,315.73	20,000.00	5,671.96	12,360.00	0.00	15,120.00	5,662.56
576 80 47 0000 Parks Electricity	250.00	454.36	350.00	434.88	500.00	0.00	366.67	296.41
576 80 47 0001 Parks Water	0.00	0.00	0.00	133.99	1,800.00	0.00	600.00	44.66
576 80 48 0000 Parks - Contracted	12,000.00	11,332.00	0.00	0.00	0.00	0.00	4,000.00	3,777.33
576 Park Facilities	120,250.00	121,862.04	149,350.00	63,776.46	48,660.00	0.00	106,086.67	61,879.50
586 90 00 0000 Agency Disbursement - Court	0.00	11,090.82	0.00	7,030.09	0.00	0.00	0.00	6,040.30
586 90 00 0001 Agency Disbursement - CVC	0.00	0.00	0.00	138.57	0.00	0.00	0.00	46.19
586 91 00 0000 Agency Disbursement - Court Tru	0.00	856.79	0.00	0.00	0.00	0.00	0.00	285.60
589 30 00 0000 Agency Remittances - State Bldg	0.00	207.50	0.00	132.50	0.00	0.00	0.00	113.33
589 99 00 0000 Payroll Clearing	0.00	2,275.71	0.00	-350.60	0.00	0.00	0.00	641.70
580 Non Expenditures	0.00	14,430.82	0.00	6,950.56	0.00	0.00	0.00	7,127.13
597 00 01 0020 Transfers-Out - Fire Reserve	480,000.00	480,000.00	35,000.00	0.00	25,000.00	0.00	180,000.00	160,000.00
597 00 01 0100 Transfers-Out - To 100 Street Fun	0.00	5,565.12	0.00	0.00	0.00	0.00	0.00	1,855.04
597 00 01 0630 Transfers-Out -Municipal Court	0.00	5,443.28	0.00	0.00	0.00	0.00	0.00	1,814.43
597 00 01 0631 Transfers-Out - CATV	0.00	3,115.25	0.00	0.00	0.00	0.00	0.00	1,038.42
597 Interfund Transfers	480,000.00	494,123.65	35,000.00	0.00	25,000.00	0.00	180,000.00	164,707.88
508 80 00 0000 CE-Unreserved Ending Cash	419,177.61	0.00	189,698.97	0.00	602,162.12	0.00	403,679.57	0.00
100 Unreserved	419,177.61	0.00	189,698.97	0.00	602,162.12	0.00	403,679.57	0.00
508 10 00 0002 CE-Unemployment Reserve	33,414.00	0.00	33,414.00	0.00	33,414.00	0.00	33,414.00	0.00
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.00	33,414.00	0.00	33,414.00	0.00
508 10 00 0004 CE-Custodial	59,695.22	0.00	59,695.22	0.00	51,135.13	0.00	56,841.86	0.00
104 Custodial Reserve	59,695.22	0.00	59,695.22	0.00	51,135.13	0.00	56,841.86	0.00
508 10 00 0001 CE-Fire Truck Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
508 10 00 0003 CE-Fire Equip. Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
202 Fire Department	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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001 General Expense Fund

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999 Ending Balance	512,286.83	0.00	282,808.19	0.00	686,711.25	0.00	493,935.42	0.00
TOTAL EXPENDITURES:	2,782,790.73	1,838,719.32	1,783,875.33	723,861.71	1,937,473.39	0.00	2,168,046.48	854,193.68
FUND GAIN/LOSS:	0.00	764,947.44	0.00	679,998.52	0.00	0.00	0.00	481,648.65

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010 General Reserve Fund

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
308 10 01 0010 General Reserve-Beginning Cash	0.00	0.00	325,553.66	326,705.62	326,705.62	0.00	217,419.76	108,901.87
308 Beginning Balances	0.00	0.00	325,553.66	326,705.62	326,705.62	0.00	217,419.76	108,901.87
361 11 00 0010 Gen. Res.-Interest	0.00	1,112.20	0.00	0.00	0.00	0.00	0.00	370.73
360 Interest & Other Earnings	0.00	1,112.20	0.00	0.00	0.00	0.00	0.00	370.73
397 01 00 0301 Gen. Res.-Transfer In From Timb	325,553.66	325,593.42	0.00	0.00	0.00	0.00	108,517.89	108,531.14
397 Interfund Transfers	325,553.66	325,593.42	0.00	0.00	0.00	0.00	108,517.89	108,531.14
TOTAL REVENUES:	325,553.66	326,705.62	325,553.66	326,705.62	326,705.62	0.00	325,937.65	217,803.75
508 10 00 0010 Gen. Res.-Ending Balance	325,553.66	0.00	0.00	0.00	0.00	0.00	108,517.89	0.00
508 10 01 0010 General Res-Ending Cash	0.00	0.00	325,553.66	0.00	326,705.62	0.00	217,419.76	0.00
999 Ending Balance	325,553.66	0.00	325,553.66	0.00	326,705.62	0.00	325,937.65	0.00
TOTAL EXPENDITURES:	325,553.66	0.00	325,553.66	0.00	326,705.62	0.00	325,937.65	0.00
FUND GAIN/LOSS:	0.00	326,705.62	0.00	326,705.62	0.00	0.00	0.00	217,803.75

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020 Fire Reserve Fund

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
308 10 02 0020 Fire Res-Beginning Cash	0.00	0.00	1,480,000.00	1,483,593.47	1,518,593.47	0.00	999,531.16	494,531.16
308 Beginning Balances	0.00	0.00	1,480,000.00	1,483,593.47	1,518,593.47	0.00	999,531.16	494,531.16
361 11 00 0020 Fire Res-Interest	0.00	3,593.47	0.00	0.00	0.00	0.00	0.00	1,197.82
360 Interest & Other Earnings	0.00	3,593.47	0.00	0.00	0.00	0.00	0.00	1,197.82
397 02 00 0001 Fire Res-Transfer In From Genera	480,000.00	480,000.00	35,000.00	0.00	25,000.00	0.00	180,000.00	160,000.00
397 02 00 0301 Fire Res-Transfer In From Timber	1,000,000.00	1,000,000.00	0.00	0.00	0.00	0.00	333,333.33	333,333.33
397 Interfund Transfers	1,480,000.00	1,480,000.00	35,000.00	0.00	25,000.00	0.00	513,333.33	493,333.33
TOTAL REVENUES:	1,480,000.00	1,483,593.47	1,515,000.00	1,483,593.47	1,543,593.47	0.00	1,512,864.49	989,062.31
508 10 00 0020 Fire Res-Ending Balance	1,480,000.00	0.00	0.00	0.00	0.00	0.00	493,333.33	0.00
508 10 02 0020 Fire Res-Ending Cash	0.00	0.00	1,515,000.00	0.00	1,543,593.47	0.00	1,019,531.16	0.00
999 Ending Balance	1,480,000.00	0.00	1,515,000.00	0.00	1,543,593.47	0.00	1,512,864.49	0.00
TOTAL EXPENDITURES:	1,480,000.00	0.00	1,515,000.00	0.00	1,543,593.47	0.00	1,512,864.49	0.00
FUND GAIN/LOSS:	0.00	1,483,593.47	0.00	1,483,593.47	0.00	0.00	0.00	989,062.31

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100 Street Fund

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308 80 00 0000 ST Unreserved Begin CA & Inves	177,995.51	177,995.51	106,553.76	296,289.98	243,377.98	0.00	175,975.75	158,095.16
308 80 00 0100 ST Unreserved Begin C&I Snow l	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	10,000.00	6,666.67
308 Beginning Balances	187,995.51	187,995.51	116,553.76	306,289.98	253,377.98	0.00	185,975.75	164,761.83
313 11 00 0100 Additional .5% Sales Tax	270,000.00	314,506.02	270,000.00	142,470.00	230,000.00	0.00	256,666.67	152,325.34
316 42 00 0000 PUD Excise Tax	52,000.00	48,335.28	52,000.00	40,643.70	45,000.00	0.00	49,666.67	29,659.66
310 Taxes	322,000.00	362,841.30	322,000.00	183,113.70	275,000.00	0.00	306,333.33	181,985.00
322 40 00 0000 Street ROW Applications & Perm	600.00	525.00	600.00	225.00	600.00	0.00	600.00	250.00
322 40 01 0000 Right of Way Permit Repairs	0.00	50.00	0.00	0.00	0.00	0.00	0.00	16.67
320 Licenses & Permits	600.00	575.00	600.00	225.00	600.00	0.00	600.00	266.67
334 03 80 0000 TIB Relight WA Grant	109,077.00	109,077.00	0.00	0.00	0.00	0.00	36,359.00	36,359.00
334 03 80 0002 TIB Chipseal Grant	23,800.00	23,763.00	0.00	0.00	0.00	0.00	7,933.33	7,921.00
336 00 71 0000 Multimodal Transportation - Citie	2,173.50	2,180.38	2,203.20	1,104.22	2,217.70	0.00	2,198.13	1,094.87
336 00 87 0000 Street Fuel Tax-MVFT	32,807.25	33,205.19	34,425.00	18,645.42	35,152.20	0.00	34,128.15	17,283.54
336 06 95 0000 Liquor Profit Tax	12,852.00	12,838.99	12,992.40	6,502.06	13,074.50	0.00	12,972.97	6,447.02
330 Intergovernmental Revenues	180,709.75	181,064.56	49,620.60	26,251.70	50,444.40	0.00	93,591.58	69,105.42
361 11 00 0100 Interest Income - Streets	0.00	726.97	0.00	219.20	0.00	0.00	0.00	315.39
369 10 00 0000 Sale of Scrap Streets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
360 Interest & Other Earnings	0.00	726.97	0.00	219.20	0.00	0.00	0.00	315.39
397 00 00 0001 Transfer In From General Fund	5,565.00	5,565.12	0.00	0.00	0.00	0.00	1,855.00	1,855.04
397 02 00 0306 Transfer In From Kanaka	9,025.00	9,024.37	0.00	0.00	0.00	0.00	3,008.33	3,008.12
397 Interfund Transfers	14,590.00	14,589.49	0.00	0.00	0.00	0.00	4,863.33	4,863.16
TOTAL REVENUES:	705,895.26	747,792.83	488,774.36	516,099.58	579,422.38	0.00	591,364.00	421,297.47
542 39 10 0000 Road Maintenance - Salaries	72,240.00	72,908.80	73,000.00	35,220.35	73,000.00	0.00	72,746.67	36,043.05
542 39 20 0000 Road Maintenance - Benefits	36,120.00	35,027.19	35,000.00	19,740.29	35,000.00	0.00	35,373.33	18,255.83
542 39 31 0000 Supplies	20,000.00	13,637.51	20,000.00	939.49	15,000.00	0.00	18,333.33	4,859.00
542 39 41 0000 General Admin Fees	0.00	0.00	0.00	0.00	31,000.00	0.00	10,333.33	0.00
542 39 42 0000 Telephone	100.00	0.00	100.00	139.19	200.00	0.00	133.33	46.40
542 39 45 0099 Eq Rental - Road Maintenance	25,000.00	26,144.30	25,000.00	11,628.93	25,000.00	0.00	25,000.00	12,591.08
542 39 48 0000 Contracted Labor	45,000.00	32,815.97	20,000.00	6,079.67	20,000.00	0.00	28,333.33	12,965.21
542 39 51 0000 Environmental Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
542 40 10 0000 Storm Drain Maint - Salaries	8,000.00	9,315.73	8,000.00	5,190.08	10,000.00	0.00	8,666.67	4,835.27

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542 40 20 0000 Storm Drain Maint - Benefits	5,000.00	5,675.35	5,000.00	2,617.97	6,000.00	0.00	5,333.33	2,764.44
542 40 31 0000 Storm Drain Maint - Supplies	2,000.00	1,390.47	2,000.00	0.00	2,000.00	0.00	2,000.00	463.49
542 40 45 0099 Eq Rental - Storm Drain Maint	2,000.00	2,507.17	3,000.00	1,587.86	3,000.00	0.00	2,666.67	1,365.01
542 40 47 0000 Dewatering Electricity Chesser	700.00	611.75	800.00	817.09	800.00	0.00	766.67	476.28
542 40 48 0000 Storm Drain Maint - Contrlabor	700.00	0.00	700.00	2,558.24	700.00	0.00	700.00	852.75
542 62 41 0000 Path Maintenance-Contract Svcs	5,000.00	4,741.83	5,000.00	0.00	0.00	0.00	3,333.33	1,580.61
542 63 47 0000 Electricy - Street Lights	14,000.00	11,303.92	14,000.00	8,916.82	14,000.00	0.00	14,000.00	6,740.25
542 63 47 0001 Street Water	0.00	0.00	0.00	1,413.74	0.00	0.00	0.00	471.25
542 63 48 0000 Repair/maintenance - ST Lights	3,000.00	4,142.04	3,000.00	16,649.76	3,000.00	0.00	3,000.00	6,930.60
542 64 31 0000 Traffic Devices	12,000.00	8,049.90	12,000.00	2,057.81	12,000.00	0.00	12,000.00	3,369.24
542 64 48 0000 Road Striping	6,000.00	2,328.22	6,000.00	5,508.40	6,000.00	0.00	6,000.00	2,612.21
542 66 10 0000 Snow Removal - Salary	15,480.00	15,710.18	18,000.00	1,480.17	18,000.00	0.00	17,160.00	5,730.12
542 66 20 0000 Snow Removal - Benefits	5,160.00	7,299.55	8,000.00	747.43	8,000.00	0.00	7,053.33	2,682.33
542 66 31 0000 Snow Removal - Supplies	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
542 66 45 0099 Eq Rental - Snow Removal	4,000.00	11,486.28	4,000.00	690.12	4,000.00	0.00	4,000.00	4,058.80
542 67 47 0000 Litter Clean-Up	2,000.00	3,263.22	2,000.00	2,004.74	2,000.00	0.00	2,000.00	1,755.99
542 Streets - Maintenance	284,500.00	268,359.38	265,600.00	125,988.15	289,700.00	0.00	279,933.33	131,449.18
543 10 10 0000 General Administration Salaries	14,448.00	492.19	2,000.00	1,394.05	2,000.00	0.00	6,149.33	628.75
543 10 20 0000 General Administration Benefits	3,096.00	137.66	750.00	292.97	750.00	0.00	1,532.00	143.54
543 31 10 0000 General Services Salaries	4,128.00	3,331.63	10,000.00	2,054.17	5,000.00	0.00	6,376.00	1,795.27
543 31 20 0000 General Services Benefits	1,032.00	1,231.28	3,000.00	512.06	1,500.00	0.00	1,844.00	581.11
543 31 41 0000 Computer Services	600.00	909.78	800.00	218.83	600.00	0.00	666.67	376.20
543 31 41 0001 Contracted Servcies	0.00	1,350.00	0.00	0.00	80,000.00	0.00	26,666.67	450.00
543 31 41 0022 Audit Fee	2,000.00	0.00	2,000.00	2,746.71	2,000.00	0.00	2,000.00	915.57
543 31 43 0000 Travel - Streets	500.00	0.00	1,000.00	0.00	500.00	0.00	666.67	0.00
543 31 46 0000 Insurance	6,000.00	506.40	7,000.00	6,076.40	6,500.00	0.00	6,500.00	2,194.27
543 31 49 0000 Training - Streets	500.00	128.33	500.00	0.00	500.00	0.00	500.00	42.78
543 31 49 0001 Misc/Recording Fees/Dues	1,000.00	800.00	1,000.00	800.00	1,000.00	0.00	1,000.00	533.33
543 Streets Admin & Overhead	33,304.00	8,887.27	28,050.00	14,095.19	100,350.00	0.00	53,901.33	7,660.82
544 20 41 0100 #14 ST Planning Professional Ser	1,000.00	0.00	21,000.00	0.00	1,000.00	0.00	7,666.67	0.00
544 Road & Street Operations	1,000.00	0.00	21,000.00	0.00	1,000.00	0.00	7,666.67	0.00
566 72 42 0100 Substance Abuse/Liquor Profits	270.00	256.78	0.00	130.04	0.00	0.00	90.00	128.94
566 Substance Abuse	270.00	256.78	0.00	130.04	0.00	0.00	90.00	128.94
594 42 41 0000 Relight WA-Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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100 Street Fund

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
595 21 61 0000 Right of Way	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
595 33 10 0000 Russell Avenue (Restor/Rehab) - I	30,000.00	28,529.72	10,000.00	15,853.29	0.00	0.00	13,333.33	14,794.34
595 33 20 0000 Russell Avenue (Restor/Rehab) - I	15,000.00	12,260.28	5,000.00	8,647.84	0.00	0.00	6,666.67	6,969.37
595 33 31 0000 Russell Avenue (Restor/Rehab)-S	15,000.00	11,531.98	0.00	0.00	0.00	0.00	5,000.00	3,843.99
595 33 41 0000 Russell Avenue (Restor/Rehab)-S	6,000.00	1,176.44	0.00	300.00	0.00	0.00	2,000.00	492.15
595 33 45 0099 Eq Rental - Restor/Rehab (Russell	15,000.00	13,470.17	4,000.00	4,717.69	0.00	0.00	6,333.33	6,062.62
595 50 41 0000 Kanaka Bridge Rebuild	0.00	0.00	20,000.00	0.00	20,000.00	0.00	13,333.33	0.00
594 Capital Expenditures	81,000.00	66,968.59	39,000.00	29,518.82	20,000.00	0.00	46,666.67	32,162.47
597 18 00 0000 Transfer Out to 309 Russell Ave	187,902.50	97,030.83	0.00	0.00	0.00	0.00	62,634.17	32,343.61
597 19 00 0000 Transfer Out To 311 First St	0.00	0.00	53,000.00	0.00	43,700.00	0.00	32,233.33	0.00
597 20 00 0000 Transfer Out To 312 Loop Rd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
597 Interfund Transfers	187,902.50	97,030.83	53,000.00	0.00	43,700.00	0.00	94,867.50	32,343.61
508 80 00 0100 Streets-Unreserved Ending Cash	107,918.76	0.00	72,124.36	0.00	114,672.38	0.00	98,238.50	0.00
508 80 00 0101 Streets-Snow Reserve	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00
999 Ending Balance	117,918.76	0.00	82,124.36	0.00	124,672.38	0.00	108,238.50	0.00
TOTAL EXPENDITURES:	705,895.26	441,502.85	488,774.36	169,732.20	579,422.38	0.00	591,364.00	203,745.02
FUND GAIN/LOSS:	0.00	306,289.98	0.00	346,367.38	0.00	0.00	0.00	217,552.45

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103 Tourism Promo & Develop Fund

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
308 10 00 0103 Tourism Reserved C&I - Capital	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	0.00	300,000.00	200,000.00
308 10 01 0103 Tourism Reserved C&I - Rev. Sho	247,672.30	247,672.30	315,661.30	410,294.51	315,661.30	0.00	292,998.30	219,322.27
308 Beginning Balances	547,672.30	547,672.30	615,661.30	710,294.51	615,661.30	0.00	592,998.30	419,322.27
313 31 00 0000 Stadium (Motel/Hotel) Tax	500,000.00	519,403.95	440,000.00	143,275.17	440,000.00	0.00	460,000.00	220,893.04
310 Taxes	500,000.00	519,403.95	440,000.00	143,275.17	440,000.00	0.00	460,000.00	220,893.04
361 11 00 0103 Interest Income/Tourism	0.00	8,951.51	0.00	11,305.93	0.00	0.00	0.00	6,752.48
360 Interest & Other Earnings	0.00	8,951.51	0.00	11,305.93	0.00	0.00	0.00	6,752.48
TOTAL REVENUES:	1,047,672.30	1,076,027.76	1,055,661.30	864,875.61	1,055,661.30	0.00	1,052,998.30	646,967.79
573 30 41 0000 Consultant Services, Chamber	90,000.00	90,000.00	90,000.00	62,047.09	90,000.00	0.00	90,000.00	50,682.36
573 30 41 0001 SBA Consultant Services	85,000.00	70,852.71	85,000.00	27,149.26	85,000.00	0.00	85,000.00	32,667.32
573 30 41 0004 County - Fair & Timber Carnival	5,000.00	6,000.00	5,000.00	0.00	5,000.00	0.00	5,000.00	2,000.00
573 30 41 0005 County - Bluegrass Festival	10,000.00	9,000.00	7,000.00	0.00	7,000.00	0.00	8,000.00	3,000.00
573 30 41 0010 General Admin Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573 90 10 0000 Promotion Salaries	5,000.00	2,019.44	5,000.00	1,219.18	5,000.00	0.00	5,000.00	1,079.54
573 90 10 0003 Promotion Field Salaries	3,096.00	2,188.51	3,300.00	245.25	3,300.00	0.00	3,232.00	811.25
573 90 20 0000 Promotion Benefits	1,000.00	884.00	1,000.00	256.80	1,000.00	0.00	1,000.00	380.27
573 90 20 0003 Promotion Field Benefits	1,548.00	1,182.29	1,700.00	99.39	1,700.00	0.00	1,649.33	427.23
573 90 31 0000 Promotion Supplies	0.00	232.00	0.00	0.00	0.00	0.00	0.00	77.33
573 90 41 0001 Discover Your Northwest	17,250.00	17,250.00	17,250.00	6,986.88	17,250.00	0.00	17,250.00	8,078.96
573 90 41 0002 CRGIC Consultant Services	55,000.00	55,000.00	55,000.00	0.00	55,000.00	0.00	55,000.00	18,333.33
573 90 41 0004 Skamania Senior Services - Hiker	1,250.00	1,250.00	2,000.00	0.00	2,000.00	0.00	1,750.00	416.67
573 90 41 0008 Gorge Outrigger Races	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0.00	5,000.00	1,666.67
573 90 41 0009 BOTG Kiteboarding Festival	3,000.00	3,000.00	3,000.00	0.00	3,000.00	0.00	3,000.00	1,000.00
573 90 41 0011 Stevenson Farmers Market	2,000.00	2,000.00	2,000.00	0.00	2,000.00	0.00	2,000.00	666.67
573 90 41 0013 Main St Program Coordinator (SB	40,000.00	40,000.00	55,000.00	27,500.00	55,000.00	0.00	50,000.00	22,500.00
573 90 41 0014 Stevenson Waterfront Music Festi	2,000.00	2,000.00	3,000.00	0.00	3,000.00	0.00	2,666.67	666.67
573 90 41 0015 Fools Fest (Walking Man)	2,000.00	2,000.00	2,500.00	0.00	2,500.00	0.00	2,333.33	666.67
573 90 41 0017 Stevenson Municipal Pool Market	2,500.00	2,500.00	3,000.00	0.00	3,000.00	0.00	2,833.33	833.33
573 90 41 0018 SC Fair Board-GorgeGrass	8,000.00	8,000.00	6,000.00	0.00	6,000.00	0.00	6,666.67	2,666.67
573 90 41 0019 CGTA Services	2,500.00	2,500.00	2,500.00	0.00	2,500.00	0.00	2,500.00	833.33
573 90 41 0021 Computer Services	0.00	727.89	0.00	182.25	0.00	0.00	0.00	303.38
573 90 41 0022 Audit Fee	0.00	0.00	3,000.00	1,831.14	3,000.00	0.00	2,000.00	610.38
573 90 45 0099 Eq Rental - Promotion Field	0.00	687.72	0.00	82.83	0.00	0.00	0.00	256.85
573 Cultural & Community Activitie	341,144.00	324,274.56	357,250.00	127,600.07	357,250.00	0.00	351,881.33	150,624.88
594 75 63 0004 Fairground Midway Reseeding (S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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103 Tourism Promo & Develop Fund

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
594 75 63 0007 Waterfront Park Amenities (Port)	30,867.00	30,867.00	0.00	0.00	0.00	0.00	10,289.00	10,289.00
594 75 63 0008 Waterfront Park Enhancements	0.00	0.00	155,000.00	0.00	155,000.00	0.00	103,333.33	0.00
594 75 63 0010 Exhibit Hall Roof-Fairgrounds	0.00	0.00	15,000.00	15,000.00	15,000.00	0.00	10,000.00	5,000.00
594 76 63 0001 Courthouse Park Plaza (SDA)	60,000.00	10,591.69	200,000.00	1,880.17	200,000.00	0.00	153,333.33	4,157.29
594 Capital Expenditures	90,867.00	41,458.69	370,000.00	16,880.17	370,000.00	0.00	276,955.67	19,446.29
508 10 00 0103 Tourism-Cap. Facility Reserve	300,000.00	0.00	200,000.00	0.00	200,000.00	0.00	233,333.33	0.00
508 10 00 0104 Tourism-Ending Cash	315,661.30	0.00	128,411.30	0.00	128,411.30	0.00	190,827.97	0.00
999 Ending Balance	615,661.30	0.00	328,411.30	0.00	328,411.30	0.00	424,161.30	0.00
TOTAL EXPENDITURES:	1,047,672.30	365,733.25	1,055,661.30	144,480.24	1,055,661.30	0.00	1,052,998.30	170,071.16
FUND GAIN/LOSS:	0.00	710,294.51	0.00	720,395.37	0.00	0.00	0.00	476,896.63

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105 Affordable Housing Fund

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
308 10 00 0105 Affordable Housing-Beg Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308 Beginning Balances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
313 27 00 0000 Affordable And Supportive Housi	0.00	0.00	0.00	0.00	15,000.00	0.00	5,000.00	0.00
310 Taxes	0.00	0.00	0.00	0.00	15,000.00	0.00	5,000.00	0.00
TOTAL REVENUES:	0.00	0.00	0.00	0.00	15,000.00	0.00	5,000.00	0.00
508 10 00 0105 Affordable Housing-Ending Balar	0.00	0.00	0.00	0.00	15,000.00	0.00	5,000.00	0.00
999 Ending Balance	0.00	0.00	0.00	0.00	15,000.00	0.00	5,000.00	0.00
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	15,000.00	0.00	5,000.00	0.00
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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300 Capital Improvement Fund

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
308 10 00 0000 Cap Imp Res Begin C&I Waterfr	11,256.65	11,256.65	11,256.65	11,256.65	11,256.65	0.00	11,256.65	7,504.43
308 10 00 0300 Cap Imp Reserved Begin C&I	97,368.97	97,368.97	87,979.97	124,399.77	68,762.99	0.00	84,703.98	73,922.91
308 Beginning Balances	108,625.62	108,625.62	99,236.62	135,656.42	80,019.64	0.00	95,960.63	81,427.35
318 34 00 0000 Real Estate Excise Tax	20,000.00	26,296.78	20,000.00	24,176.83	20,000.00	0.00	20,000.00	16,824.54
310 Taxes	20,000.00	26,296.78	20,000.00	24,176.83	20,000.00	0.00	20,000.00	16,824.54
361 11 00 0300 Interest on Investments-Cap Imp	0.00	734.02	0.00	688.47	0.00	0.00	0.00	474.16
360 Interest & Other Earnings	0.00	734.02	0.00	688.47	0.00	0.00	0.00	474.16
TOTAL REVENUES:	128,625.62	135,656.42	119,236.62	160,521.72	100,019.64	0.00	115,960.63	98,726.05
597 18 00 0309 Transfer Out To Russell	29,389.00	0.00	70,611.00	0.00	0.00	0.00	33,333.33	0.00
597 18 00 0311 Transfer Out To First Street	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
597 Interfund Transfers	29,389.00	0.00	70,611.00	0.00	0.00	0.00	33,333.33	0.00
508 10 00 0300 Cap. Imp.-Ending Cash	87,979.97	0.00	37,368.97	0.00	88,762.99	0.00	71,370.64	0.00
508 10 00 0301 Cap. Imp.-Waterfront Imp Res	11,256.65	0.00	11,256.65	0.00	11,256.65	0.00	11,256.65	0.00
999 Ending Balance	99,236.62	0.00	48,625.62	0.00	100,019.64	0.00	82,627.29	0.00
TOTAL EXPENDITURES:	128,625.62	0.00	119,236.62	0.00	100,019.64	0.00	115,960.63	0.00
FUND GAIN/LOSS:	0.00	135,656.42	0.00	160,521.72	0.00	0.00	0.00	98,726.05

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301 Timber Harvest Fund

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308 80 00 0301 Timber Harvest Unres Beg Cash	1,311,537.00	1,311,537.00	0.00	0.00	0.00	0.00	437,179.00	437,179.00
308 Beginning Balances	1,311,537.00	1,311,537.00	0.00	0.00	0.00	0.00	437,179.00	437,179.00
361 11 00 0301 Interest on Investments - Timber I	5,000.00	17,362.42	0.00	0.00	0.00	0.00	1,666.67	5,787.47
360 Interest & Other Earnings	5,000.00	17,362.42	0.00	0.00	0.00	0.00	1,666.67	5,787.47
395 10 00 0301 Timber Harvest Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES:	1,316,537.00	1,328,899.42	0.00	0.00	0.00	0.00	438,845.67	442,966.47
554 90 41 0301 Timber Sale Management Consult	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
554 90 48 0301 Timber Sale Contracted Sevices	3,306.00	3,306.00	0.00	0.00	0.00	0.00	1,102.00	1,102.00
554 90 51 0000 Timber Sale Permitting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
554 Environmental Services	3,306.00	3,306.00	0.00	0.00	0.00	0.00	1,102.00	1,102.00
597 01 00 0010 Transfers-Out - General Reserve	313,231.00	325,593.42	0.00	0.00	0.00	0.00	104,410.33	108,531.14
597 01 00 0020 Transfers-Out - Fire Reserve	1,000,000.00	1,000,000.00	0.00	0.00	0.00	0.00	333,333.33	333,333.33
597 Interfund Transfers	1,313,231.00	1,325,593.42	0.00	0.00	0.00	0.00	437,743.67	441,864.47
508 80 00 0302 Timber-Ending Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999 Ending Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES:	1,316,537.00	1,328,899.42	0.00	0.00	0.00	0.00	438,845.67	442,966.47
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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303 Joint Emergency Facilities Fund

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308 10 00 0303 Joint Emergency Facilities Beginr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308 Beginning Balances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
397 01 00 0303 Transfer In from CE	42,000.00	34,316.57	0.00	0.00	0.00	0.00	14,000.00	11,438.86
397 Interfund Transfers	42,000.00	34,316.57	0.00	0.00	0.00	0.00	14,000.00	11,438.86
TOTAL REVENUES:	42,000.00	34,316.57	0.00	0.00	0.00	0.00	14,000.00	11,438.86
594 22 41 0000 Consulting Engineering	42,000.00	34,316.57	0.00	0.00	0.00	0.00	14,000.00	11,438.86
594 Capital Expenditures	42,000.00	34,316.57	0.00	0.00	0.00	0.00	14,000.00	11,438.86
508 10 00 0303 Joint Emergency Facilities-Ending	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999 Ending Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES:	42,000.00	34,316.57	0.00	0.00	0.00	0.00	14,000.00	11,438.86
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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306 Kanaka Creek Road Improvements

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308 10 00 0306 Beg Cash (Reserved)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308 Beginning Balances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
333 20 20 0306 STP Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
334 03 80 0001 TIB Grant	9,025.00	9,024.37	0.00	0.00	0.00	0.00	3,008.33	3,008.12
330 Intergovernmental Revenues	9,025.00	9,024.37	0.00	0.00	0.00	0.00	3,008.33	3,008.12
TOTAL REVENUES:	9,025.00	9,024.37	0.00	0.00	0.00	0.00	3,008.33	3,008.12
597 15 00 0306 Transfer Out to Streets	9,025.00	9,024.37	0.00	0.00	0.00	0.00	3,008.33	3,008.12
597 Interfund Transfers	9,025.00	9,024.37	0.00	0.00	0.00	0.00	3,008.33	3,008.12
TOTAL EXPENDITURES:	9,025.00	9,024.37	0.00	0.00	0.00	0.00	3,008.33	3,008.12
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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308 Gropper Sidewalk

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
308 10 00 0308 Gropper Beginning Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308 Beginning Balances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
334 03 80 0308 TIB Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
397 01 00 0308 Transfer In from General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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309 Russell Ave

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
308 10 00 0309 Russell Ave Res Beg CA & Inves	-66,157.50	-66,157.50	0.00	0.00	0.00	0.00	-22,052.50	-22,052.50
308 Beginning Balances	-66,157.50	-66,157.50	0.00	0.00	0.00	0.00	-22,052.50	-22,052.50
333 20 20 0001 Russell STP Grant	123,000.00	123,000.00	707,000.00	480,375.33	0.00	0.00	276,666.67	201,125.11
334 03 80 0309 Russell Ave-TIB Grant	0.00	0.00	112,927.00	78,772.85	0.00	0.00	37,642.33	26,257.62
330 Intergovernmental Revenues	123,000.00	123,000.00	819,927.00	559,148.18	0.00	0.00	314,309.00	227,382.73
367 10 00 0309 Russell Amenities Donations	0.00	0.00	25,000.00	0.00	0.00	0.00	8,333.33	0.00
367 10 01 0309 Russell-BNSF Grant	0.00	0.00	50,000.00	0.00	0.00	0.00	16,666.67	0.00
360 Interest & Other Earnings	0.00	0.00	75,000.00	0.00	0.00	0.00	25,000.00	0.00
397 02 00 0309 Transfer In from Streets	187,902.50	97,030.83	0.00	0.00	0.00	0.00	62,634.17	32,343.61
397 03 00 0309 Transfer In From CI	29,389.00	0.00	70,611.00	0.00	0.00	0.00	33,333.33	0.00
397 Interfund Transfers	217,291.50	97,030.83	70,611.00	0.00	0.00	0.00	95,967.50	32,343.61
TOTAL REVENUES:	274,134.00	153,873.33	965,538.00	559,148.18	0.00	0.00	413,224.00	237,673.84
595 10 41 0309 Russell Ave - Engineering	271,134.00	141,739.68	136,538.00	100,380.98	0.00	0.00	135,890.67	80,706.89
595 10 41 1309 Russell Ave-Construction	0.00	0.00	829,000.00	555,892.48	0.00	0.00	276,333.33	185,297.49
595 20 61 0309 Russell Ave-Right Of Way	3,000.00	12,133.65	0.00	0.00	0.00	0.00	1,000.00	4,044.55
594 Capital Expenditures	274,134.00	153,873.33	965,538.00	656,273.46	0.00	0.00	413,224.00	270,048.93
508 10 00 0309 Russell Ave-Ending Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999 Ending Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES:	274,134.00	153,873.33	965,538.00	656,273.46	0.00	0.00	413,224.00	270,048.93
FUND GAIN/LOSS:	0.00	0.00	0.00	-97,125.28	0.00	0.00	0.00	-32,375.09

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310 Wastewater System Upgrades

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
594 35 41 0000 Value Planning Consultant Servic	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
594 35 49 0000 Value Planning Hosting Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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311 First Street

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
308 10 00 0311 First St-Res Beg Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
308 Beginning Balances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
334 03 80 0311 First St.-TIB Grant	0.00	0.00	132,800.00	0.00	575,400.00	0.00	236,066.67	0.00
330 Intergovernmental Revenues	0.00	0.00	132,800.00	0.00	575,400.00	0.00	236,066.67	0.00
397 00 00 0311 First St-Transfer In From Streets	0.00	0.00	53,000.00	0.00	43,700.00	0.00	32,233.33	0.00
397 00 00 1311 First St-Transfer In From CIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
397 Interfund Transfers	0.00	0.00	53,000.00	0.00	43,700.00	0.00	32,233.33	0.00
TOTAL REVENUES:	0.00	0.00	185,800.00	0.00	619,100.00	0.00	268,300.00	0.00
595 10 41 0311 First St-Engineering Svc	0.00	0.00	185,800.00	13,723.53	619,100.00	0.00	268,300.00	4,574.51
594 Capital Expenditures	0.00	0.00	185,800.00	13,723.53	619,100.00	0.00	268,300.00	4,574.51
508 10 00 0311 First St-Ending Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999 Ending Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES:	0.00	0.00	185,800.00	13,723.53	619,100.00	0.00	268,300.00	4,574.51
FUND GAIN/LOSS:	0.00	0.00	0.00	-13,723.53	0.00	0.00	0.00	-4,574.51

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400 Water/Sewer Fund

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308 80 00 0400 WS Unreserved Begin CA & Inve	97,513.09	97,513.09	129,205.20	251,864.61	103,551.58	0.00	110,089.96	116,459.23
400 Water/Sewer	97,513.09	97,513.09	129,205.20	251,864.61	103,551.58	0.00	110,089.96	116,459.23
308 10 01 0400 WS Res Begin C&I System Dev V	110,376.85	110,376.85	191,376.85	207,161.66	249,161.66	0.00	183,638.45	105,846.17
401 Water	110,376.85	110,376.85	191,376.85	207,161.66	249,161.66	0.00	183,638.45	105,846.17
308 10 02 0400 WS Res Begin C&I System Dev S	100,730.27	100,730.27	157,730.27	186,003.27	203,703.27	0.00	154,054.60	95,577.85
308 10 03 0400 WS Res Begin C&I Sewer Outfall	32,670.00	32,670.00	32,670.00	32,670.00	0.00	0.00	21,780.00	21,780.00
402 Sewer	133,400.27	133,400.27	190,400.27	218,673.27	203,703.27	0.00	175,834.60	117,357.85
308 Beginning Balances	341,290.21	341,290.21	510,982.32	677,699.54	556,416.51	0.00	469,563.01	339,663.25
334 04 20 0400 Dept. Of Commerce-Energy Gran	0.00	0.00	311,000.00	0.00	1,000.00	0.00	104,000.00	0.00
343 Water	0.00	0.00	311,000.00	0.00	1,000.00	0.00	104,000.00	0.00
330 Intergovernmental Revenues	0.00	0.00	311,000.00	0.00	1,000.00	0.00	104,000.00	0.00
343 40 00 0000 Water Sales	641,000.00	626,628.54	673,050.00	435,101.29	630,000.00	0.00	648,016.67	353,909.94
343 40 18 0000 Turn on Fees	1,500.00	1,397.12	1,500.00	10.00	1,500.00	0.00	1,500.00	469.04
343 40 19 0000 Reconnect Fee	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
343 40 20 0000 Water Construction Hookup	0.00	45.00	0.00	45.00	0.00	0.00	0.00	30.00
343 40 21 0000 Hydrant Rental - External	600.00	1,350.00	600.00	867.07	600.00	0.00	600.00	739.02
343 40 99 0000 Hydrant Rental-Internal (fire)	4,000.00	4,000.00	4,000.00	0.00	4,000.00	0.00	4,000.00	1,333.33
343 41 00 0000 Installation Water	10,000.00	6,369.86	10,000.00	8,043.74	10,000.00	0.00	10,000.00	4,804.53
343 Water	658,100.00	639,790.52	690,150.00	444,067.10	647,100.00	0.00	665,116.67	361,285.87
343 50 00 0000 Sewer Service Income	647,660.00	652,849.27	887,294.20	616,830.93	845,000.00	0.00	793,318.07	423,226.73
343 50 01 0000 BOD Surcharge	0.00	29,009.02	0.00	29,894.59	0.00	0.00	0.00	19,634.54
343 50 02 0000 Downspout-Sump Pump Discharg	0.00	9,272.82	0.00	5,137.42	0.00	0.00	0.00	4,803.41
343 51 00 0000 Installation Sewer	300.00	450.00	300.00	675.00	300.00	0.00	300.00	375.00
344 Sewer	647,960.00	691,581.11	887,594.20	652,537.94	845,300.00	0.00	793,618.07	448,039.68
340 Charges For Goods & Services	1,306,060.00	1,331,371.63	1,577,744.20	1,096,605.04	1,492,400.00	0.00	1,458,734.73	809,325.56
367 40 00 0000 Water Capital Contributions	81,000.00	96,784.81	46,674.00	92,100.29	46,674.00	0.00	58,116.00	62,961.70
369 10 01 0000 Water Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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400 Water/Sewer Fund

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343 Water	81,000.00	96,784.81	46,674.00	92,100.29	46,674.00	0.00	58,116.00	62,961.70
367 50 00 0000 Sewer Capital Contributions	74,000.00	85,273.00	56,532.00	67,898.00	56,532.00	0.00	62,354.67	51,057.00
369 10 02 0000 Sewer Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
344 Sewer	74,000.00	85,273.00	56,532.00	67,898.00	56,532.00	0.00	62,354.67	51,057.00
361 11 00 0400 Interest on Investments - W/S	6,000.00	6,398.10	4,000.00	5,750.72	4,000.00	0.00	4,666.67	4,049.61
369 81 00 0000 Cashier's Overages/Shortages	0.00	20.00	0.00	0.00	0.00	0.00	0.00	6.67
369 91 00 0400 Other Miscellaneous/NSF Fee Rec	0.00	232.00	0.00	80.00	0.00	0.00	0.00	104.00
400 Water/Sewer	6,000.00	6,650.10	4,000.00	5,830.72	4,000.00	0.00	4,666.67	4,160.27
360 Interest & Other Earnings	161,000.00	188,707.91	107,206.00	165,829.01	107,206.00	0.00	125,137.33	118,178.97
386 00 00 0000 Customer Deposits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
380 Non Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
391 70 00 0000 Capital Loan-Water Meters	0.00	0.00	350,000.00	321,000.00	0.00	0.00	116,666.67	107,000.00
402 Sewer	0.00	0.00	350,000.00	321,000.00	0.00	0.00	116,666.67	107,000.00
390 Other Financing Sources	0.00	0.00	350,000.00	321,000.00	0.00	0.00	116,666.67	107,000.00
TOTAL REVENUES:	1,808,350.21	1,861,369.75	2,856,932.52	2,261,133.59	2,157,022.51	0.00	2,274,101.75	1,374,167.78
534 10 10 0000 WA-Administrative Salary	2,500.00	2,015.59	2,500.00	2,294.06	2,500.00	0.00	2,500.00	1,436.55
534 10 20 0000 WA-Administrative Benefits	1,000.00	884.12	1,000.00	483.69	1,000.00	0.00	1,000.00	455.94
534 10 41 0001 General Admin Fee	0.00	0.00	0.00	0.00	47,000.00	0.00	15,666.67	0.00
534 10 41 0022 WA-Audit Fee	0.00	0.00	6,000.00	4,577.86	6,000.00	0.00	4,000.00	1,525.95
534 10 42 0000 WA-Op. Permit(DOH)/Other Fees	5,000.00	4,991.00	5,000.00	4,379.92	5,000.00	0.00	5,000.00	3,123.64
534 10 49 0001 WA-Dues & Membership/Filing F	2,000.00	587.37	2,000.00	1,375.45	2,000.00	0.00	2,000.00	654.27
534 20 10 0000 WA-Administrative Planning WA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
534 20 20 0000 WA-Administrative Planning WA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
534 20 41 0000 WA-Admin Planning Water - Cor	2,000.00	2,911.60	2,000.00	2,060.05	2,000.00	0.00	2,000.00	1,657.22
534 40 43 0000 WA-Travel	2,000.00	772.18	2,000.00	0.00	2,000.00	0.00	2,000.00	257.39
534 40 49 0001 WA-Training	2,000.00	1,722.07	2,000.00	688.74	2,000.00	0.00	2,000.00	803.60
534 50 35 0000 WA-Small Tools/Minor Equipme	2,500.00	1,830.06	2,500.00	464.17	2,500.00	0.00	2,500.00	764.74

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400 Water/Sewer Fund

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534 50 48 0000 WA-Repair-Contracted Labor	20,000.00	17,971.15	20,000.00	9,973.44	20,000.00	0.00	20,000.00	9,314.86
534 54 10 0000 WA-Maintenance-Trtmnt Plant S&	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
534 54 20 0000 WA-Maintenance-Trtmnt Plant B&	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
534 55 10 0000 WA-Maint.-Trans & Distr. Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
534 55 20 0000 WA-Maint.-Trans & Distr. Benefi	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
534 70 10 0000 WA-Customer Services Salary	43,000.00	38,987.88	34,000.00	26,174.31	42,000.00	0.00	39,666.67	21,720.73
534 70 20 0000 WA-Customer Services Benefits	14,000.00	14,981.77	13,500.00	7,245.24	13,500.00	0.00	13,666.67	7,409.00
534 70 31 0000 WA-Office Supplies And Postage	2,250.00	1,889.26	2,250.00	982.01	2,250.00	0.00	2,250.00	957.09
534 70 41 0000 WA-Computer Services/Repair	8,000.00	6,475.92	4,000.00	3,255.40	4,000.00	0.00	5,333.33	3,243.77
534 70 41 0001 WA-EBPP Fees	2,000.00	1,887.54	2,000.00	1,572.17	2,000.00	0.00	2,000.00	1,153.24
534 80 31 0000 WA-Operating Supplies	25,000.00	23,394.85	25,000.00	18,610.02	25,000.00	0.00	25,000.00	14,001.62
534 80 33 0000 WA-Well Water For Resale	1,000.00	0.00	1,000.00	0.00	0.00	0.00	666.67	0.00
534 80 41 0000 WA-Testing	4,000.00	3,655.00	4,000.00	1,498.00	4,000.00	0.00	4,000.00	1,717.67
534 80 42 0000 WA-Telephone	1,400.00	1,606.03	1,400.00	1,158.47	1,400.00	0.00	1,400.00	921.50
534 80 45 0001 WA-Telemetry Services	3,000.00	2,731.21	3,000.00	2,877.00	3,000.00	0.00	3,000.00	1,869.40
534 80 45 0099 WA-Eq Rental - Water	51,000.00	48,768.69	53,000.00	26,500.40	53,000.00	0.00	52,333.33	25,089.70
534 80 46 0000 WA-Insurance	13,000.00	1,039.62	14,000.00	12,476.46	14,000.00	0.00	13,666.67	4,505.36
534 80 47 0000 WA-Electricity	22,000.00	21,523.50	22,000.00	15,320.97	22,000.00	0.00	22,000.00	12,281.49
534 81 41 0000 WA-Prof Services - General	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
534 84 10 0000 WA-Operations Plant Salary	72,000.00	64,004.54	70,000.00	37,067.78	70,000.00	0.00	70,666.67	33,690.77
534 84 20 0000 WA-Operations Plant Benefits	40,000.00	35,591.71	40,000.00	17,340.98	35,000.00	0.00	38,333.33	17,644.23
534 84 31 0000 WA-Chemicals Plant	10,000.00	9,717.77	10,000.00	8,352.36	10,000.00	0.00	10,000.00	6,023.38
534 84 41 0000 WA-Consultant Services - Plant	2,000.00	0.00	2,000.00	0.00	0.00	0.00	1,333.33	0.00
534 85 10 0000 WA-Operations T & D Salary	60,000.00	60,180.14	60,000.00	54,462.78	60,000.00	0.00	60,000.00	38,214.31
534 85 20 0000 WA-Operations T & D Benefits	30,000.00	31,306.16	30,000.00	27,055.92	30,000.00	0.00	30,000.00	19,454.03
534 90 44 0000 WA-Taxes	35,000.00	32,430.09	37,000.00	17,606.70	38,110.00	0.00	36,703.33	16,678.93
534 Water Utilities	477,650.00	433,856.82	473,150.00	305,854.35	521,260.00	0.00	490,686.67	246,570.39
535 10 10 0000 WW-Administrative Salary	22,704.00	15,142.27	24,000.00	9,489.56	24,000.00	0.00	23,568.00	8,210.61
535 10 20 0000 WW-Administrative Benefits	7,224.00	6,631.19	11,000.00	2,536.78	11,000.00	0.00	9,741.33	3,055.99
535 10 41 0001 WW-General Admin Fee	0.00	0.00	0.00	0.00	44,000.00	0.00	14,666.67	0.00
535 10 41 0022 WW-Audit Fee	0.00	0.00	6,000.00	4,577.86	6,000.00	0.00	4,000.00	1,525.95
535 10 42 0000 WW-Permit Fees/DOE	2,500.00	2,309.04	2,500.00	0.00	2,500.00	0.00	2,500.00	769.68
535 10 44 0000 WW-Advertising	0.00	320.16	0.00	90.48	0.00	0.00	0.00	136.88
535 10 49 0001 WW-Dues & Membership/filing F	500.00	687.16	500.00	274.15	500.00	0.00	500.00	320.44
535 20 41 0000 WW-Admin Planning Sewer - Co	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
535 40 43 0000 WW-Travel	1,287.50	1,277.78	1,500.00	0.00	1,500.00	0.00	1,429.17	425.93
535 40 49 0001 WW-Training	3,090.00	2,083.36	3,000.00	0.00	3,000.00	0.00	3,030.00	694.45
535 51 10 0000 WW-Maintenance T&D Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
535 51 20 0000 WW-Maintenance T&D Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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400 Water/Sewer Fund

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535 51 31 0000 WW-Maintenance Supplies	28,325.00	9,613.80	30,000.00	1,030.51	30,000.00	0.00	29,441.67	3,548.10
535 51 48 0000 WW-Repair (Contract Serv) T&D	118,990.00	97,798.72	120,000.00	89,673.67	120,000.00	0.00	119,663.33	62,490.80
535 51 48 0001 WW-Solids Hauling & Disposal	49,440.00	42,552.30	200,000.00	55,504.32	120,000.00	0.00	123,146.67	32,685.54
535 54 10 0000 WW-Plant Maintenance Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
535 54 20 0000 WW-Plant Maintenance Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
535 64 41 0000 WW-Operations Contract	152,852.00	150,821.01	100,000.00	23,463.77	10,000.00	0.00	87,617.33	58,094.93
535 70 10 0000 WW-Customer Service Salary	43,000.00	38,987.88	34,000.00	26,174.31	42,000.00	0.00	39,666.67	21,720.73
535 70 20 0000 WW-Customer Service Benefits	14,000.00	14,981.77	13,500.00	7,245.24	13,500.00	0.00	13,666.67	7,409.00
535 70 31 0000 WW-Office Supplies & Postage	2,500.00	1,935.01	2,500.00	956.70	2,500.00	0.00	2,500.00	963.90
535 70 41 0000 WW-Computer Services/Repair	2,000.00	5,719.47	5,000.00	5,100.28	5,000.00	0.00	4,000.00	3,606.58
535 70 41 0001 WW-EBPP Fees Sewer	2,000.00	1,887.54	2,000.00	1,387.17	2,000.00	0.00	2,000.00	1,091.57
535 80 31 0000 WW-Operating Supplies	5,000.00	4,920.88	10,000.00	5,232.15	10,000.00	0.00	8,333.33	3,384.34
535 80 41 0000 Sewer Operations Testing	1,000.00	269.00	21,000.00	7,390.00	21,000.00	0.00	14,333.33	2,553.00
535 80 42 0000 Sewer Telephone	2,000.00	1,470.94	3,000.00	3,277.99	3,600.00	0.00	2,866.67	1,582.98
535 80 45 0099 Eq Rental - Sewer	45,000.00	41,060.69	35,000.00	31,028.38	35,000.00	0.00	38,333.33	24,029.69
535 80 46 0000 Sewer Insurance	9,000.00	527.14	10,000.00	6,327.07	6,500.00	0.00	8,500.00	2,284.74
535 81 10 0000 WW-Operations Coll. Salary	39,000.00	41,874.76	22,000.00	15,885.46	22,000.00	0.00	27,666.67	19,253.41
535 81 20 0000 WW-Operations Coll. Benefits	17,000.00	15,146.02	10,000.00	9,084.02	11,000.00	0.00	12,666.67	8,076.68
535 81 47 0000 WW-Coll Electricity	0.00	0.00	0.00	370.71	0.00	0.00	0.00	123.57
535 81 47 0001 WW-Coll. Water	0.00	0.00	0.00	32.00	0.00	0.00	0.00	10.67
535 84 10 0000 WW-Operations Plant Salary	73,000.00	82,391.34	70,000.00	67,129.48	100,000.00	0.00	81,000.00	49,840.27
535 84 20 0000 WW-Operations Plant Benefits	45,000.00	42,902.70	37,000.00	41,471.46	62,000.00	0.00	48,000.00	28,124.72
535 84 47 0000 WW-Electricity	0.00	0.00	26,000.00	12,563.56	26,000.00	0.00	17,333.33	4,187.85
535 84 47 0001 WW-Plant Water	0.00	0.00	0.00	1,439.19	0.00	0.00	0.00	479.73
535 85 10 0000 WW Sampling Salary	3,990.00	41.51	4,000.00	460.15	4,000.00	0.00	3,996.67	167.22
535 85 20 0000 WW Sampling Benefits	2,133.00	18.80	2,500.00	265.06	2,500.00	0.00	2,377.67	94.62
535 85 31 0000 WW Sampling Supplies	258.00	376.29	500.00	0.00	500.00	0.00	419.33	125.43
535 85 41 0000 WW Sampling Professional Servi	6,600.00	6,628.00	7,000.00	4,930.00	7,000.00	0.00	6,866.67	3,852.67
535 85 41 0002 WW Industrial Pretreatment Servi	0.00	4,218.50	4,000.00	0.00	4,000.00	0.00	2,666.67	1,406.17
535 85 45 0000 WW Sampling Equipment Rental	2,040.00	0.00	0.00	170.97	0.00	0.00	680.00	56.99
535 90 44 0000 Sewer Taxes	20,500.00	18,736.46	35,000.00	13,256.47	36,050.00	0.00	30,516.67	10,664.31
535 Sewer	721,933.50	653,331.49	852,500.00	447,818.92	788,650.00	0.00	787,694.50	367,050.14
591 34 19 0000 WA-SMART Meter Lease-Principa	0.00	0.00	40,000.00	0.00	28,620.52	0.00	22,873.51	0.00
591 34 78 0000 Base Res PWTF Loan Principal	23,273.39	23,273.39	23,273.39	23,273.39	23,273.39	0.00	23,273.39	15,515.59
592 34 19 0000 WA-SMART Meter Lease-Interes	0.00	0.00	0.00	0.00	8,495.16	0.00	2,831.72	0.00
592 34 83 0000 Base Reservoir PWTF Loan Inter	1,100.00	930.94	1,100.00	814.57	1,100.00	0.00	1,100.00	581.84
534 Water	24,373.39	24,204.33	64,373.39	24,087.96	61,489.07	0.00	50,078.62	16,097.43
591 35 72 0000 Sewer Outfall - USDA RDA Princ	20,120.00	22,751.58	20,120.00	11,623.58	20,120.00	0.00	20,120.00	11,458.39

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400 Water/Sewer Fund

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592 35 83 0000 Sewer Outfall - USDA RDA Inter	12,551.00	9,918.42	12,551.00	4,711.42	12,551.00	0.00	12,551.00	4,876.61
535 Sewer	32,671.00	32,670.00	32,671.00	16,335.00	32,671.00	0.00	32,671.00	16,335.00
591 Debt Service	57,044.39	56,874.33	97,044.39	40,422.96	94,160.07	0.00	82,749.62	32,432.43
594 34 10 4006 Water Connections - Salary	5,160.00	516.32	5,000.00	889.62	5,000.00	0.00	5,053.33	468.65
594 34 20 4006 Water Connections - Benefits	2,580.00	977.45	2,500.00	362.52	2,500.00	0.00	2,526.67	446.66
594 34 31 4006 Water Connections - Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
594 34 31 4009 Water Plant Improvements-Suppl	0.00	3,877.20	0.00	0.00	0.00	0.00	0.00	1,292.40
594 34 45 0400 Eq Rental - Water Connections	2,000.00	93.00	2,000.00	230.06	2,000.00	0.00	2,000.00	107.69
594 34 62 4009 Water Plant Improvements-Contr	0.00	0.00	0.00	10,169.30	0.00	0.00	0.00	3,389.77
594 34 64 0000 WA-Fixed Assets To Capitalize	0.00	2,062.50	755,000.00	547,231.80	100,000.00	0.00	285,000.00	183,098.10
594 35 41 0405 Loop Rd. Sewer Line Extension	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
534 Water	9,740.00	7,526.47	764,500.00	558,883.30	109,500.00	0.00	294,580.00	188,803.26
594 35 41 0400 #38 Sewer Plan - Prof Serv	20,000.00	19,191.33	0.00	0.00	0.00	0.00	6,666.67	6,397.11
594 35 64 0400 WW-Capitalized Equipment Purcl	0.00	2,062.50	0.00	0.00	0.00	0.00	0.00	687.50
535 Sewer	20,000.00	21,253.83	0.00	0.00	0.00	0.00	6,666.67	7,084.61
594 Capital Expenditures	29,740.00	28,780.30	764,500.00	558,883.30	109,500.00	0.00	301,246.67	195,887.87
597 10 00 0000 Transfer Out to 410 WW Sys. Upd	11,000.00	10,827.27	0.00	0.00	0.00	0.00	3,666.67	3,609.09
597 10 00 0406 Transfer Out To 406 WW Short L	0.00	0.00	0.00	0.00	21,779.00	0.00	7,259.67	0.00
597 10 00 0408 Transfer Out To 408 WW Debt R	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
535 Sewer	11,000.00	10,827.27	0.00	0.00	21,779.00	0.00	10,926.33	3,609.09
597 Interfund Transfers	11,000.00	10,827.27	0.00	0.00	21,779.00	0.00	10,926.33	3,609.09
508 80 00 0400 WS-Ending Cash	129,205.20	0.00	234,755.01	0.00	165,602.51	0.00	176,520.91	0.00
400 Water/Sewer	129,205.20	0.00	234,755.01	0.00	165,602.51	0.00	176,520.91	0.00
508 10 00 0401 WS-Water Reserve	191,376.85	0.00	188,050.85	0.00	195,835.66	0.00	191,754.45	0.00
401 Water	191,376.85	0.00	188,050.85	0.00	195,835.66	0.00	191,754.45	0.00
508 10 00 0402 WS-WW Reserve	157,730.27	0.00	214,262.27	0.00	260,235.27	0.00	210,742.60	0.00

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400 Water/Sewer Fund

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508 10 00 0403 WS-Sewer Outfall Reserve	32,670.00	0.00	32,670.00	0.00	0.00	0.00	21,780.00	0.00
402 Sewer	190,400.27	0.00	246,932.27	0.00	260,235.27	0.00	232,522.60	0.00
999 Ending Balance	510,982.32	0.00	669,738.13	0.00	621,673.44	0.00	600,797.96	0.00
TOTAL EXPENDITURES:	1,808,350.21	1,183,670.21	2,856,932.52	1,352,979.53	2,157,022.51	0.00	2,274,101.75	845,549.91
FUND GAIN/LOSS:	0.00	677,699.54	0.00	908,154.06	0.00	0.00	0.00	528,617.87

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406 Wastewater Short Lived Asset Reserve Fund

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
308 10 00 0406 WWSLAR Beginning Cash	0.00	0.00	0.00	0.00	21,779.00	0.00	7,259.67	0.00
308 Beginning Balances	0.00	0.00	0.00	0.00	21,779.00	0.00	7,259.67	0.00
397 10 00 0406 WWSLA-Transfers In	0.00	0.00	0.00	0.00	21,779.00	0.00	7,259.67	0.00
397 Interfund Transfers	0.00	0.00	0.00	0.00	21,779.00	0.00	7,259.67	0.00
TOTAL REVENUES:	0.00	0.00	0.00	0.00	43,558.00	0.00	14,519.33	0.00
508 10 00 0406 WWSLAR-Ending Cash	0.00	0.00	0.00	0.00	43,558.00	0.00	14,519.33	0.00
999 Ending Balance	0.00	0.00	0.00	0.00	43,558.00	0.00	14,519.33	0.00
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	43,558.00	0.00	14,519.33	0.00
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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408 Wastewater Debt Reserve Fund

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
308 10 00 0408 WW Debt Reserve Beg. Balance	0.00	0.00	0.00	0.00	61,191.00	0.00	20,397.00	0.00
308 Beginning Balances	0.00	0.00	0.00	0.00	61,191.00	0.00	20,397.00	0.00
397 10 00 0408 WW Debt Res-Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES:	0.00	0.00	0.00	0.00	61,191.00	0.00	20,397.00	0.00
508 10 00 0408 WW Debt Reserve-Ending Balanc	0.00	0.00	0.00	0.00	61,191.00	0.00	20,397.00	0.00
999 Ending Balance	0.00	0.00	0.00	0.00	61,191.00	0.00	20,397.00	0.00
TOTAL EXPENDITURES:	0.00	0.00	0.00	0.00	61,191.00	0.00	20,397.00	0.00
FUND GAIN/LOSS:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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410 Wastewater System Upgrades

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
308 10 00 0410 WW Sys Upgrades Beg Cash & Ir	-93,407.14	-93,407.14	0.00	-119,857.70	0.00	0.00	-31,135.71	-71,088.28
308 Beginning Balances	-93,407.14	-93,407.14	0.00	-119,857.70	0.00	0.00	-31,135.71	-71,088.28
334 04 20 0410 CERB Feasibility Study-Alt. Anal	50,000.00	44,600.00	0.00	0.00	0.00	0.00	16,666.67	14,866.67
330 Intergovernmental Revenues	50,000.00	44,600.00	0.00	0.00	0.00	0.00	16,666.67	14,866.67
391 90 00 0410 DOE Design Loan	1,985,000.00	297,420.04	1,000,000.00	698,161.36	500,000.00	0.00	1,161,666.67	331,860.47
390 Other Financing Sources	1,985,000.00	297,420.04	1,000,000.00	698,161.36	500,000.00	0.00	1,161,666.67	331,860.47
397 05 00 0410 Transfer In from Water/Sewer Fu	11,000.00	10,827.27	0.00	0.00	0.00	0.00	3,666.67	3,609.09
397 Interfund Transfers	11,000.00	10,827.27	0.00	0.00	0.00	0.00	3,666.67	3,609.09
TOTAL REVENUES:	1,952,592.86	259,440.17	1,000,000.00	578,303.66	500,000.00	0.00	1,150,864.29	279,247.94
594 35 31 0010 DOE-Imm. Improv. Supplies	0.00	25,371.37	0.00	1,184.15	0.00	0.00	0.00	8,851.84
594 35 41 0010 DOE-Imm. Imprpv. Svcs	0.00	0.00	0.00	25,848.00	0.00	0.00	0.00	8,616.00
594 35 41 4102 Feasibility Study-Consultant Svs	19,050.00	19,047.48	0.00	0.00	0.00	0.00	6,350.00	6,349.16
594 35 41 4103 Design-Consultant Svs	1,927,540.00	329,046.37	1,000,000.00	598,696.54	500,000.00	0.00	1,142,513.33	309,247.64
594 35 41 4104 EDA Project Consultant Services	6,000.00	5,832.65	0.00	0.00	0.00	0.00	2,000.00	1,944.22
594 35 49 0410 Value Planning Hosting Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
594 35 49 0411 CERB Meeting Hosting Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
594 35 51 0000 WW Upgrades-Permitting	0.00	0.00	0.00	300.00	0.00	0.00	0.00	100.00
594 Capital Expenditures	1,952,590.00	379,297.87	1,000,000.00	626,028.69	500,000.00	0.00	1,150,863.33	335,108.85
508 10 00 0410 WW Cap-Ending Cash	2.86	0.00	0.00	0.00	0.00	0.00	0.95	0.00
999 Ending Balance	2.86	0.00	0.00	0.00	0.00	0.00	0.95	0.00
TOTAL EXPENDITURES:	1,952,592.86	379,297.87	1,000,000.00	626,028.69	500,000.00	0.00	1,150,864.29	335,108.85
FUND GAIN/LOSS:	0.00	-119,857.70	0.00	-47,725.03	0.00	0.00	0.00	-55,860.91

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500 Equipment Service Fund

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
308 80 00 0500 ES Unreserved Begin CA & Inves	67,144.73	67,144.73	65,450.73	139,248.98	183,177.98	0.00	105,257.81	68,797.90
308 Beginning Balances	67,144.73	67,144.73	65,450.73	139,248.98	183,177.98	0.00	105,257.81	68,797.90
348 00 00 0000 Equipment Rental-Internal	150,000.00	175,377.98	150,000.00	84,059.98	150,000.00	0.00	150,000.00	86,479.32
340 Charges For Goods & Services	150,000.00	175,377.98	150,000.00	84,059.98	150,000.00	0.00	150,000.00	86,479.32
361 11 00 0500 Interest Income/ES	0.00	647.75	0.00	411.31	0.00	0.00	0.00	353.02
362 10 00 0000 Equipment Rental - External NB	0.00	266.00	0.00	14.00	0.00	0.00	0.00	93.33
362 10 02 0000 Equipment Rental - External Skat	0.00	37.12	0.00	0.00	0.00	0.00	0.00	12.37
369 10 00 0500 Sale of Scrap Equip Service	5,400.00	5,398.38	0.00	0.00	0.00	0.00	1,800.00	1,799.46
360 Interest & Other Earnings	5,400.00	6,349.25	0.00	425.31	0.00	0.00	1,800.00	2,258.19
395 10 00 0500 Sale of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES:	222,544.73	248,871.96	215,450.73	223,734.27	333,177.98	0.00	257,057.81	157,535.41
548 65 10 0000 Maintenance Salary	26,832.00	32,695.70	35,000.00	14,526.71	35,000.00	0.00	32,277.33	15,740.80
548 65 20 0000 Maintenance Benefits	16,512.00	19,830.92	17,000.00	7,797.36	17,000.00	0.00	16,837.33	9,209.43
548 65 25 0000 Medical Physicals-Required	2,000.00	3,041.96	2,000.00	776.26	2,000.00	0.00	2,000.00	1,272.74
548 65 31 0000 Tires	2,000.00	972.53	2,000.00	0.00	2,000.00	0.00	2,000.00	324.18
548 65 32 0000 Gas and Oil	20,000.00	20,383.05	20,000.00	9,008.68	20,000.00	0.00	20,000.00	9,797.24
548 65 33 0000 Supplies	0.00	1,936.25	0.00	1,495.75	0.00	0.00	0.00	1,144.00
548 65 46 0000 Insurance	28,000.00	846.26	28,000.00	8,320.38	10,000.00	0.00	22,000.00	3,055.55
548 65 47 0000 Heat & Lights	1,500.00	2,397.27	1,500.00	2,147.95	1,500.00	0.00	1,500.00	1,515.07
548 65 48 0000 Repairs/Supplies Contracted	20,000.00	27,339.04	20,000.00	11,496.37	20,000.00	0.00	20,000.00	12,945.14
548 65 49 0000 Training	250.00	180.00	250.00	250.00	250.00	0.00	250.00	143.33
548 Public Works - Centralized Ser	117,094.00	109,622.98	125,750.00	55,819.46	107,750.00	0.00	116,864.67	55,147.48
594 48 64 0000 Equipment Purchase	40,000.00	0.00	0.00	0.00	45,000.00	0.00	28,333.33	0.00
594 Capital Expenditures	40,000.00	0.00	0.00	0.00	45,000.00	0.00	28,333.33	0.00
508 80 00 0500 ES-Ending Cash	65,450.73	0.00	89,700.73	0.00	180,427.98	0.00	111,859.81	0.00
999 Ending Balance	65,450.73	0.00	89,700.73	0.00	180,427.98	0.00	111,859.81	0.00
TOTAL EXPENDITURES:	222,544.73	109,622.98	215,450.73	55,819.46	333,177.98	0.00	257,057.81	55,147.48

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500 Equipment Service Fund

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
FUND GAIN/LOSS:	0.00	139,248.98	0.00	167,914.81	0.00	0.00	0.00	102,387.93

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630 Stevenson Municipal Court

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
308 10 00 0630 Stevenson Municipal Court-Beg E	0.00	0.00	0.00	9,738.88	0.00	0.00	0.00	3,246.29
308 Beginning Balances	0.00	0.00	0.00	9,738.88	0.00	0.00	0.00	3,246.29
389 40 00 0000 SMC-Agency Deposits	0.00	41,122.75	0.00	24,728.14	0.00	0.00	0.00	21,950.30
380 Non Revenues	0.00	41,122.75	0.00	24,728.14	0.00	0.00	0.00	21,950.30
397 01 00 0630 Transfer In From CE	0.00	5,443.28	0.00	0.00	0.00	0.00	0.00	1,814.43
397 Interfund Transfers	0.00	5,443.28	0.00	0.00	0.00	0.00	0.00	1,814.43
TOTAL REVENUES:	0.00	46,566.03	0.00	34,467.02	0.00	0.00	0.00	27,011.02
589 40 00 0000 SMC-Agency Disbursements	0.00	36,827.15	0.00	27,763.58	0.00	0.00	0.00	21,530.24
580 Non Expenditures	0.00	36,827.15	0.00	27,763.58	0.00	0.00	0.00	21,530.24
508 10 00 0630 Stevenson Municipal Court-Endin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999 Ending Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES:	0.00	36,827.15	0.00	27,763.58	0.00	0.00	0.00	21,530.24
FUND GAIN/LOSS:	0.00	9,738.88	0.00	6,703.44	0.00	0.00	0.00	5,480.77

BUDGET COMPARISON

City Of Stevenson
MCAG #: 0652

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631 CATV Fund

Account	2019 Appropriated	2019 Actual	2020 Appropriated	2020 Actual	2021 Appropriated	2021 Actual	Average Appropriated	Average Actual
308 10 00 0631 CATV Trust - Beginning Balance	0.00	0.00	0.00	3,098.81	0.00	0.00	0.00	1,032.94
308 Beginning Balances	0.00	0.00	0.00	3,098.81	0.00	0.00	0.00	1,032.94
389 40 00 0631 CATV-Interest	0.00	1.56	0.00	0.65	0.00	0.00	0.00	0.74
380 Non Revenues	0.00	1.56	0.00	0.65	0.00	0.00	0.00	0.74
397 01 00 0631 Transfer In From CE	0.00	3,115.25	0.00	0.00	0.00	0.00	0.00	1,038.42
397 Interfund Transfers	0.00	3,115.25	0.00	0.00	0.00	0.00	0.00	1,038.42
TOTAL REVENUES:	0.00	3,116.81	0.00	3,099.46	0.00	0.00	0.00	2,072.09
589 40 00 0631 CATV-Bank Fees	0.00	18.00	0.00	0.00	0.00	0.00	0.00	6.00
580 Non Expenditures	0.00	18.00	0.00	0.00	0.00	0.00	0.00	6.00
508 10 00 0631 CATV-Ending Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999 Ending Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES:	0.00	18.00	0.00	0.00	0.00	0.00	0.00	6.00
FUND GAIN/LOSS:	0.00	3,098.81	0.00	3,099.46	0.00	0.00	0.00	2,066.09

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	August, 2020	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	480.00	Program Management Time
	5,596.79	Monthly Reimbursables
	<u>302.01</u>	PPE Supplies
	\$ 13,878.80	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	398
Telephone Calls:	49
E-Mails:	20
Business Referrals:	2,389
Tracked Overnight Stays:	110
Mailings (student, relocation, visitor, letters):	5
Large Quantity Brochures	260
Chamber Website Pageviews	5,685
COS Website Pageviews	9,489

CHAMBER BUSINESS

Chamber Board Meeting: We held our August board meeting with discussions about progress on our strategic plan.

Chamber Membership: We had 1 new member join the Chamber and 8 membership renewals in August.

Chamber E-Newsletter: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons to over 1,100 recipients. We continued to send out an e-blast specifically for COVID-19 updates as needed.

Facebook Pages: The Chamber manages Facebook pages for the Stevenson Business Association, Gorge Blues and Brews Festival, Christmas in the Gorge, Logtoberfest, Wind River Business Association as well as for the Chamber itself. We continue to manage our new Facebook page promoting take-out dining services in Skamania County. This is an effort to help all local restaurants through COVID-19.

Chamber Marketing, Projects, Action Items:

- Continue ordering/distributing PPE for businesses
- Updated website to include 3 new travel itineraries and new photos
- Created new template for Under Currents newsletter
- Placed new ad to promote Chamber membership in Skamania Pioneer and River Talk Weekly
- Submitted "Get to know your local chamber" article to Skamania Pioneer and River Talk Weekly
- Worked with a board committee to review Chamber's personnel manual and make revisions
- Coordinating with Columbia Gorge Tourism Alliance on Benefits of Tourism presentation
- Researched sponsorship programs and travel tours as an additional revenue source for the Chamber
- Check-in meeting with Sarah from Senator Cantwell's office
- Bi-weekly meetings with Washington Hospitality Association
- Bi-weekly calls with County Emergency Operations Team with COVID-19 updates
- Bi-weekly meeting with Washington Chamber Executives
- Weekly calls with Representative Gina Mosbrucker
- New monthly meetings with WA Scenic By-ways for state-wide tourism promotion ideas
- Webinars: Affinity Programs

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements, attend monthly meetings and manage the WRBA Facebook page. Started planning on expanding Christmas in Carson to be a weekend long event with more festivities and more decorations throughout the town.

Stevenson Downtown Association (SDA): Attended monthly SDA board meeting and additional meetings as part of the business recovery committee. Worked on recovery committee projects and creating a current business contact list for 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:

- Monthly meeting with NB Marketing for progress updates on our marketing plan
- Placed ads in KOA campground publications
- Social Media promotion of Stevenson businesses, outdoor recreation and scenic drives
- Working on new 5 new itineraries for website and updating website layout
- Scheduled photo shoot for website
- Updating Drink page on website by links to website for Breweries in the Gorge, Gorge Wine and Columbia Gorge Cider Society
- Adding “request a visitor packet” to website and creating email list from that for future promotions
- Ordered new Christmas decorations
- Planned alternative ideas for Christmas in the Gorge activities to comply with COVID restrictions

2020 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-D1	Website	\$ 474.23
P2-D2	Social Media and Print Ad Creation	\$1,000.00
P2-D5	Ad Placement	\$1,738.00
P2-F	Co-op Advertising with Skamania Lodge	\$1,100.94
Program 3	Event Program	
P3-B	Christmas in the Gorge	\$ 1,219.12
P3-C	4th of July	<u>\$ 64.50</u>
		<u>\$ 5,596.79</u>

2020 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	4 hrs	\$ 120.00
P2-D1	Website updates	8 hrs	\$ 240.00
P3-B	Christmas in the Gorge	<u>4 hrs</u>	<u>\$ 120.00</u>
			<u>\$ 480.00</u>

	<i>2020 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	85,000.00	\$6,076.79	\$29,106.35	\$55,893.65

PPE for Businesses – Reimbursable Expenses

Disinfectant wipes	\$282.01
Spray bottles for hand sanitizer	\$ 20.00

TREASURERS REPORT

Fund Totals

City Of Stevenson
MCAG #: 0652

08/01/2020 To: 08/31/2020

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	774,384.66	42,009.66	69,092.32	747,302.00	6,298.27	10,993.52	-41.50	764,552.29
010 General Reserve Fund	326,705.62	0.00		326,705.62	0.00	0.00	0.00	326,705.62
020 Fire Reserve Fund	1,483,593.47	0.00		1,483,593.47	0.00	0.00	0.00	1,483,593.47
100 Street Fund	342,555.85	23,693.69	12,859.13	353,390.41	0.00	766.61	0.00	354,157.02
103 Tourism Promo & Develop Fund	765,676.60	24,742.58	41,426.57	748,992.61	0.00	8.83	0.00	749,001.44
300 Capital Improvement Fund	154,811.13	5,710.59		160,521.72	0.00	0.00	0.00	160,521.72
309 Russell Ave	-387,598.64	304,856.87	14,383.51	-97,125.28	12,121.35	0.00	0.00	-85,003.93
311 First Street	-368.42	0.00	8,224.05	-8,592.47	8,224.05	0.00	0.00	-368.42
400 Water/Sewer Fund	957,063.20	146,311.06	217,425.65	885,948.61	1,563.28	4,414.61	-9,491.68	882,434.82
410 Wastewater System Upgrades	-423,896.12	418,496.12	42,325.03	-47,725.03	0.00	0.00	0.00	-47,725.03
500 Equipment Service Fund	166,784.05	11,457.35	6,704.02	171,537.38	250.00	118.25	0.00	171,905.63
630 Stevenson Municipal Court	7,353.44	3,373.00	4,023.00	6,703.44	3,823.00	0.00	0.00	10,526.44
631 CATV Fund	3,099.33	0.13		3,099.46	0.00	0.00	0.00	3,099.46
	<u>4,170,164.17</u>	<u>980,651.05</u>	<u>416,463.28</u>	<u>4,734,351.94</u>	<u>32,279.95</u>	<u>16,301.82</u>	<u>-9,533.18</u>	<u>4,773,400.53</u>

TREASURERS REPORT

Account Totals

City Of Stevenson
MCAG #: 0652

08/01/2020 To: 08/31/2020

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	1,016,682.37	1,238,129.44	701,805.72	1,553,006.09	-9,273.64	44,708.77	1,588,441.22
3	Court Trust Umpqua	7,353.44	3,373.00	4,023.00	6,703.44	0.00	3,873.00	10,576.44
10	Xpress Bill Pay	34,816.47	28,441.68	0.00	63,258.15	-259.54	0.00	62,998.61
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	400.00	0.00	0.00	400.00	0.00	0.00	400.00
20	Opus	320,176.15	40.76	0.00	320,216.91	0.00	0.00	320,216.91
Total Cash:		1,379,528.43	1,269,984.88	705,828.72	1,943,684.59	-9,533.18	48,581.77	1,982,733.18
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	871,279.17	189.58	0.00	871,468.75	0.00	0.00	871,468.75
6	US Bank Safekeeping	1,916,256.86	300,442.50	300,600.60	1,916,098.76	0.00	0.00	1,916,098.76
8	CATV Trust	3,099.71	0.13	0.00	3,099.84	0.00	0.00	3,099.84
Total Investments:		2,790,635.74	300,632.21	300,600.60	2,790,667.35	0.00	0.00	2,790,667.35
		4,170,164.17	1,570,617.09	1,006,429.32	4,734,351.94	-9,533.18	48,581.77	4,773,400.53

TREASURERS REPORT
Fund Investments By Account

City Of Stevenson
 MCAG #: 0652

08/01/2020 To: 08/31/2020

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	203,813.59		65.01	65.01		203,878.60
100 000 Street Fund	25,988.68		8.29	8.29		25,996.97
103 000 Tourism Promo & Develop Fund	231,161.46		73.73	73.73		231,235.19
300 000 Capital Improvement Fund	6,269.73		2.00	2.00		6,271.73
400 000 Water/Sewer Fund	108,507.02		34.61	34.61		108,541.63
500 000 Equipment Service Fund	18,627.48		5.94	5.94		18,633.42
5 - LGIP	594,367.96	0.00	189.58	189.58		594,557.54
001 000 General Expense Fund	526,375.92	147,990.10		147,990.10	148,067.98	526,298.04
103 000 Tourism Promo & Develop Fund	320,655.44	90,151.98		90,151.98	90,199.42	320,608.00
300 000 Capital Improvement Fund	25,568.09	7,188.45		7,188.45	7,192.23	25,564.31
400 000 Water/Sewer Fund	185,797.68	52,236.86		52,236.86	52,264.34	185,770.20
500 000 Equipment Service Fund	10,226.25	2,875.11		2,875.11	2,876.63	10,224.73
6 - US Bank Safekeeping	1,068,623.38	300,442.50	0.00	300,442.50	300,600.60	1,068,465.28
001 000 General Expense Fund	0.38					0.38
631 000 CATV Fund	3,099.33		0.13	0.13		3,099.46
8 - CATV Trust	3,099.71	0.00	0.13	0.13		3,099.84
	1,666,091.05	300,442.50	189.71	300,632.21	300,600.60	1,666,122.66

TREASURERS REPORT

Fund Investment Totals

City Of Stevenson
MCAG #: 0652

08/01/2020 To: 08/31/2020

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	730,189.89	147,990.10	65.01	148,055.11	148,067.98	730,177.02	17,124.98
010 General Reserve Fund						0.00	326,705.62
020 Fire Reserve Fund						0.00	1,483,593.47
100 Street Fund	25,988.68		8.29	8.29		25,996.97	327,393.44
103 Tourism Promo & Develop Fund	551,816.90	90,151.98	73.73	90,225.71	90,199.42	551,843.19	197,149.42
300 Capital Improvement Fund	31,837.82	7,188.45	2.00	7,190.45	7,192.23	31,836.04	128,685.68
309 Russell Ave						0.00	-97,125.28
311 First Street						0.00	-8,592.47
400 Water/Sewer Fund	294,304.70	52,236.86	34.61	52,271.47	52,264.34	294,311.83	591,636.78
410 Wastewater System Upgrades						0.00	-47,725.03
500 Equipment Service Fund	28,853.73	2,875.11	5.94	2,881.05	2,876.63	28,858.15	142,679.23
630 Stevenson Municipal Court						0.00	6,703.44
631 CATV Fund	3,099.33		0.13	0.13		3,099.46	0.00
	1,666,091.05	300,442.50	189.71	300,632.21	300,600.60	1,666,122.66	3,068,229.28

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

4,734,351.94

TREASURERS REPORT

Outstanding Vouchers

City Of Stevenson
MCAG #: 0652

As Of: 08/31/2020 Date: 09/11/2020
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	2029	08/29/2020	Util Pay	1		Xpress Billpay	120.00	Xpress Import - CC - 08-29-2020__daily_batch.csv
2020	2031	08/31/2020	Tr Rec	1		Building Permit Customer	8,645.50	CS20-065 Eakin New SFR
2020	2033	08/31/2020	Util Pay	1		Xpress Billpay	508.14	Xpress Import - CC - 08-31-2020__daily_batch.csv
Receipts Outstanding:							9,273.64	
2020	2021	08/31/2020	Payroll	1	EFT	Department of Retirement Systems	13,964.52	Pay Cycle(s) 08/31/2020 To 08/31/2020 - PERS2; Pay Cycle(s) 08/31/2020 To 08/31/2020 - DCP
2020	2020	08/31/2020	Payroll	1	EFT	Colonial Life	202.27	Pay Cycle(s) 08/31/2020 To 08/31/2020 - Disability; Pay Cycle(s) 08/31/2020 To 08/31/2020 - Life Insurance; Pay Cycle(s) 08/31/2020 To 08/31/2020 - Accident
2020	2023	08/31/2020	Payroll	1	EFT	State of WA Dept of Social & Health Serv	380.26	Pay Cycle(s) 08/31/2020 To 08/31/2020 - WA Child Support
2019	635	04/29/2019	Payroll	1	13417	Skamania Branch Food Bank	138.14	
2019	629	04/29/2019	Payroll	1	13419	Stevenson Fire Association	69.07	
2019	2139	12/09/2019	Payroll	1	14020	Connor Black	59.10	2019 Volunteer FF Pay
2019	2147	12/09/2019	Payroll	1	14027	Sean M Hietpas	435.90	2019 Volunteer FF Pay
2020	1770	07/31/2020	Payroll	1	14543	Stevenson Fire Association	138.14	Pay Cycle(s) 07/31/2020 To 07/31/2020 - Fire Association
2020	1903	08/20/2020	Claims	1	14550	CGTA	500.00	2020 Partnership
2020	1911	08/20/2020	Claims	1	14558	Columbia Basin Water Works, Inc.	800.00	4 Meters tested for accuracy
2020	1917	08/20/2020	Claims	1	14564	Gregory S Cheney PLLC	435.00	July 2020 Court Apointed Attorney Costs
2020	1928	08/20/2020	Claims	1	14575	Skamania County EMS	450.00	City Staff First Aid/CPR Training
2020	1940	08/20/2020	Claims	1	14587	US Bank Safekeeping	30.00	July 2020 Maintenance Fees
2020	1942	08/20/2020	Claims	1	14589	USA Bluebook	763.28	Brass Float Valve Assembly; Head Service Kit, pH Buffer; Pump Repair Parts
2020	1945	08/20/2020	Claims	1	14592	WSP USA, Inc	8,224.05	First Street Overlook Project
2020	2000	08/31/2020	Payroll	1	14597	Michael Beck	69.07	PPP 08.01.20-08.31.20
2020	2010	08/31/2020	Payroll	1	14598	Annie McHale	138.14	PPP 08.01.20-08.31.20
2020	2025	08/31/2020	Payroll	1	14601	HRA VEBA Trust Contributions	500.00	Pay Cycle(s) 08/31/2020 To 08/31/2020 - HRA VEBA
2020	2026	08/31/2020	Payroll	1	14602	WGAP Washington Gorge Action Program	207.21	Pay Cycle(s) 08/31/2020 To 08/31/2020 - Food Bank
2020	2032	08/31/2020	Claims	1	14603	Wallis Engineering, PLLC	17,204.62	Johnson (Tolliver) Subdivision; Rock Creek Cove; Russell Avenue Improvements
							44,708.77	
2018	687	04/20/2018	Claims	3	954	Court Trust	50.00	CR21289
2020	2079	08/26/2020	Claims	3	1022	Stevenson Municipal Court	1,000.00	Stanton, Leonard J - 8Z0392847
2020	2080	08/31/2020	Claims	3	1023	Stevenson Municipal Court	2,823.00	City of Stevenson August Remittance

TREASURERS REPORT

Outstanding Vouchers

City Of Stevenson
MCAG #: 0652

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
							3,873.00	
2020	2030	08/30/2020	Util Pay	10		Xpress Billpay	147.52	Xpress Import - EFT - 08-30-2020__daily_batch.csv
2020	2034	08/31/2020	Util Pay	10		Xpress Billpay	112.02	Xpress Import - iPay - 08-31-2020__daily_batch.csv
Receipts Outstanding:							259.54	
							48,581.77	

Fund	Claims	Payroll	Total
001 General Expense Fund	6,298.27	10,993.52	17,291.79
100 Street Fund	0.00	766.61	766.61
103 Tourism Promo & Develop Fund	0.00	8.83	8.83
309 Russell Ave	12,121.35	0.00	12,121.35
311 First Street	8,224.05	0.00	8,224.05
400 Water/Sewer Fund	1,563.28	4,414.61	5,977.89
500 Equipment Service Fund	250.00	118.25	368.25
630 Stevenson Municipal Court	3,823.00	0.00	3,823.00
	32,279.95	16,301.82	48,581.77

TREASURERS REPORT

Signature Page

City Of Stevenson
MCAG #: 0652

08/01/2020 To: 08/31/2020

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

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

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 14:29:08 Date: 09/11/2020
Page: 1

001 General Expense Fund Months: 01 To: 08

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	419,177.79	680,398.49	(261,220.70)	162.3%
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%
104 Custodial Reserve	59,695.22	51,135.13	8,560.09	85.7%
308 Beginning Balances	512,286.83	764,947.44	(252,660.61)	149.3%
311 Property Tax	481,883.50	290,189.78	191,693.72	60.2%
313 Sales Tax	265,000.00	156,091.88	108,908.12	58.9%
316 Utility Tax	40,000.00	29,545.25	10,454.75	73.9%
317 Other Tax	16,000.00	14,944.56	1,055.44	93.4%
310 Taxes	802,883.50	490,771.47	312,112.03	61.1%
321 Licenses	2,900.00	3,130.00	(230.00)	107.9%
322 Permits	45,000.00	(3,989.44)	48,989.44	8.9%
320 Licenses & Permits	47,900.00	(859.44)	48,759.44	1.8%
000	0.00	0.00	0.00	0.0%
330 Grants	350,000.00	62,036.28	287,963.72	17.7%
335 State Shared	11,000.00	0.00	11,000.00	0.0%
336 State Entitlements, Impact Payments & Tax	16,055.00	13,612.19	2,442.81	84.8%
330 Intergovernmental Revenues	377,055.00	75,648.47	301,406.53	20.1%
341 Other	0.00	2,788.66	(2,788.66)	0.0%
342 Fire District 2	19,500.00	14,260.39	5,239.61	73.1%
345 Planning	4,500.00	19,705.00	(15,205.00)	437.9%
346 Building	3,000.00	29.00	2,971.00	1.0%
340 Charges For Goods & Services	27,000.00	36,783.05	(9,783.05)	136.2%
350 Fines & Penalties	11,250.00	9,141.78	2,108.22	81.3%
360 Interest & Other Earnings	5,500.00	18,639.30	(13,139.30)	338.9%
380 Non Revenues	0.00	5,846.55	(5,846.55)	0.0%
Fund Revenues:	1,783,875.33	1,400,918.62	382,956.71	78.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	22,000.00	9,348.89	12,651.11	42.5%
512 Judicial	62,700.00	32,914.52	29,785.48	52.5%
513 Executive	110,825.00	64,061.99	46,763.01	57.8%
514 Financial, Recording & Elections	99,600.00	77,997.78	21,602.22	78.3%
515 Legal Services	31,500.00	15,348.00	16,152.00	48.7%
517 Employee Benefit Programs	525.00	10,621.00	(10,096.00)	2023.0%
518 Centralized Services	51,580.29	78,672.05	(27,091.76)	152.5%
521 Law Enforcement	192,801.85	123,278.47	69,523.38	63.9%
202 Fire Department	82,905.00	19,065.87	63,839.13	23.0%
203 Fire District 2	19,500.00	3,401.91	16,098.09	17.4%
522 Fire Control	102,405.00	22,467.78	79,937.22	21.9%
528 Dispatch Services	8,000.00	3,229.75	4,770.25	40.4%
551 Public Housing Services	350,000.00	0.00	350,000.00	0.0%
553 Conservation	300.00	434.75	(134.75)	144.9%
554 Environmental Services	11,400.00	0.00	11,400.00	0.0%

2020 BUDGET POSITION

City Of Stevenson
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001 General Expense Fund Months: 01 To: 08

Expenditures	Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel				
550 Building	37,050.00	4,220.95	32,829.05	11.4%
560 Planning	193,480.00	134,833.27	58,646.73	69.7%
570 Economic Development	11,900.00	6,247.00	5,653.00	52.5%
558 Planning & Community Devel	242,430.00	145,301.22	97,128.78	59.9%
565 Welfare	30,000.00	0.00	30,000.00	0.0%
566 Substance Abuse	150.00	147.21	2.79	98.1%
573 Cultural & Community Activities	500.00	59.96	440.04	12.0%
576 Park Facilities	149,350.00	63,485.30	85,864.70	42.5%
580 Non Expenditures	0.00	6,247.95	(6,247.95)	0.0%
597 Interfund Transfers	35,000.00	0.00	35,000.00	0.0%
100 Unreserved	189,698.97	0.00	189,698.97	0.0%
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.0%
104 Custodial Reserve	59,695.22	0.00	59,695.22	0.0%
999 Ending Balance	282,808.19	0.00	282,808.19	0.0%
Fund Expenditures:	1,783,875.33	653,616.62	1,130,258.71	36.6%
Fund Excess/(Deficit):	0.00	747,302.00		

2020 BUDGET POSITION

City Of Stevenson
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010 General Reserve Fund			Months: 01 To: 08	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	325,553.66	326,705.62	(1,151.96)	100.4%
Fund Revenues:	325,553.66	326,705.62	(1,151.96)	100.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	325,553.66	0.00	325,553.66	0.0%
Fund Expenditures:	325,553.66	0.00	325,553.66	0.0%
Fund Excess/(Deficit):	0.00	326,705.62		

2020 BUDGET POSITION

City Of Stevenson
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020 Fire Reserve Fund			Months: 01 To: 08	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,480,000.00	1,483,593.47	(3,593.47)	100.2%
397 Interfund Transfers	35,000.00	0.00	35,000.00	0.0%
Fund Revenues:	1,515,000.00	1,483,593.47	31,406.53	97.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	1,515,000.00	0.00	1,515,000.00	0.0%
Fund Expenditures:	1,515,000.00	0.00	1,515,000.00	0.0%
Fund Excess/(Deficit):	0.00	1,483,593.47		

2020 BUDGET POSITION

City Of Stevenson
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100 Street Fund			Months: 01 To: 08	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	116,553.76	306,289.98	(189,736.22)	262.8%
310 Taxes	322,000.00	178,670.70	143,329.30	55.5%
320 Licenses & Permits	600.00	225.00	375.00	37.5%
330 Intergovernmental Revenues	49,620.60	26,251.70	23,368.90	52.9%
360 Interest & Other Earnings	0.00	219.20	(219.20)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	488,774.36	511,656.58	(22,882.22)	104.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance	265,600.00	114,546.68	151,053.32	43.1%
543 Streets Admin & Overhead	28,050.00	14,070.63	13,979.37	50.2%
544 Road & Street Operations	21,000.00	0.00	21,000.00	0.0%
566 Substance Abuse	0.00	130.04	(130.04)	0.0%
594 Capital Expenditures	39,000.00	29,518.82	9,481.18	75.7%
597 Interfund Transfers	53,000.00	0.00	53,000.00	0.0%
999 Ending Balance	82,124.36	0.00	82,124.36	0.0%
Fund Expenditures:	488,774.36	158,266.17	330,508.19	32.4%
Fund Excess/(Deficit):	0.00	353,390.41		

2020 BUDGET POSITION

City Of Stevenson
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103 Tourism Promo & Develop Fund			Months: 01 To: 08	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	615,661.30	710,294.51	(94,633.21)	115.4%
310 Taxes	440,000.00	143,275.17	296,724.83	32.6%
360 Interest & Other Earnings	0.00	11,305.93	(11,305.93)	0.0%
Fund Revenues:	1,055,661.30	864,875.61	190,785.69	81.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	357,250.00	114,002.83	243,247.17	31.9%
594 Capital Expenditures	370,000.00	1,880.17	368,119.83	0.5%
999 Ending Balance	328,411.30	0.00	328,411.30	0.0%
Fund Expenditures:	1,055,661.30	115,883.00	939,778.30	11.0%
Fund Excess/(Deficit):	0.00	748,992.61		

2020 BUDGET POSITION

City Of Stevenson
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105 Affordable Housing Fund		Months: 01 To: 08		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
310 Taxes	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2020 BUDGET POSITION

City Of Stevenson
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300 Capital Improvement Fund			Months: 01 To: 08	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	99,236.62	135,656.42	(36,419.80)	136.7%
310 Taxes	20,000.00	24,176.83	(4,176.83)	120.9%
360 Interest & Other Earnings	0.00	688.47	(688.47)	0.0%
Fund Revenues:	119,236.62	160,521.72	(41,285.10)	134.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	70,611.00	0.00	70,611.00	0.0%
999 Ending Balance	48,625.62	0.00	48,625.62	0.0%
Fund Expenditures:	119,236.62	0.00	119,236.62	0.0%
Fund Excess/(Deficit):	0.00	160,521.72		

2020 BUDGET POSITION

City Of Stevenson
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303 Joint Emergency Facilities Fund

Months: 01 To: 08

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

2020 BUDGET POSITION

City Of Stevenson
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309 Russell Ave

Months: 01 To: 08

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	819,927.00	559,148.18	260,778.82	68.2%
360 Interest & Other Earnings	75,000.00	0.00	75,000.00	0.0%
397 Interfund Transfers	70,611.00	0.00	70,611.00	0.0%
Fund Revenues:	965,538.00	559,148.18	406,389.82	57.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	965,538.00	656,273.46	309,264.54	68.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	965,538.00	656,273.46	309,264.54	68.0%
Fund Excess/(Deficit):	0.00	(97,125.28)		

2020 BUDGET POSITION

City Of Stevenson
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311 First Street		Months: 01 To: 08		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	132,800.00	0.00	132,800.00	0.0%
397 Interfund Transfers	53,000.00	0.00	53,000.00	0.0%
Fund Revenues:	185,800.00	0.00	185,800.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	185,800.00	8,592.47	177,207.53	4.6%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	185,800.00	8,592.47	177,207.53	4.6%
Fund Excess/(Deficit):	0.00	(8,592.47)		

2020 BUDGET POSITION

City Of Stevenson
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400 Water/Sewer Fund				Months: 01 To: 08	
Revenues	Amt Budgeted	Revenues	Remaining		
400 Water/Sewer	129,205.20	251,864.61	(122,659.41)	194.9%	
401 Water	191,376.85	207,161.66	(15,784.81)	108.2%	
402 Sewer	190,400.27	218,673.27	(28,273.00)	114.8%	
308 Beginning Balances	510,982.32	677,699.54	(166,717.22)	132.6%	
330 Intergovernmental Revenues	311,000.00	0.00	311,000.00	0.0%	
343 Water	690,150.00	386,591.42	303,558.58	56.0%	
344 Sewer	887,594.20	589,008.39	298,585.81	66.4%	
340 Charges For Goods & Services	1,577,744.20	975,599.81	602,144.39	61.8%	
343 Water	46,674.00	92,100.29	(45,426.29)	197.3%	
344 Sewer	56,532.00	67,898.00	(11,366.00)	120.1%	
400 Water/Sewer	4,000.00	5,830.72	(1,830.72)	145.8%	
360 Interest & Other Earnings	107,206.00	165,829.01	(58,623.01)	154.7%	
380 Non Revenues	0.00	0.00	0.00	0.0%	
390 Other Financing Sources	350,000.00	321,000.00	29,000.00	91.7%	
Fund Revenues:	2,856,932.52	2,140,128.36	716,804.16	74.9%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
534 Water Utilities	473,150.00	294,350.80	178,799.20	62.2%	
535 Sewer	852,500.00	365,826.92	486,673.08	42.9%	
534 Water	64,373.39	24,087.96	40,285.43	37.4%	
535 Sewer	32,671.00	16,335.00	16,336.00	50.0%	
591 Debt Service	97,044.39	40,422.96	56,621.43	41.7%	
534 Water	764,500.00	553,579.07	210,920.93	72.4%	
535 Sewer	0.00	0.00	0.00	0.0%	
594 Capital Expenditures	764,500.00	553,579.07	210,920.93	72.4%	
597 Interfund Transfers	0.00	0.00	0.00	0.0%	
400 Water/Sewer	234,755.01	0.00	234,755.01	0.0%	
401 Water	188,050.85	0.00	188,050.85	0.0%	
402 Sewer	246,932.27	0.00	246,932.27	0.0%	
999 Ending Balance	669,738.13	0.00	669,738.13	0.0%	
Fund Expenditures:	2,856,932.52	1,254,179.75	1,602,752.77	43.9%	
Fund Excess/(Deficit):	0.00	885,948.61			

2020 BUDGET POSITION

City Of Stevenson
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406 Wastewater Short Lived Asset Reserve Fund

Months: 01 To: 08

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

2020 BUDGET POSITION

City Of Stevenson
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408 Wastewater Debt Reserve Fund Months: 01 To: 08

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

2020 BUDGET POSITION

City Of Stevenson
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410 Wastewater System Upgrades			Months: 01 To: 08	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	(119,857.70)	119,857.70	0.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%
390 Other Financing Sources	1,000,000.00	698,161.36	301,838.64	69.8%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	1,000,000.00	578,303.66	421,696.34	57.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	1,000,000.00	626,028.69	373,971.31	62.6%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	1,000,000.00	626,028.69	373,971.31	62.6%
Fund Excess/(Deficit):	0.00	(47,725.03)		

2020 BUDGET POSITION

City Of Stevenson
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500 Equipment Service Fund		Months: 01 To: 08		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	65,450.73	139,248.98	(73,798.25)	212.8%
340 Charges For Goods & Services	150,000.00	84,059.98	65,940.02	56.0%
360 Interest & Other Earnings	0.00	425.31	(425.31)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
Fund Revenues:	215,450.73	223,734.27	(8,283.54)	103.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	125,750.00	52,196.89	73,553.11	41.5%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
999 Ending Balance	89,700.73	0.00	89,700.73	0.0%
Fund Expenditures:	215,450.73	52,196.89	163,253.84	24.2%
Fund Excess/(Deficit):	0.00	171,537.38		

2020 BUDGET POSITION

City Of Stevenson
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630 Stevenson Municipal Court		Months: 01 To: 08		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	9,738.88	(9,738.88)	0.0%
380 Non Revenues	0.00	24,728.14	(24,728.14)	0.0%
Fund Revenues:	0.00	34,467.02	(34,467.02)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	27,763.58	(27,763.58)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	27,763.58	(27,763.58)	0.0%
Fund Excess/(Deficit):	0.00	6,703.44		

2020 BUDGET POSITION

City Of Stevenson
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631 CATV Fund		Months: 01 To: 08		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	3,098.81	(3,098.81)	0.0%
380 Non Revenues	0.00	0.65	(0.65)	0.0%
Fund Revenues:	0.00	3,099.46	(3,099.46)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	3,099.46		

2020 BUDGET POSITION TOTALS

City Of Stevenson
MCA# #: 0652

Months: 01 To: 08

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	1,783,875.33	1,400,918.62	78.5%	1,783,875.33	653,616.62	37%
010 General Reserve Fund	325,553.66	326,705.62	100.4%	325,553.66	0.00	0%
020 Fire Reserve Fund	1,515,000.00	1,483,593.47	97.9%	1,515,000.00	0.00	0%
100 Street Fund	488,774.36	511,656.58	104.7%	488,774.36	158,266.17	32%
103 Tourism Promo & Develop Fund	1,055,661.30	864,875.61	81.9%	1,055,661.30	115,883.00	11%
105 Affordable Housing Fund	0.00	0.00	0.0%	0.00	0.00	0%
300 Capital Improvement Fund	119,236.62	160,521.72	134.6%	119,236.62	0.00	0%
303 Joint Emergency Facilities Fund	0.00	0.00	0.0%	0.00	0.00	0%
309 Russell Ave	965,538.00	559,148.18	57.9%	965,538.00	656,273.46	68%
311 First Street	185,800.00	0.00	0.0%	185,800.00	8,592.47	5%
400 Water/Sewer Fund	2,856,932.52	2,140,128.36	74.9%	2,856,932.52	1,254,179.75	44%
406 Wastewater Short Lived Asset Re	0.00	0.00	0.0%	0.00	0.00	0%
408 Wastewater Debt Reserve Fund	0.00	0.00	0.0%	0.00	0.00	0%
410 Wastewater System Upgrades	1,000,000.00	578,303.66	57.8%	1,000,000.00	626,028.69	63%
500 Equipment Service Fund	215,450.73	223,734.27	103.8%	215,450.73	52,196.89	24%
630 Stevenson Municipal Court	0.00	34,467.02	0.0%	0.00	27,763.58	0%
631 CATV Fund	0.00	3,099.46	0.0%	0.00	0.00	0%
	<u>10,511,822.52</u>	<u>8,287,152.57</u>	<u>78.8%</u>	<u>10,511,822.52</u>	<u>3,552,800.63</u>	<u>33.8%</u>



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Abandon Vehicle Right of Way	3
Alarms oth than	3
Simple Assault	1
Animal - Barking Dog	2
Business Establishment Alarm	6
Carprowl Theft from Auto	1
Citizen Assist	1
Citizen Dispute	4
Custodial Interference	1
Disorderly Conduct	3
Domestic Violence	5
Found Property	2
Fraud	1
Harrass	1
Hospice	1
Illegal Burning/Permit Violat	1
Information Report	8
Jail Problems/Inmate Problems	1
Medical Emergency	30
Mental Health Problems	2
Patrol Request	1
Traffic Collision Prop Damage	3
Property Damage, Non Vandalism	1
Repossession of property	1
Request Traffic Enforcement	3
Residential Alarm	3
Sex Offense/Abuse	1
Smoke sighting, smell, etc	1
Suspicious Substance	1
Suspicious Person/Circumstance	9
Theft Other Property	4
Theft Automobile	2
Traffic Hazard	1
Traffic Stop	4
Trespassing	12
Unsecure Premise	1
Vandalism/Mailic Misch	1
VIN Number Inspection	2
Violation Court Orders	3
Vicious Animals	2
Wanted Person - Warrant	1
Welfare Check	2

Total reported: 136

Report Includes:

All dates between `00:00:00 08/01/20` and `00:00:00 09/01/20`, 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>
Disorderly Conduct	1
Harrass	1
Power/Gas/Water Problems	1

Total reported: 3

Report Includes:

All dates between `00:00:00 08/01/20` and `00:00:00 09/01/20`, 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

Law Total Incident Report, by Nature of Incident

Nature of Incident**Total Incidents**

Business Establishment Alarm

1

Medical Emergency

1

Total reported: 2

Report Includes:

All dates between `00:00:00 08/01/20` and `00:00:00 09/01/20`, All agencies matching `SCSO`, All natures, All locations matching `22`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Total</u>
46.20.005	NVOL W/O I.D.	1
46.20.342	DR W/LIC PRIV SUSP	4
46.61.400	SPEEDING	1
9A.36.041	4TH DEGREE ASSAULT	2

Report Totals

8

Report Includes:

All dates of issue between `00:00:00 08/01/20` and `00:00:00 09/01/20`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types

2020 Overall		January	February	March	April	May	June	July	August	September	October	November	December	Totals
Mileage														
County	17477	18203	17492	15988	19268	18438	21031	18609	0	0	0	0	0	146506
Stevenson	2097	1977	1938	2053	2354	2069	2274	2208	0	0	0	0	0	16970
N. Bonneville	1012	1199	1004	1189	1254	1179	1234	1161	0	0	0	0	0	9232
USFS	1711	2455	2510	2373	1407	1191	935	968	0	0	0	0	0	13550
Title 3	105	116	150	0	576	1029	616	666	0	0	0	0	0	3463
Other	0	110	0	0	2383	1465	1806	1927	0	0	0	0	0	7691
TOTAL	22402	24060	23194	21788	27242	25371	27896	25559	0	0	0	0	0	197512
Hourly Report														
Vacation	148.25	0.00	33.25	146.50	75.25	70.50	180.75	342.75	0.00	0.00	0.00	0.00	0.00	997.25
Sick Leave	19.00	0.00	45.75	10.25	166.25	350.75	194.75	213.50	0.00	0.00	0.00	0.00	0.00	1000.25
Training	96.25	132.00	20.50	15.50	26.00	26.00	5.25	40.50	0.00	0.00	0.00	0.00	0.00	338.00
Administration	204.50	96.75	55.25	49.25	135.50	61.75	63.75	52.75	0.00	0.00	0.00	0.00	0.00	719.50
Parol/Investigations														
COVID-19	1.50	0.00	111.00	144.75	65.75	51.25	15.75	15.50	0.00	0.00	0.00	0.00	0.00	409.50
K 9	0.00	0.00	0.00	0.00	0.00	17.25	0.00	24.00	0.00	0.00	0.00	0.00	0.00	41.25
County	1102.00	929.25	865.50	875.00	1115.50	944.25	1102.25	982.50	0.00	0.00	0.00	0.00	0.00	7917.25
Stevenson	454.50	445.00	455.25	493.75	489.01	433.00	479.75	407.25	0.00	0.00	0.00	0.00	0.00	3657.51
Sley Court	0.00	0.00	0.00	0.00	1.25	2.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
N. Bonneville	203.75	218.00	208.25	243.00	238.25	192.75	213.75	160.50	0.00	0.00	0.00	0.00	0.00	1678.25
N. Born Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
District Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Superior Court	43.00	14.25	20.00	23.25	6.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106.50
USFS	174.00	220.25	233.00	215.25	95.50	61.50	58.25	66.00	0.00	0.00	0.00	0.00	0.00	1123.75
George Stearns	75.50	90.25	126.50	82.00	104.50	78.25	84.50	90.50	0.00	0.00	0.00	0.00	0.00	732.00
Weyer/Col Timber	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Drug	0.00	3.00	0.00	0.00	0.00	5.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.50
SDS Patrol	9.25	8.75	6.00	11.75	17.75	13.00	15.25	14.25	0.00	0.00	0.00	0.00	0.00	96.00
Eradication County	0.00	1.25	0.00	0.00	0.00	0.00	1.00	11.00	0.00	0.00	0.00	0.00	0.00	13.25
County Traffic Enforce.	258.25	272.50	315.75	204.50	318.00	374.50	423.00	331.50	0.00	0.00	0.00	0.00	0.00	2498.00
SAR County	17.00	24.00	6.00	0.00	4.00	2.00	8.00	9.00	0.00	0.00	0.00	0.00	0.00	70.00
Title 3														
Emergency Response	2.00	7.25	7.00	26.50	23.50	32.25	11.25	8.00	0.00	0.00	0.00	0.00	0.00	117.75
SAR Missions	3.50	4.00	0.00	3.25	14.25	17.00	17.50	14.25	0.00	0.00	0.00	0.00	0.00	73.75
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title 3 Subtotal	5.50	11.25	7.00	29.75	37.75	49.25	28.75	22.25	0.00	0.00	0.00	0.00	0.00	191.50
SubTotal Reg	2639.50	2455.25	2423.00	2363.00	2586.75	2261.25	2472.50	2229.00	0.00	0.00	0.00	0.00	0.00	19436.25
OT Time														
COVID-19	0.00	0.00	0.00	4.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00
County	35.50	19.25	23.00	5.25	14.50	46.00	42.50	48.75	0.00	0.00	0.00	0.00	0.00	234.75
Stevenson	5.00	3.00	0.00	1.00	0.00	15.00	2.25	13.50	0.00	0.00	0.00	0.00	0.00	39.75
Stevenson Court	0.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	4.00
N. Bonneville	0.00	0.00	1.25	0.00	2.25	1.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
N. Bonneville Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
District Court	6.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.50
Superior Court	19.00	16.50	17.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.25
USFS	0.00	0.00	0.00	2.00	7.50	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.50
Training	5.25	0.00	0.00	0.00	0.00	7.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.50
Weyer/Col Timber	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Drug	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
DNR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Eradication County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
County Traffic Enforce	0.00	0.00	0.00	0.00	0.00	2.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	6.00
Special Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SAR County	0.00	0.00	1.75	0.00	2.50	0.00	0.00	9.50	0.00	0.00	0.00	0.00	0.00	13.75
SAR Title 3	0.00	0.00	2.00	10.75	40.50	22.00	18.50	34.75	0.00	0.00	0.00	0.00	0.00	128.50
Total Overtime	71.25	40.75	43.75	12.25	28.75	78.75	44.75	77.75	0.00	0.00	0.00	0.00	0.00	398.00
Total Title 3	5.50	11.25	9.00	40.50	76.25	71.25	47.25	57.00	0.00	0.00	0.00	0.00	0.00	318.00
TOT HRS	2883.50	2668.75	2654.75	2572.50	2933.25	2833.50	2940.00	2904.00	0.00	0.00	0.00	0.00	0.00	22190.25

STEVENSON PLANNING COMMISSION MEETING MINUTES

Monday, August 10, 2020

6:00 PM

Held Remotely

Conference call info: (253) 215-8782 or (312) 626-6799 and PIN 854 4535 3946#.

Online: <https://us02web.zoom.us/j/85445353946>

Attending: Planning Commissioners Auguste Zettler, Mike Beck, Jeff Breckel.

City Staff: Community Development Director Ben Shumaker,

Other: Zachary Pyle, applicant

Public attendees: Brian McNamara, Kelley O'Malley McKee, Amy Weissfeld, Judith Morrison, Monica Masco

CALL TO ORDER

PC Vice-Chair Auguste Zettler opened the meeting at 6:00 p.m. He conducted roll call to ensure a quorum was in place. Chair Valerie Hoy-Rhodehamel was absent.

Preliminary Matters

1. Chair Described Public Comment Expectations for Remote Meeting

PC Vice-Chair Auguste Zettler explained the process, asking participants to state their name prior to offering comments and to keep comments to 5 minutes or less.

2. Approval of Minutes from July 13th and 20th, 2020 Planning Commission Meetings.

MOTION to approve the July 13th and 20th, 2020 Planning Commission meeting minutes as presented was made by **Commissioner Beck** with a second by **Commissioner Breckel**.

- Voting aye: **Commissioners Beck, Breckel, Zettler**
- Voting nay: None.

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

Community Development Director Ben Shumaker explained how to access the meeting to make comments through the remote process.

There were no comments provided.

New Business

4. Short Plat Alteration Rock Cove Hospitality Center

Community Development Director Ben Shumaker explained the proposal before the Commission. He noted the review would be structured like a public hearing. The Planning Commission would be making recommendations to the Stevenson City Council regarding the proposal. He pointed to information on page 12 regarding what items could be included in the PC's recommendation regarding the plat amendment.

a. Review Purpose of Meeting (to review project and provide a recommendation to City Council)

b. Appearance of Fairness Disclosures

Community Development Director Shumaker explained the purpose for Appearance of Fairness Disclosures. It is to ensure fairness and impartiality in the decision making of the Planning Commission. Each Planning Commissioner was asked to disclose if they had any financial interest in the project's outcome, if the proposal would benefit them or cause them to lose income, and if they had participated in any ex-parte (outside) communication with anyone regarding the proposal, for or against. If so, Commissioners are asked to disclose the nature of the conversation. Challenges by an applicant can be brought forth if there is any perceived conflict of interest by Commissioners.

Each Commissioner reported in turn regarding their ability to provide a fair and impartial decision. All reported no financial interests, issues or communications that would affect their ability to deliver a fair and impartial decision. There were no challenges by Zachary Pyle representing the applicant.

c. Presentation by Staff

Community Development Director Ben Shumaker briefly described the proposal and shared some visual elements. The property is located along Rock Creek Drive in Stevenson and is the site of the former Hegewald lumber mill.

It is a short plat amendment involving consolidation of the 3 lots into 2 and relocation of a public access easement on the site. He related that in June 2020 the Stevenson City Council, after reviewing the proposal, had favored reconfiguring the public access easements to include "Florida" (the southern peninsula) and reducing the number of lots. He pointed out several additional recommendations from City staff for the PC to consider, including the addition of wayfinding stones, continuing the easement to a neighboring property and granting public access to all areas below the ordinary high water mark

PC Vice-Chair Zettler asked the applicant to clarify their proposal prior to having public comment.

d. Presentation by Applicant

Zachary Pyle, acting for the applicant, noted the reduction of lots was intended to reduce setback issues. He stated he was supportive of City staff Shumaker's recommendations and had no problem with wayfinding stones. He related the project was working to reduce critical areas impact to a minimum, and equitable access was important.

e. Public Comments

PC Vice Chair Zettler opened the meeting for public comment regarding the proposed plat amendment at 6:15 p.m.

Amy Weissfeld questioned Zachary about water access in relation to the habitat areas. He replied that it was his experience based on conversations with DOE that the trail could not be built in the current location because of the required shoreline setback variance and the amount of habitat mitigation it would trigger.

Community Development Director Shumaker and Commissioner Beck confirmed from separate experience that trails are considered "structures" and subject to the shoreline 50' setback/variance requirement. [Note at this time, there was a server storage issue which prevented recording the meeting]

i. Comments in Favor

No further comments.

ii. Comments Opposed

No comments

iii. Comments Neither in Favor Nor Opposed

No comments.

f. Commission Discussion

The Commissioners entered into a broad discussion regarding the proposed plat amendment. Most of the discussion focused on the easements and layouts of the potential pedestrian pathways. Having public water access was considered desirable, but not critical, as water access is easily obtained at fairgrounds.

All agreed the public had become used to enjoying use of the existing site. It was also noted balance between public access and future guest usage and privacy was important.

Kelly O'Malley McKee asked if the development would allow for private access to Rock Cove. Zachary Pyle responded the unpaved gravel slope could be used by guests as a way into the water. Zachary expressed liability concerns over public water access from the private site.

Judith Morrison spoke about her desire to see the Planning Commission recognize the need for inclusivity. She grew up in Oregon where public access to water is routine. Zachary Pyle pointed out the development is not restricting access beyond reason.

PC Vice-Chair Zettler AZ-closed the public comment session at 6:34 and returned to the commission discussion.

Commissioner Beck noted that an easement does not require a path, and it could be left to the city to later develop a path. **Community Development Director Ben Shumaker** shared the easements are not currently surveyed within the recorded plat. **Commissioner Breckel** asked if creating approximate locations of easements could allow for future flexibility for mitigation or improvements. **Shumaker** advised having something known avoids negotiations and possible disputes between public and private owners. A suggestion to develop a line designation with language regarding future easement improvement was considered.

No objections were raised by the Commission regarding the consolidation of the lot lines.

g. Recommendation

MOTION to consolidate the lot lines as proposed for the Rock Cove Hospitality Site on Rock Creek Drive in Stevenson was made by **Commissioner Breckel** with **Commissioner Beck** providing the second.

- Voting aye: **Commissioners Zettler, Beck and Breckel.**
- Voting nay: None

MOTION to recommend the Stevenson City Council adopt an amended plat that shows the easements as on page 16 of the site proposal presented to the Planning Commission, including other options with exception of water access, with easements no less than 15' in width was made

by **Commissioner Beck**. **Commissioner Breckel** verified the action would include the "Florida" path and provided the second.

- Voting aye: **Commissioners Zettler, Beck and Breckel**.
- Voting nay: None

Commissioner Beck agreed to attend the upcoming City Council meeting on August 20th, 2020 to answer any Council questions on the amended plat for the proposed Rock Cove Hospitality Site.

5. Zoning Amendment Kickoff Report for ZON2020-01 (Increasing Residential Building Capacity) to Establish Public Involvement Expectations

Community Development Director Ben Shumaker explained the purpose of the grant from the Washington Department of Commerce. He pointed to page 17 of the meeting packet and briefly described the topics that would be covered and the findings that identified issues to be considered:

- 1) Zoning Text Amendment to reduce minimum lot sizes in the R3 Multi-Family District.
- 2) Zoning Map Amendment to consolidate R3 and R2 Two-Family Districts, expand R3 District to some R1 areas implement recommendations from the Downtown Plan.
- 3) Zoning Text Amendment to add minimum densities in mixed use and multi-family areas.
- 4) Zoning Text Amendment to reduce parking requirements for downtown areas.
- 5) Municipal Code Amendments to allow properties outside city limits to connect to water and sewer.

He asked the Commission to determine which strategies to use that would best include the public in the zoning amendment process. A number of possibilities were discussed, including an outdoor presentation at the fairgrounds. Taskforces and informational workshops were considered good ways to invite community participation. Business versus residential zones need to be addressed and recognized.

Commissioner Beck noted getting the message out regarding planning for the next 20 years was important. Timelines for results connected to the grant were discussed.

>Brian McNamara stated he was overwhelmed by the massive reports and conjectures. He asked about employment issues to support the projected population growth. He requested **Shumaker** again directly contact property owners that are or may be affected, as recent communication was seen as helpful.

Shumaker mentioned there was still a vacancy on the PC board.

>Monica Masco stated she welcomed the PC's attempts to include the public. She would like to be a part of any discussion regarding Stevenson as she has a personal investment in Stevenson.

Shumaker related the next phase of the downtown plan might involve focusing on incentives rather than regulatory approaches. **PC Vice Chair Zettler** suggested homestead exemptions for homeowners could make a big difference in communities. Further discussion on implementation of the Downtown Plan for Success was held. **Commissioner Beck** related he would like to see a majority of homeowners take part.

Brian McNamara stated he may consider becoming a PC Commissioner and would discuss the possibility with **Shumaker** at a later time. **Commissioner Breckel** observed he appreciates Brian's comments.

Old Business

None.

Discussion

6. Staff & Commission Reports:

Columbia Street & 1st Street Projects, Tree Plan, Downtown Zoning Recommendation, Capital Facilities Plan, Property Line Alteration Code

Community Development Director Ben Shumaker shared information on several items. The tree plan will get underway soon, with inventory of existing trees on city, library and school district property taking place. Stevenson Public Works will maintain inventory and provide tree care.

Shumaker noted the Council would also consider the issue of recommended zoning code amendment. He also brought up the Capital facilities plan/comprehensive plan amendment, noting it would come back to the Commission another time. In the meantime, staff is working to better coordinate sewer, stormwater and other street projects. The Department of Ecology will be providing comments for the Shoreline Management Plan to help with approval.

1st Street project is progressing. He is working to improve pedestrian amenities on the overlook. **Commissioner Beck** offered county help with the tree plans if needed.

7. Thought of the Month: Brian McNamara asked if any decision regarding replacement of a single family detached dwelling following loss from fire or other disaster had been determined. **Shumaker** noted the zoning allows a rebuild, but the current moratorium on SFDD is stricter. He reminded the Commissioners about the traffic calming information he had emailed them.

Adjournment

PC Vice-Chair Auguste Zettler declared the meeting adjourned at 7:56 p.m.

Minutes recorded by Johanna Roe



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 2020
Meeting Date: September 17th, 2020

Executive Summary:

Fire Department focus has been on the COVID-19 response in our service area and Skamania County. Fire Chief is receiving regular SitReps and continues to pass on relevant updates to the membership. Fire Department leadership has been working hard on digesting COVID-19 response guidelines which sometimes change daily. We continue to develop and adjust response procedures and protocols based on the information available. Fire Department transitioned back in to doing weekly in-person training meetings as of 9/14/2020

Fire Department sent mutual aid resources to Wasco County as a part of an Immediate Needs Taskforce on August 27th to support our regional mutual aid partners defense against the White River Fire which made an explosive run to the east that threatened the areas around the town of Maupin.

Overview of Items:

- *COVID-19 Response:* Ongoing
- *New Fire Hall:* Ongoing
- *District AFG Grant:* Pre-construction conference completed. Tentative Delivery of new apparatus is November 2020

Drills/Training/Calls:

August Drills/Training – 62 Hours of volunteer training time

August Calls – 13 total

- 2 – Burn complaints
- 1 – Wild Fire
- 2 – Residential Fire Alarms
- 1 – Smoke Investigation
- 3 – Commercial Fire Alarms
- 1 – Mutual Aid – Wild Fire
- 1 – Mutual Aid – Structure Fire
- 1 – Mutual Aid – Taskforce Deployment
- 1 – Motor Vehicle Collision

Action Needed: None



City of Stevenson

Public Works Department

(509)427-5970

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

TO: City Council
FROM: Karl Russell, Public Works Director
DATE: September 11, 2020
SUBJECT: Council Update

Projects for the month of September are as follows:

- Replacing 500' of 8" watermain on Hollstrom Road.
- Installing two new water services on Ryan Allen via line boring under Ryan Allen
- Removing an abandoned culvert crossing Wisteria Way
- Cleaning sedimentation basin

In addition to the aforementioned projects, the crew has been kept very busy with utility locating due to the high building activity and also new natural gas services that are going in on Kanaka Creek Road and Lutheran Church Road.

Instant Pipe completed the repairs on the School Street sewer collection system. The repairs made were roughly half of the repairs needed. We will do the rest of the repairs with next years budget. Repairs made \$70,000. Repairs identified as being needed \$168,000.

Correct Equipment completed installation of the remote read meters. There are roughly 30 meters that need to be replaced by city staff due to special circumstances (too deep, hard plumbed on customer side, excavation needed etc.)

Myself and Wallis Engineering are working on finalizing the Russell Street Project. Items we are working on include concrete (some spots are sub-par), street lights (too bright) and asphalt still needed on one approach.

Regards,

Karl Russell



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: August 20, 2020

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

COVID-19 Response – I continue to time on the response to COVID-19 communicating information and passing along requests for personal protective equipment from various government agencies. The updates have been changed to monthly. The first reimbursement request for CARES funds has been received. The deadline for CARES funds has been extended to Nov. 30th and the city will receive an additional \$24,300.

I have also been working on a policy for delinquent accounts in preparation for the end of October deadline for our waiver of enforcement actions on delinquent accounts. The Governor's office provided guidelines for a policy, which will be incorporated.

Business Licensing – Mary Corey has been working hard to provide the upload data for the over 100 business licenses in the city in preparation for transition to the state. The city will stop processing licenses on November 27th and the new system will go live on December 17th. Information will go out to businesses and the chamber as we get closer to the cut-over date. Minor changes to the business license code have been recommended to clarify the process and changes taking place.

Water Meter Change/Energy Conservation Project – Most meters have been changed out, except for a few in challenging location. Those will continue to be read manually until they can be replaced. We continue reading meters and billing customers for usage on a monthly basis.

Nuisances – There are a few active nuisances we are tracking and responding to as time allows.

Wastewater Rate Study – Anders and I reviewed a rate model this week and will begin working with it to analyze the data for determination of future rates and the structure of fees. Any changes to the rates will need to have a public hearing, which I hope to accomplish by the end of the year.

Construction Loan Applications – The Department of Ecology has opened up their round of applications for funding. Staff will be working on an application for the treatment plant and a collection system extension along Loop Rd. to Frank Johns for about \$9.9M, due October 13th.

Action Needed:

None.