

AGENDA
CITY OF STEVENSON COUNCIL MEETING
October 19, 2023
6:00 PM, City Hall and Remote

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

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

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

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

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

- a) *10/18 changes include:
- Added EDC 2024 Contract Approval (item 4d)
 - Added Weed Control Interlocal Agreement with Skamania County (item 4e)
 - Added staff memo and associated documents to Chinidere 2&3 Final Plat (item 9a)
 - Added staff memo and associated documents to Short Plat ROW Acceptance (item 9b)
 - Added the Homeless Housing Council Report and Mid-Columbia Housing Collaborative Report (item 10c)
- b) **10/19 changes include:
- Added Voucher Approval and report (item 12a)

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

- a) **Water Adjustment** - Denise McDannell (meter No. 401700) requests a water adjustment of \$111.28 for a water leak which they have since repaired.
- b) **Liquor License Renewal** - Red Bluff Brewing
- c) **Water Adjustment** - Stevenson Community Pool (meter No. 706100) requests a water adjustment of \$806.90 for a water leak which they have since repaired.
- d) ***Approve 2024 EDC Contract in the Amount of \$27,380** - City Administrator Leana Kinley presents the contract with Skamania County Economic Development Council for 2024 services in the amount of \$27,380.
- e) ***Approve Interlocal Agreement with Skamania County for Vegetation and Noxious Weed Control** - Public Works Director Carolyn Sourek presents the agreement with Skamania County to control vegetation and noxious weeds within the city.
- f) **Minutes** of September 21, 2023 regular meeting, September 28, 2023 special workshop, and October 5, 2023 special joint council and fire district 2 meeting.

MOTION: To approve consent agenda items a-d.

5. SHERIFF'S OFFICE REPORT:

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

6. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Skamania County Economic Development Council** - Executive Director Kevin Waters will update city council on recent EDC activities.
- b) **Chamber of Commerce Report** - Skamania County Chamber of Commerce Executive Director Angie Waiss will present on some of the activities conducted by Skamania County Chamber of Commerce in the prior quarter. A copy of the report is attached.

7. PUBLIC HEARINGS:

- a) **Proposed 2024 Budget Hearing** - City Administrator Leana Kinley presents the 2024 proposed budget for public comment and council discussion. A digital version may also be seen on the website <https://city-stevenson-wa-budget-book.cleargov.com/11684>.

8. UNFINISHED BUSINESS:

- a) **Sewer Ordinance Update** - Staff will present an update on the status of the committee and timeline for presenting a revised proposal for council consideration.

9. COUNCIL BUSINESS:

- a) ***Approve Chinidere Phases 2 & 3 Final Plat** - Community Development Director Ben Shumaker presents a request from Aspen Development for Chinidere Phase 2-3 final plat approval and the related staff report.

MOTION: As outlined on page 3 in the staff memo.

- b) *Approve Short Plat Right of Way Acceptance** - Community Development Director Ben Shumaker presents the staff memo regarding the Right of Way acceptance for the Knudsen Short Plat SP2023-01 for council review and consideration.

MOTION: To accept the right of way as outlined in the conditions of acceptance for the Knudsen Short Plat SP2023-01.

- c) Approve Amendment No. 1 to DOE Loan for WWTP Construction** - City Administrator Leana Kinley requests approval of amendment no. 1 to agreement no. WQC-2022-StevPW-00028 between the Washington State Department of Ecology and the City of Stevenson. This amendment adds the increased inspection costs for \$365,371. The total amount of the loan is revised to \$10,301,371, the expiration date is changed to June 30, 2025 and all other terms remain the same.

MOTION: To approve amendment no. 1 to agreement no. WQC-2022-StevPW-00028 between the State of Washington Department of Ecology and City of Stevenson to add \$365,371 for a revised loan amount of 10,301,371 and an expiration date of June 30, 2025.

- d) Approve Contract Amendment for Wastewater Construction Services** - City Administrator Leana Kinley presents a contract amendment with Wallis Engineering for construction services related to the wastewater treatment plant upgrades. The increased inspection and engineering cost is due to the contractor not demobilizing as initially planned and an extension of the construction timeline. These will be paid through additional loan funds from the Department of Ecology.

MOTION: To approve the contract amendment with Wallis Engineering for services related to the construction of the wastewater treatment plant upgrades for an additional amount of \$365,371 and a revised total contract amount of \$1,432,580.

- e) Approve Community Grant Agreement with US EPA** - City Administrator Leana Kinley presents the agreement between the City and the US Environmental Protection Agency (EPA) for the wastewater treatment plant in the amount of \$2.5M. This is a Direct Appropriation through Senator Patty Murray's office, applied for in May 2021. There is almost \$14.8M in costs related to the project and this grant will help close the funding gap to only \$624k. This grant also brings the total grant percentage to almost 25% of the total project.

MOITON: To approve the US EPA assistance agreement in the amount of \$2.5M.

10. INFORMATION ITEMS:

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

- b) Financial Report** - The Q3 financial report, Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.
- c) *Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information. A copy of the quarterly report for the Mid-Columbia Housing Collaborative is also enclosed.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

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

12. VOUCHER APPROVAL:

- a)** **September 2023 payroll, and October 2023 AP checks have been audited and are presented for approval. September payroll checks 17244 thru 17248 total \$140,936.78 which includes EFT payments. October 2023 AP checks 17249 thru 17322 total \$703,143.42, which includes EFT payments. 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 26th, 6pm Special City Council Workshop on Fireworks
- Tuesday, November 7th, 6pm Special Joint Council and Skamania Fire District 2 Meeting
- Monday, November 13th, 6pm, Planning Commission Meeting
- Thursday, November 16th, 6pm, City Council Meeting
 - 2024 Property Tax Public Hearing
 - Final 2024 Budget Public Hearing



October 6, 2023

Leana Kinley, Administrator
City of Stevenson
P.O. Box 371
Stevenson, WA 98648

RE: 2024 Contract for Services

Dear Leana,

Thank you for the City's continued support of the Skamania Economic Development Council (SEDC) over the years. Your partnership has been important to our success.

Enclosed please find two copies of the proposed 2024 Scope of Work (Attachment A) between the City of Stevenson and the SEDC. The SEDC's 2024 funding request is for \$27,380 (\$8.00 per capita, 1,565 population based on Washington State's 2023 OFM (\$12,520), plus \$2,360 for the Skamania County SBDC Position, plus \$12,500 for CFM Advocates).

SEDC looks forward to continuing our partnership in promoting economic development within the City of Stevenson through the 2024 contract period.

Sincerely,

Kevin Waters
Executive Director, Skamania EDC

Attachment

Cc: SEDC Board of Directors

SERVICE CONTRACT

This agreement made and entered into this 1st day of January, 2024 between the **CITY OF STEVENSON**, a municipal corporation of the State of Washington, hereinafter referred to as “City,” and the **SKAMANIA ECONOMIC DEVELOPMENT COUNCIL**, a non-profit corporation, hereinafter referred to as “EDC.”

Recitals

The City of Stevenson needs to establish and update a list of economic development projects to maintain eligibility for federal and state grant assistance.

The City wishes to increase dissemination of information regarding business opportunities and industrial expansion within the City; and improve efficiency of existing businesses by acting as an educational resource to business owners.

Among other things, the EDC is formed to promote economic development and encourage business expansion in the local area.

It is in the City’s interest to contract with the EDC to perform certain services relating to the general economic development of the City, and to provide technical assistance to new and existing businesses.

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

1. **Services Rendered**: The EDC will perform the work set forth on the Scope of Work attached hereto as “Attachment A,” which is incorporated herein by reference.
2. **Completion**: The term of this agreement shall be for twelve (12) months, the EDC shall complete the services to be performed under this agreement on or before December 31, 2024.
3. **Payment**: In consideration of the work to be performed as described in “Attachment A,” City will pay EDC the total sum of **Twenty-Seven Thousand, Three Hundred Eighty Dollars (\$27,380)**. Not later than June and December the EDC will submit a request for payment and a report of work completed. Upon receipt of each satisfactory work report, City will pay EDC one-half of the total consideration, or **Thirteen Thousand Six Hundred and Ninety Dollars (\$13,690)** on a net 30-day term. After written notice to EDC, City may withhold payment if EDC cannot demonstrate substantial compliance with the terms of “Attachment A” hereto. Failure to submit satisfactory work reports demonstrating substantial compliance with the Scope of Work statement shall be considered a breach of this agreement and City will be excused from further performance hereunder.

4. **Termination and Waiver:** Upon default by either party of one of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder. Upon termination of this agreement, all property created under this agreement still in the possession of EDC shall be returned to the City within ten (10) days.
5. **Financial Records:** EDC shall maintain financial records of all transactions related to this agreement for six (6) years after contract completion. The financial records shall be made available at all times for auditing by City, State of Washington or federal auditors.
6. **Status of EDC:** a) It is hereby understood, agreed and declared that EDC is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein. b) The EDC covenants that all licenses, tax I.D. Numbers., bonds, industrial insurance accounts or other matters required of the EDC by federal, state or local governments in order to enable the EDC to do business, have been acquired by the EDC and is in full force and effect.
7. **Insurance and Indemnification:** EDC agrees to indemnify and hold harmless the City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by the City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.

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

11. **Equal Opportunity and Compliance with Laws:** EDC shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, EDC shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.

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

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

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

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

CITY OF STEVENSON

**SKAMANIA ECONOMIC
DEVELOPMENT COUNCIL**

By _____
Scott Anderson, Mayor

By _____
Executive Director

ATTEST:

Leana Kinley, City Manager

APPROVED AS TO FORM:

Robert Muth, City Attorney

CITY OF STEVENSON
SCOPE OF WORK FOR ECONOMIC DEVELOPMENT SERVICES
2024
ATTACHMENT “A”

The Skamania Economic Development Council will perform the following economic development services for the City of Stevenson during the 2024 contract period:

1. Coordinate with the City on priority projects for inclusion in the Comprehensive Economic Development Strategy (CEDS) submitted to the Mid-Columbia Economic Development District (MCEDD), which establishes eligibility for federal grant dollars. Coordinate with MCEDD to ensure efficient implementation of economic development activities.
2. Provide biannual progress reports to the City outlining economic development activities. When requested, attend Stevenson City Council to discuss the status of economic development projects affecting the City of Stevenson. Report on progress made on City deliverables.
3. Provide business retention and expansion services to businesses located within the City of Stevenson through one-on-one counseling through the EDC, SCORE, or referrals.
4. Provide access to training opportunities to Stevenson businesses through workshops or training events available through the EDC and its economic development partners.
5. Market and operate the EDC’s revolving loan fund programs to assist existing downtown businesses and start-up businesses.
6. Promote business workshops, business resource information, and training opportunities through the Economic Development Council or its partners via the EDC’s website, e-mail, or social media.
7. Provide technical assistance for grant and loan applications to the City on a project specific basis.
8. Serve on the Washington Economic Development Association to provide input for legislation pertinent to the economic success of rural communities especially the City of Stevenson.
9. Visit Stevenson businesses on a regular basis to determine the needs for the local city business owners.

10. Continue to contract with the State of Washington's Department of Commerce as the Associate Development Organization (ADO) for Skamania County. Performance measures for the ADO contract include specific economic development targets for recruitment and marketing activities, business retention and expansion services, readiness and capacity engagements, and community activities.
11. Develop and maintain new SBDC Contract, Position and Services shared with Skamania and Klickitat County.
12. Manage and maintain CFM Advocates and their contract between the SEDC and CFM. Give quarterly updates with City on CFM's progress and projects.

Inter-Local Agreement

Skamania County

This Agreement, made and entered into this ____ day of _____, by and between Skamania County, Washington, a political subdivision of the State of Washington, hereinafter referred to as the “County” and the City of Stevenson a political subdivision of the State of Washington; hereinafter referred to as the “Agency”.

Witness: It is Hereby covenanted and agreed as follows:

1. The Agency requests the County perform noxious weed removal or provides services for the Agency as requested.
 - a. For noxious weed removal, or services, to be performed under this Agreement, the Agency will supply the County with a letter or email describing the item(s) requested or a Scope of Work to the County’s Noxious Weed Control Department. The County reserves the right to deny or approve each application of the Agency on an individual basis.
 - b. Control of work shall be from the Agency’s Public Works Director, or an appointed staff member.
2. The County shall provide requested on site task completion; administrative and clerical services necessary for the execution of the requested work from the Agency and in providing such services.
3. The Agency hereby agrees to reimburse the County for the cost of the work performed by the County, based on the actual verified cost of labor, equipment rental, engineering and materials used in completing the requested work, plus all costs for fringe benefits to labor, including, but not limited to, Social Security, retirement, industrial, and medical aid costs, prorated sick leave, holidays, and vacation time and group medical insurance. In addition thereto, ten percent (10%) of the total costs shall be added for overhead costs for accounting, billing and administrative services; provided the County shall submit to the Agency a certificate statement of the costs. The Agency shall remit payment within sixty (60) days of receipt of the certificate of costs.
4. Each party shall maintain books, records, documents and other material as relevant to its performance under this Agreement. These records shall be subject to inspection, review and audit by either party or its designee, and the Washington State Auditor’s Office. Each party shall retain all such books, records, documents and other material for the applicable retention period under federal and Washington law.
5. It is understood and agreed between the parties if either party is alleged to be negligent in its performance of this Agreement, and those allegations result in a claim, loss, demand, action, or cause of action of any nature whatsoever, the negligent party will/shall defend and hold the other party and its appointed and elective officers, agents and employees harmless from those allegations and any damages which may result. The obligation to provide indemnity shall be upon notice of any claim. The parties further agree to hold the other harmless and to waive their respective immunities under the State Industrial Insurance Act (RCW Title 51) to the extent an employee brings a claim or suit against the other non-employer agency for injuries occurring in the workplace while performing any act under this Agreement.

6. The Agency agrees to procure and maintain in full force insurance in the sum of not less than \$1 million public liability and \$3 million property damage for each noxious weed control project; naming the County as a named insured.
7. It is understood and agreed between the parties this Agreement is non-delegable and cannot be assigned, transferred or any portion subcontracted hereunder by the County without the prior written permission of the Agency.
8. The County, in the performance of work under this Agreement shall abide by the provisions of RCW 39.34, Interlocal Cooperation Act. It is the purpose of this statute to permit local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization which will accord best with geographic, economic, population and other factors influencing the needs and development of local communities.
9. The term of this Agreement shall be from November 15, 2023 to December 31, 2025, except either party may terminate the Agreement upon thirty (30) days written notice given to the other party.
10. Both parties agree to three (3) two (2) year automatic renewals to this Agreement, which shall be executed prior to the expiration of the Agreement by both parties.
11. This Agreement shall be governed exclusively by the laws of the State of Washington. The Skamania County Superior Court shall be the sole proper venue for any and all suits brought to enforce or interpret the provisions of this Agreement. If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation arising in contract, tort or otherwise, each party shall bear its own attorney's fees incurred in the action, arbitration or proceeding.
12. This Agreement shall be filed or listed by subject on a public agency's website in accordance with RCW 39.34.040.
13. The Stevenson Public Works Director shall be the Administrator for this Interlocal Agreement.

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

CITY OF STEVENSON,
A Municipal Corporation,

COUNTY OF SKAMANIA,
Board of Commissioners

By: _____
Mayor

By: _____
Chairman

Attest:

By: _____
City Clerk

Commissioner

Commissioner

Approved as to form only:

Attest:

Adam Kick, Skamania County Prosecutor

Clerk of the Board

MINUTES
CITY OF STEVENSON COUNCIL MEETING
September 21, 2023
6:00 PM, City Hall and Remote

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

Attending:

Elected Officials: Mayor Scott Anderson, Councilmembers David Wyatt, Michael Johnson, Dave Cox, Kristy McCaskell.

Staff: City Administrator Leana Kinley; Community Development Director Ben Shumaker; Public Works Director Carolyn Sourek, Deputy Clerk/Treasurer Anders Sorestad; City Attorney Robert Muth.

Guests: Skamania County Undersheriff Tracy Wyckoff, Skamania County Sheriff Summer Scheyer.

Public Participants: Mary Repar, Ezra Hammer, Rick Jessell, Tina Van Pelt, Pat Rice, Dave Prosser, Wes Houston, Neil Collins, Perry Colburn and other members of the public.

Mayor Anderson announced the first hour or so of the meeting would be devoted to a workshop on the potential sewer ordinance change.

Public Works Director Carolyn Sourek introduced herself and related information regarding the purpose of and reasoning behind the proposed changes. Attendees were encouraged to view the maps provided and discuss the options.

2. WORKSHOP ON PROPOSED SEWER ORDINANCE:

a) ***Proposed Ordinance Changes to SMC 13.08 Sewer and Pre-treatment:** Staff provided background and an overview of the changes proposed as modified based on the August 24th council workshop, describe the workshop process and be available for questions.

Enclosed was:

- a copy of the flyer distributed to residents the state policy regarding the requirement to connect to the public sewer system
- a description of Urban Reserve and a copy of the future land use map
- a map on the sewer system and affected parcels
- a copy of a workflow for moving through how or when a property owner may be impacted by this change
- a copy of the revised ordinance proposal a 2008 memo from the City Attorney regarding the connection requirement
- a staff memo on financing options and associated attachment

Staff is working on a map with lines indicating recent and planned sewer main line extensions which may be presented prior to or at the meeting. A summary of the impact and a list of some general questions answered can be found on the city website at <https://www.ci.stevenson.wa.us/publicworks/page/proposed-sewer-ordinance>.

3. RECESS: A recess was called at 6:55 in order to reorganize the room for the business meeting.

Meeting resumed at 7:05

4. PUBLIC COMMENTS:

> Perry Colburn commented on the City's contract with the Skamania County Sheriff's Office.

5. CHANGES TO THE AGENDA:

a) *9/20 changes include:

- Revised the workflow, revised the map of affected areas, added a staff memo on financing options and a memo from the city attorney in 2008 regarding the legality of the proposed changes to the Workshop (item 2a)
- Revised Memo regarding Law Enforcement Contract (item 7b)
- Revised the Ordinance to include language for adoption, with no changes to chapter 13.08 and added public comments received (item 9a)
- Added Resolution 2023-418 Findings of Fact to the packet (item 10a)
- Added the Staff Memo and associated Budget documentation (item 11d)
- Added the September Financial Report (item 12b)
- Added the Homeless Housing Council Report (item 12c)
- Added report on contracts over \$10k administratively approved (item 12d)
- Addition of vouchers (item 14a)

b) **9/21 changes include:

- Added additional public comments received (item 9a)

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

- a) **Liquor License Renewal** - El Rio Texicantina
- b) **Special Occasion Liquor License Application** - Rock Creek Hegewald Center on October 8th from 3pm to 9pm for the Skamania Democratic Central Committee.
- c) **Waive Water Utility Charges of \$243.96 for Alice Niedert - City Administrator Leana Kinley** requested council waive water fees of \$243.96 for Alice Niedert (account 14020) that date back to 2016 when the meter was shut off. The charge is outside of our ability to collect.
- d) **Water Adjustment** - Kim Bernheisel (meter No. 703250) requested a water adjustment of \$1,000 for a water leak which they have since repaired.
- e) **Approve Resolution 2023-417 Revising the Personnel Policy - City Administrator Leana Kinley** presented the staff memo and resolution 2023-417 revising the personnel policy for council consideration.
- f) **Approve RCO Parks Plan Grant Agreement 22-2504 in the Amount of \$100,000 - City Administrator Leana Kinley** presented a contract with the state Recreation and Conservation Office (RCO) for the Stevenson Comprehensive Parks and Recreation Plan in the amount of \$100,000, with no match required, for council consideration.

The city has contracted with DCG Watershed for the services related to this contract.

- g) **Minutes** of August 8th, 2023 regular meeting and August 14th and August 24th, 2023 special meetings.

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

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

7. SHERIFF'S OFFICE REPORT:

- a) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for the prior month was presented for council review. **Councilmember Cox** asked about call numbers including medical calls for the previous month. Undersheriff Wyckoff explained the calls involve having to use dispatch services.
- b) **Discuss Interlocal Agreement for Law Enforcement - City Administrator Leana Kinley** presented the attached staff memo and draft Interlocal Agreement with Skamania County Sheriff's Office for law enforcement services for 2024-25 for council discussion.

Councilmembers Hendricks and **Cox** met with Sheriff Scheyer and Undersheriff Wyckoff. The request presented included a \$150K increase in the contract over 2 years to bring it in line with communities with similar call volume. A number of reasons were cited for the increase in costs, including road closures for parades.

Councilmember Cox requested further negotiations and additional breakdown of calls received by the SO. It was determined to continue negotiations and to return to the contract discussion at the October 2023 City Council meeting.

8. PUBLIC HEARINGS:

The Public Hearing was opened at 7:25

- a) **Approve Chinidere Phase 2-3 Extension - City Administrator Leana Kinley** presented information on the request for the fourth amendment to the Development Agreement for the Chinidere Mountain Estates Subdivision. The property owners for phases 2-3 request a six-month extension of substantial completion of the infrastructure and the follow-up required of the Development Agreement due to the impact of supply chain issues. A copy of the third amendment is attached for comparison.
Community Development Director Shumaker suggested passage of the extension to keep the development moving toward the next phase.
Ezra Hammer, representing the Chinedere extension applicants, provided details on the delays of materials. He noted they were very close to completion and the six month extension request was being made out of caution.

The public hearing was closed at 7:28

MOTION to approve the fourth amendment to the development agreement with Aspen Development, LLC for the Chinidere Mountain Estates Subdivision as presented was made by **Councilmember Johnson**, seconded by **Councilmember Cox**.

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

9. COUNCIL BUSINESS:

- a) **First Reading SMC 13.08 Sewer Connection Requirements** - Staff presented a revised draft of SMC 13.08 Sewer and Pre-treatment based on feedback from the August 24th council workshop and feedback from the workshop earlier on the agenda for council discussion. The document has been updated to include ordinance language-no change to proposed chapter 13.08 have been made. Public Comments received on the topic have also been added to the packet.

Following a detailed discussion by Council, it was agreed additional information was needed regarding connection requirements, financing, clarification between publications, rate studies, future density and other points. Forming a committee with citizen participation was proposed for early 2024. Actual scheduling is TBD.

10. PUBLIC HEARINGS (cont.):

- a) **Private Sewer System (Septic) Moratorium - City Administrator Leana Kinley** presented and explained resolution 2023-418 adopting the findings of fact related to the moratorium passed at the August 2023 Council meeting on the new construction, expansion, or replacement of private sewage disposal systems for public comment and council consideration.

If findings of fact are approved, a six month extension of the moratorium can be approved. It can be lifted by another moratorium. The current moratorium is in place for six months (from August 2023.)

The Public Hearing was opened at 7:58

Rick Jessell, Tina Van Pelt, Neil Collins, Dave Prosser, Mary Repar, Pat Rice, and Wes Houston all provided comments in favor of lifting the moratorium. Costs of connections, mapping of existing septic systems to determine failures, alternative funding sources to pay costs, problems with landlocked parcels, etc. were all mentioned.

The public hearing closed at 8:21

MOTION to approve resolution 2023-418 adopting the findings of fact related to the moratorium on the new construction, expansion, or replacement of private sewage disposal systems within the Urban Reserve or within 300 feet of the public sewer system was made by **Councilmember Johnson**, seconded by **Councilmember Wyatt**.

Voting aye: **Councilmembers Johnson, Wyatt**.

Voting nay: **Councilmembers Cox, McCaskell**.

Mayor Anderson broke the tie by voting aye.

11. COUNCIL BUSINESS (cont.):

- a) **Shoreline Public Access Plan - Community Development Director Ben Shumaker** distributed a resolution pertaining to the Stevenson Integrated Shoreline Access Plan. He also presented and explained parts of the Shoreline Access Plan as recommended by the Planning Commission for council consideration. He highlighted a number of revisions made to the plan in response to public input and pointed to a specific direction regarding any future actions at Bob's Beach.

MOTION to approve the Stevenson Integrated Shoreline Access Plan Resolution 2023-419 as presented was made by **Councilmember Cox**, seconded by **Councilmember Johnson**.

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

- b) **Discuss Park Plaza Project - City Administrator Kinley** requested direction on the Park Plaza project over establishing a construction budget that is either aspirational (build the final design as funding comes over many years/phases regardless of cost) or to a set budget (we have \$x and that is what we will build to in one phase).
A kick-off meeting is scheduled for the first week in October, and guidance on this question will help determine the design parameters and potential costs. Consultants need to know how the project will be paid for, or what the budget contains. The City Council is now managing the project, so answers will need to come from the Council.
- c) **Discuss Rescheduling November Council Workshop** - The November council workshop on the 2024 budget is currently scheduled to take place on Thanksgiving (fourth Thursday of November). It was agreed to schedule the meeting for November 8th, 2023. A joint Fire Department/City Council meeting was scheduled Oct. 5th. October 11th was set as a back-up date.
- d) **Preliminary 2024 Budget - City Administrator Leana Kinley** presented a staff memo and preliminary 2024 budget for council review and discussion prior to the meeting.

12. INFORMATION ITEMS:

- a) **Planning Commission Minutes** - Minutes were attached from the August 2023 Planning Commission.
- b) ***Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month were presented for council review.
- c) ***Housing Programs Report** - The report for the prior months on housing services provided by Washington Gorge Action Programs in Skamania County was enclosed for council information.
- d) ***Contracts Awarded Administratively** - The report on contracts, purchases and change orders over \$10,000 approved administratively over the past month was attached.

13. CITY ADMINISTRATOR AND STAFF REPORTS:

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

The Shoreline Access Planning project is complete. The Chinedere Development is coming to finalization. The parking study is done. The data shows Thursday is busier than Saturday. Just 51% of downtown had cars parked, indicating a good reserve of parking.

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

Seasonal work is occurring, including catch basins clean out and road striping. Wastewater upgrades are continuing. As part of the water capacity plan a stress test on the Hegewald well was performed. She is looking for funds to cover the test cost. Surplussed equipment brought in \$6K. Four staff will be taking CDL training. There are two new hires-one for the WWTP and one Utility worker.

c) **Leana Kinley, City Administrator**

The financial and single audits are done, the accounting audit has one finding. A law change in 2017 required a paper verifying bidders had not been banned or disbarred from state jobs in the past 3 years, and the city did not have that on record. The impact affects funding as the city's score is reduced. Policies and procedures will be updated.

14. VOUCHER APPROVAL:

- a) *August 2023 payroll, and September 2023 AP checks have been audited and were presented for approval. August payroll checks 17169 thru 17173 total \$124,264.15 which includes EFT payments. September 2023 AP checks 17149 thru 17168 and 17174 thru 17243 total \$1,494,158.40, which includes EFT payments. The AP check register with fund transaction summary was attached for review.

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

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

15. MAYOR AND COUNCIL REPORTS:

Councilmember Johnson reported he was still attending meetings on annexation.

Councilmember Cox noted he will be meeting on tourism issues in the future.

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

14. **ADJOURNMENT - Mayor Anderson** adjourned the meeting at 9:20 p.m.

Scott Anderson, Mayor

Date

MINUTES
CITY OF STEVENSON SPECIAL COUNCIL MEETING
September 28, 2023
6:00 PM, City Hall and Remote

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

PRESENT

Councilmembers Dave Cox, Kristy McCaskell, Michael D. Johnson, and David Wyatt. Public Works Director Carolyn Sourek and City Administrator Leana Kinley were also present.

ABSENT

Councilmember Paul Hendricks

2. PUBLIC COMMENTS: None.

3. COUNCIL BUSINESS:

- a) **Preliminary 2024 Budget** - City Administrator Leana Kinley presented a staff memo and preliminary 2024 budget for council review and discussion. The council reviewed the staff memo, budget highlights, areas of concern, and strategies to address budget deficits. Staff will make adjustments in line with the discussion and present those to the Council at the October 19th meeting.

4. ADJOURNMENT - The meeting was adjourned at 7:07pm.

Scott Anderson, Mayor

Date

MINUTES
CITY OF STEVENSON COUNCIL AND SKAMANIA COUNTY FIRE DISTRICT 2 SPECIAL JOINT
MEETING
October 05, 2023
6:00 PM, City Hall and Remote

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

PRESENT

Councilmembers Dave Cox, Kristy McCaskell, Michael D. Johnson, and David Wyatt.
Commissioners Raymond Broughton, Tom Delzio, and Howard Hoy.

City Administrator Leana Kinley, Fire Chief Rob Farris, and Commission Secretary Frances Haller.

ABSENT

Councilmember Paul Hendricks

2. COUNCIL BUSINESS:

a) Update on Safety Corrections for Fire Hall (Task 1A4) - Fire Chief Rob Farris provided an update on what has been completed and what is in progress. The task discussed mitigating immediate safety issues:

- clearing the floor of debris and obstacles which has been completed,
- install vehicle charging cords from the ceiling, which he is working to hire an electrician to complete,
- install Gear Hangar grids, he is getting quotes from contractors and comparing it to off-the shelf items that can be moved to a new fire hall,
- reposition apparatus to ensure safe clearances, which cannot be done,
- purchase passport accountability and name tags consistent across all apparatus and department, which has been completed.,
- inventory and secure safety equipment and supplies, was already in place and the consultants were not aware.

A recent issue arose, the bay doors sprung. Mack Construction fixed it and got them unsprung and recommended replacing the rail system and doors. Chief Farris is waiting on a third quote for a repair/replacement with the highest bid currently at \$39k.

b) Discuss Department Mission, Vision, and Values (Task 4E1) - The Plan suggests formally adopting a Mission, Vision, and set of Organizational Values. This can be done at the department level and the question is whether the District and City want to adopt them as well. A copy of the section from the Plan is attached for further discussion.

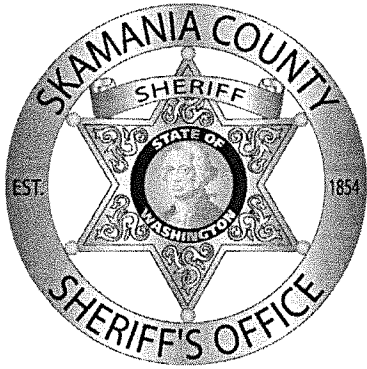
The draft from the plan was included and discussion was around whether or not it needs to be formally adopted at the council and commission level. The Department will discuss at their next meeting and once it's agreed to they will let the city know and it will be updated to the website. No formal adoption is necessary.

- c) **Discuss Fire Department Organizational Structure (Task 4B1)** - A staff memo was attached to aid in the discussion regarding the organizational structure of the department. The organizational structure was discussed, and no changes were proposed at this time. Further discussions may take place in the future.
- d) **Discuss Interlocal Agreement Changes (Task 4A2)** - A copy of a staff memo and the current Interlocal Agreement from 1989 was attached for discussion. Changes to the agreement were discussed and a draft will be presented at the next meeting.
- e) **Discuss Fire Chief Approval Ordinance (Task 4A3)** - The Fire Department Strategic Plan suggested to "revise current policy to further engage the City in selecting the City Fire Chief." A copy of the existing ordinance with proposed language changes was attached. Changes to the ordinance were discussed and will be presented at the next joint meeting.
- f) **Set Next Meeting Date-** The date of November 7th at 6pm was set for the next joint meeting.

3. ADJOURNMENT - The meeting was adjourned at 7:12pm.

Scott Anderson, Mayor

Date



Summer N. Scheyer
SHERIFF

OFFICE OF THE SKAMANIA COUNTY

SHERIFF

PO Box 790
200 Vancouver Ave.
Stevenson WA 98648
Phone (509)427-9490
Fax (509)427-4369
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Tracy Wyckoff
Undersheriff

Rob Itzen
Chief of Corrections

Steve Minnis
Chief Civil Deputy

September 2023

City of Stevenson

Service Hours

Calls/Patrol

137

410.75Hrs.

0 Court Hrs.

Milage

1,860

10/04/23
09:54

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 1

| Incident# | Nature of Incident | Offense Code | Loctn Code | Disposition |
|-----------|--------------------|--------------|------------|------------------------|
| 23-06218 | Mental Subject | MENT | 21 | Investigation Complete |
| 23-06220 | Unsecure Premis | UNSP | 21 | Investigation Complete |
| 23-06221 | Abandon Vehicle | INFO | 21 | INFORMATION |
| 23-06224 | Littering | LPPR | 21 | Active |
| 23-06227 | Theft Prop Oth | TPSH | 21 | Cleared Adult No Arres |
| 23-06236 | Trespassing | TRES | 21 | Settled By Contact |
| 23-06238 | Civil Process | CIVP | 21 | Cleared Adlt Exception |
| 23-06239 | Citizen Assist | CITA | 21 | Active |
| 23-06243 | Information | INFO | 21 | INFORMATION |
| 23-06249 | Traffic Stop | TOFF | 21 | CLEARED DRIVER WARNING |
| 23-06250 | Traffic Stop | TOFF | 21 | CLEARED DRIVER WARNING |
| 23-06251 | Traffic Stop | TOFF | 21 | CLEARED DRIVER WARNING |
| 23-06252 | Traffic Stop | TOFF | 21 | CLEARED DRIVER WARNING |
| 23-06253 | Traffic Stop | TOFF | 21 | CLEARED DRIVER WARNING |
| 23-06255 | Traffic Stop | TOFF | 21 | CLEARED DRIVER WARNING |
| 23-06257 | Traffic Stop | TOFF | 21 | CLEARED DRIVER WARNING |
| 23-06259 | Burg Res Unl En | BRFE | 21 | Cleared Adlt Exception |
| 23-06262 | Information | TOFF | 21 | Cleared Adlt Exception |
| 23-06276 | Suspicious | SUSP | 21 | UNABLE TO LOCATE |
| 23-06281 | Medical | AMAS | 21 | Transferred to Other A |
| 23-06286 | Theft Prop Oth | TPOT | 21 | Investigation Complete |
| 23-06302 | Suspicious | PSC | 21 | UNABLE TO LOCATE |
| 23-06307 | RSO Verify | RSOV | 21 | Active |
| 23-06318 | Hospice Death | DBOD | 21 | Active |
| 23-06323 | Welfare Check | WELF | 21 | Active |
| 23-06328 | Disorderly | DCON | 21 | Active |
| 23-06334 | Mental Subject | MENT | 21 | Cleared Adlt Exception |
| 23-06342 | Welfare Check | WELF | 21 | Cleared Adlt Exception |
| 23-06343 | Trespassing | TRES | 21 | INFORMATION |
| 23-06347 | Welfare Check | WELF | 21 | Active |
| 23-06351 | Medical | AMAS | 21 | Ambulance Service Prov |
| 23-06352 | Citizen Dispute | INFO | 21 | Settled By Contact |
| 23-06355 | Medical | DBOD | 21 | Investigation Complete |
| 23-06358 | Traffic Stop | TOFF | 21 | CLEARED DRIVER WARNING |
| 23-06360 | Medical | AMAS | 21 | Ambulance Service Prov |
| 23-06362 | Welfare Check | INFO | 21 | Investigation Complete |
| 23-06363 | Medical | AMAS | 21 | Ambulance Service Prov |
| 23-06364 | Lost Property | LFPR | 21 | INFORMATION |
| 23-06367 | Welfare Check | WELF | 21 | Cleared Adlt Exception |
| 23-06370 | Missing Person | MPER | 21 | Settled By Contact |
| 23-06385 | Domestic Viol | DOMV | 21 | Active |
| 23-06386 | Theft Prop Oth | TPOT | 21 | INFORMATION |
| 23-06394 | Citizen Dispute | CDIS | 21 | Investigation Complete |
| 23-06399 | Medical | INFO | 21 | INFORMATION |
| 23-06403 | Threatening | THRE | 21 | UNABLE TO LOCATE |
| 23-06405 | Wanted Person | WANT | 21 | Settled By Contact |
| 23-06409 | RSO Verify | RSOV | 21 | Active |
| 23-06420 | Req Traff Enf | INFO | 21 | INFORMATION |
| 23-06429 | Lost Property | LFPR | 21 | INFORMATION |
| 23-06444 | RSO Verify | RSOV | 21 | Cleared Adlt Exception |
| 23-06446 | Utility Problem | INFO | 21 | INFORMATION |
| 23-06451 | Civil Standby | CIVS | 21 | Cleared Adlt Exception |
| 23-06452 | Information | INFO | 21 | INFORMATION |
| 23-06461 | Viscious Animal | ANDC | 21 | Cleared Adlt Exception |
| 23-06462 | Assault Other | AKNF | 21 | Investigation Complete |

10/04/23
09:54

Skamania County Sheriff's Office
Incident Audit Report

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Page: 2

| Incident# | Nature of Incident | Offense Code | Loctn Code | Disposition |
|-----------|--------------------|--------------|------------|------------------------|
| 23-06473 | Medical | AMAS | 21 | Response/No Transport |
| 23-06479 | 911 Transfer | 911T | 21 | Transferred to Other A |
| 23-06480 | Mental Subject | MENT | 21 | INFORMATION |
| 23-06486 | Information | INFO | 21 | INFORMATION |
| 23-06497 | Suspicious | SUSP | 21 | UNABLE TO LOCATE |
| 23-06506 | Suicide Attempt | SUIA | 21 | Cleared Adlt Exception |
| 23-06508 | Medical | AMAS | 21 | Ambulance Service Prov |
| 23-06516 | Mental Subject | MENT | 21 | INFORMATION |
| 23-06529 | Medical | AMAS | 21 | Active |
| 23-06532 | Domestic Viol | WANT | 21 | Cleared Adult Arrest |
| 23-06541 | Welfare Check | WELF | 21 | Unfounded |
| 23-06542 | Mental Subject | MENT | 21 | INFORMATION |
| 23-06544 | Medical | AMAS | 21 | Transferred to Other A |
| 23-06552 | Information | INFO | 21 | INFORMATION |
| 23-06561 | Disorderly | DCON | 21 | UNABLE TO LOCATE |
| 23-06562 | Found Property | LFPR | 21 | Active |
| 23-06570 | Medical | AMAS | 21 | Transferred to Other A |
| 23-06573 | Suicide Threat | SUIA | 21 | Cleared Juve Exception |
| 23-06576 | Information | INFO | 21 | INFORMATION |
| 23-06584 | Business Alarm | ABLA | 21 | Unfounded |
| 23-06589 | Req Traff Enf | RTEN | 21 | INFORMATION |
| 23-06590 | Suspicious | SUSP | 21 | UNABLE TO LOCATE |
| 23-06592 | Medical | CITA | 21 | INFORMATION |
| 23-06593 | Suspicious | SUSP | 21 | INFORMATION |
| 23-06596 | Disorderly | DCON | 21 | Cleared Adlt Exception |
| 23-06599 | Trespassing | TRES | 21 | Cleared Adlt Exception |
| 23-06604 | Patrol Request | INFO | 21 | INFORMATION |
| 23-06607 | Assault IV | INFO | 21 | Investigation Complete |
| 23-06608 | Hit & Run | TOFF | 21 | Cleared Adlt Exception |
| 23-06609 | Suspicious | SUSP | 21 | Cleared Adlt Exception |
| 23-06610 | Found Property | LFPR | 21 | INFORMATION |
| 23-06611 | Littering | LPPR | 21 | Investigation Complete |
| 23-06621 | Smoke, other | FIRE | 21 | Transferred to Other A |
| 23-06623 | Trespassing | TRES | 21 | Cleared Adlt Exception |
| 23-06628 | Sex Offense | SOFF | 21 | Settled By Contact |
| 23-06633 | Wanted Person | WANT | 21 | Settled By Contact |
| 23-06639 | Assault IV | ASIM | 21 | Unfounded |
| 23-06640 | Domestic Viol | DOMV | 21 | Cleared Adlt Exception |
| 23-06646 | Trespassing | TRES | 21 | Settled By Contact |
| 23-06650 | Medical | AMAS | 21 | Transferred to Other A |
| 23-06651 | Domestic Viol | DOMV | 21 | Settled By Contact |
| 23-06654 | Missing Person | MPER | 21 | Cleared Adlt Exception |
| 23-06661 | Medical | AMAS | 21 | Response/No Transport |
| 23-06662 | DUI | DUI | 21 | INFORMATION |
| 23-06669 | Citizen Dispute | CDIS | 21 | Cleared Adlt Exception |
| 23-06673 | Traffic Stop | TOFF | 21 | CLEARED DRIVER WARNING |
| 23-06690 | Wanted Person | WANT | 21 | Cleared Adlt Exception |
| 23-06693 | Welfare Check | WELF | 21 | Active |
| 23-06702 | Suicide Threat | SUIA | 21 | Cleared Adlt Exception |
| 23-06709 | Agency Assist | ASST | 21 | Active |
| 23-06711 | Suspicious | PSC | 21 | Cleared Adlt Exception |
| 23-06721 | Medical | AMAS | 21 | INFORMATION |
| 23-06722 | Medical | AMAS | 21 | INFORMATION |
| 23-06726 | Medical | AMAS | 21 | Transferred to Other A |
| 23-06737 | Traffic Stop | TOFF | 21 | CLEARED DRIVER WARNING |

10/04/23
09:54

Skamania County Sheriff's Office
Incident Audit Report

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Page: 3

| Incident# | Nature of Incident | Offense Code | Loctn Code | Disposition |
|-----------|--------------------|--------------|------------|------------------------|
| 23-06739 | Suspicious | SUSP | 21 | INFORMATION |
| 23-06744 | Theft Prop Oth | TPOT | 21 | Settled By Contact |
| 23-06760 | Medical | AMAS | 21 | Transferred to Other A |
| 23-06762 | Information | INFO | 21 | INFORMATION |
| 23-06768 | Domestic Viol | DOMV | 21 | Cleared Adlt Exception |
| 23-06771 | Burg Res Unl En | BRUE | 21 | Cleared Adlt Exception |
| 23-06772 | Suspicious | PSC | 21 | Settled By Contact |
| 23-06773 | Trespassing | TRES | 21 | INFORMATION |
| 23-06777 | Utility Problem | UTPB | 21 | Transferred to Other A |
| 23-06778 | Business Alarm | ABLA | 21 | Unfounded |
| 23-06783 | Citizen Assist | CITA | 21 | INFORMATION |
| 23-06795 | Mental Subject | MENT | 21 | Investigation Complete |
| 23-06798 | Harrassment. | HARR | 21 | INFORMATION |
| 23-06802 | Medical | AMAS | 21 | Response/No Transport |
| 23-06803 | Theft-Automobil | TVOT | 21 | Transferred to Other A |
| 23-06806 | Intro Contrabnd | CSPO | 21 | Cleared Adlt Exception |
| 23-06808 | Medical | AMAS | 21 | Ambulance Service Prov |
| 23-06829 | Wanted Person | WANT | 21 | Cleared Adult Arrest |
| 23-06832 | Traffic Stop | TOFF | 21 | Inactive |
| 23-06833 | Traffic Stop | TOFF | 21 | Inactive |
| 23-06835 | Medical | AMAS | 21 | Transferred to Other A |
| 23-06910 | Trespassing | TRES | 21 | UNABLE TO LOCATE |
| 23-06919 | Patrol Request | PATR | 21 | INFORMATION |
| 23-06932 | Medical | AMAS | 21 | Transferred to Other A |
| 23-06944 | Medical | AMAS | 21 | Active |
| 23-06949 | Information | INFO | 21 | INFORMATION |
| 23-06954 | Trespassing | DCON | 21 | Cleared Adult Arrest |

Total Incidents: 137

Report includes:

All dates reported between `00:00:00 09/01/23` and `00:00:00 10/01/23`
All agencies matching `SCSO`
All nature of incidents
All offenses observed
All offenses reported
All offense codes
All dispositions
All responsible officers
All locations matching `21`

*** End of Report /tmp/rptZKd3tn-rplwiar.r1_1 ***

| 2023 Overall | | January | February | March | April | May | June | July | August | September | October | November | December | Totals |
|------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|-------------|-------------|-------------|------------------|
| Mileage | | | | | | | | | | | | | | |
| County | 20280.00 | 21135.00 | 22895.00 | 19904.00 | 24409.00 | 22509.00 | 22142.00 | 21956.00 | 16800.00 | 0.00 | 0.00 | 0.00 | 0.00 | 131132.00 |
| Stevenson | 2606.00 | 3025.00 | 3138.00 | 2316.00 | 2181.00 | 1921.00 | 1980.00 | 2664.00 | 1860.00 | 0.00 | 0.00 | 0.00 | 0.00 | 21691.00 |
| N. Bonneville | 1088.00 | 1071.00 | 1307.00 | 893.00 | 743.25 | 680.00 | 755.00 | 947.00 | 655.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8139.25 |
| USFS | 1703.00 | 1570.00 | 566.00 | 206.00 | 401.00 | 1088.00 | 497.00 | 906.00 | 548.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7405.00 |
| Title 3 | 85.00 | 0.00 | 0.00 | 223.00 | 335.00 | 50.00 | 472.00 | 233.00 | 856.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2254.00 |
| PP&L | 10.00 | 180.00 | 480.00 | 0.00 | 725.00 | 1888.00 | 1320.00 | 1521.00 | 2580.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8714.00 |
| TOTAL | 25772.00 | 26881.00 | 28382.00 | 23394.00 | 28794.25 | 27734.00 | 27087.00 | 28227.00 | 25229.00 | 0.00 | 0.00 | 0.00 | 0.00 | 241580.25 |
| Hourly Report | | | | | | | | | | | | | | |
| Vacation | 189.50 | 132.25 | 81.00 | 154.50 | 96.75 | 128.25 | 308.25 | 216.25 | 181.50 | 0.00 | 0.00 | 0.00 | 0.00 | 1488.25 |
| Sick Leave | 126.50 | 38.75 | 190.50 | 346.75 | 368.00 | 351.50 | 450.75 | 333.00 | 327.75 | 0.00 | 0.00 | 0.00 | 0.00 | 2533.50 |
| Training | 32.00 | 82.00 | 160.50 | 171.50 | 75.00 | 37.50 | 0.00 | 143.00 | 83.25 | 0.00 | 0.00 | 0.00 | 0.00 | 784.75 |
| Administration | 170.00 | 170.00 | 187.00 | 156.00 | 164.50 | 173.00 | 169.00 | 150.00 | 163.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1502.50 |
| Patrol/Investigations | | | | | | | | | | | | | | |
| Schools/Com Svc | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4.00 | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7.00 |
| K 9 | 38.50 | 31.50 | 38.25 | 64.25 | 37.75 | 32.50 | 28.25 | 32.50 | 31.50 | 0.00 | 0.00 | 0.00 | 0.00 | 335.00 |
| County | 1140.75 | 972.75 | 1037.50 | 888.75 | 954.00 | 1082.00 | 986.00 | 1152.50 | 833.50 | 0.00 | 0.00 | 0.00 | 0.00 | 9047.75 |
| Stevenson | 550.00 | 497.25 | 575.25 | 473.00 | 514.75 | 478.00 | 502.50 | 519.75 | 410.75 | 0.00 | 0.00 | 0.00 | 0.00 | 4521.25 |
| Stev Court | 0.00 | 21.00 | 62.00 | 7.00 | 1.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 91.75 |
| N. Bonneville | 167.75 | 139.00 | 178.25 | 171.50 | 163.50 | 156.75 | 170.50 | 187.25 | 157.25 | 0.00 | 0.00 | 0.00 | 0.00 | 1491.75 |
| N. Bonn Court | 0.00 | 0.00 | 21.00 | 0.00 | 0.00 | 0.00 | 3.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 24.25 |
| 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 | 10.00 | 17.50 | 0.00 | 0.00 | 20.00 | 4.75 | 0.00 | 2.00 | 15.00 | 0.00 | 0.00 | 0.00 | 0.00 | 69.25 |
| USFS | 150.00 | 130.50 | 257.5 | 22.25 | 36.00 | 49.25 | 38.50 | 39.00 | 47.50 | 0.00 | 0.00 | 0.00 | 0.00 | 538.75 |
| Gorge Scenic | 83.50 | 172.00 | 190.25 | 160.00 | 223.50 | 176.75 | 188.25 | 189.25 | 148.25 | 0.00 | 0.00 | 0.00 | 0.00 | 1531.75 |
| PP&L | 0.00 | 0.00 | 0.00 | 0.00 | 32.75 | 118.75 | 87.25 | 105.50 | 191.50 | 0.00 | 0.00 | 0.00 | 0.00 | 535.75 |
| Drug | 0.00 | 6.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 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 |
| 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. | 293.50 | 324.25 | 320.50 | 289.00 | 249.75 | 224.25 | 176.00 | 187.75 | 173.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2238.00 |
| SAR County | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4.75 | 0.00 | 0.00 | 0.00 | 0.00 | 4.75 |
| Title 3 | | | | | | | | | | | | | | |
| Emergency Response | 2.00 | 0.00 | 0.00 | 11.50 | 10.00 | 3.00 | 10.50 | 17.50 | 7.00 | 0.00 | 0.00 | 0.00 | 0.00 | 61.50 |
| SAR Missions | 4.00 | 0.00 | 1.50 | 1.50 | 32.00 | 28.50 | 13.00 | 8.00 | 13.25 | 0.00 | 0.00 | 0.00 | 0.00 | 101.75 |
| | | | | | | | 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 |
| Title 3 Subtotal | 6.00 | 0.00 | 1.50 | 13.00 | 42.00 | 31.50 | 23.50 | 25.50 | 20.25 | 0.00 | 0.00 | 0.00 | 0.00 | 163.25 |
| SubTotal Reg | 2636.00 | 2563.75 | 2797.25 | 2403.25 | 2473.25 | 2533.50 | 2349.50 | 2712.50 | 2282.25 | 0.00 | 0.00 | 0.00 | 0.00 | 22731.25 |
| Overtime | | | | | | | | | | | | | | |
| Schools/Com Svc | 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 | 43.25 | 39.25 | 36.25 | 24.00 | 15.00 | 13.50 | 37.75 | 37.65 | 59.25 | 0.00 | 0.00 | 0.00 | 0.00 | 305.90 |
| Stevenson | 7.00 | 0.00 | 0.75 | 0.00 | 3.00 | 1.25 | 0.00 | 2.00 | 6.50 | 0.00 | 0.00 | 0.00 | 0.00 | 20.50 |
| Stevenson Court | 0.00 | 0.00 | 3.00 | 0.00 | 9.00 | 4.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16.50 |
| N. Bonneville | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.50 | 0.00 | 3.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.50 |
| N. Bonneville Court | 0.00 | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3.00 |
| District Court | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.00 |
| Superior Court | 13.00 | 5.00 | 0.00 | 0.00 | 7.75 | 0.00 | 0.00 | 0.00 | 1.25 | 0.00 | 0.00 | 0.00 | 0.00 | 27.00 |
| USFS | 1.50 | 0.00 | 0.00 | 0.00 | 0.00 | 8.50 | 9.75 | 1.50 | 15.50 | 0.00 | 0.00 | 0.00 | 0.00 | 36.75 |
| Training | 0.00 | 0.00 | 0.00 | 30.00 | 5.00 | 0.00 | 0.00 | 0.00 | 2.75 | 0.00 | 0.00 | 0.00 | 0.00 | 37.75 |
| 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 | 10.75 | 11.25 | 26.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 48.25 |
| DNR | 0.00 | 0.00 | 0.00 | 0.00 | 3.25 | 5.25 | 0.00 | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11.50 |
| 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 | 0.00 | 0.00 | 0.00 | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.00 |
| Special Contracts | 3.00 | 0.00 | 0.00 | 41.00 | 0.00 | 0.00 | 60.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 104.25 |
| SAR County | 0.00 | 0.00 | 2.00 | 0.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3.00 |
| SAR Title 3 | 16.25 | 2.00 | 10.00 | 29.50 | 16.00 | 13.50 | 48.50 | 25.25 | 41.25 | 0.00 | 0.00 | 0.00 | 0.00 | 202.25 |
| Total Overtime | 80.50 | 58.50 | 68.25 | 85.00 | 44.00 | 35.50 | 107.75 | 47.15 | 88.25 | 0.00 | 0.00 | 0.00 | 0.00 | 624.90 |
| Total Title 3 | 22.25 | 2.00 | 11.50 | 42.50 | 58.00 | 48.50 | 69.50 | 50.75 | 61.50 | 0.00 | 0.00 | 0.00 | 0.00 | 366.50 |
| TOT HRS | 3054.75 | 2795.25 | 3148.50 | 3042.00 | 3040.00 | 3093.75 | 3281.25 | 3359.65 | 2921.25 | 0.00 | 0.00 | 0.00 | 0.00 | 21736.40 |

2023 Third Qtr Report



Chamber Staff:

Angie Weiss, Executive Director
 Angel Knight, Admin Manager
 Denise Russell, Tourism Services



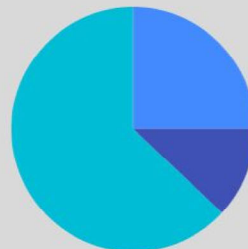
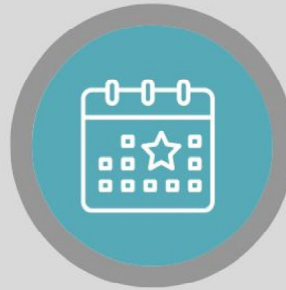
Tourism Promotion

- * Added monthly blogs to websites
- * Updated featured events on website
- * Sent out monthly tourism newsletters
- * Placed ads
- * Hosted 2 travel writers
- * Continue planning Gorge Restaurant Month with CGTA
- * Added local events to State of WA Tourism website
- * Submitted 3 press releases to State of WA Tourism
- * Hosted meet and greet for American Queen Voyages President's cruise
- * Collaborating with Vancouver and Camas-Washougal on travel itineraries and ads
- * Working with publisher on content and new photos for 2024 Skamania County Visitor Guide



VISITOR STATS

- * Walk-in visitors: 952
- * Phone calls: 98
- * Emails: 43
- * Business referrals: 8,112
- * Visitor packets: 4
- * Relocation packets: 0
- * Overnight stays: 295
- * Large Quantity Brochures: 2,589



COMMUNICATION

1

- * "Under Currents" newsletter has 1,307 recipients
- * Tourism Newsletter has 319 recipients
- * Chamber Facebook page has 2,690 followers
- * Chamber Website had 18,127 pageviews this quarter
- * Visit Stevenson Facebook page has 4,385 followers
- * Visit Stevenson Website had 68,326 pageviews this quarter

EVENTS

2

- * Sent list of monthly events to local papers
- * Chamber Happy Hours @ Historic Wind River, Gorge Getaways, Backwoods Brewing
- * Career Connect Info Session for businesses
- * Attended Western Association of Chamber Executives Academy program
- * Working on Christmas in the Gorge

MEMBERSHIP & BENEFITS

3

- * Quarterly new member orientation session, August 22
- * Rolling out new membership structure for 2024
- * Wrote 2 letters of support for grant applications
- * Donated 9 gift baskets for fundraisers
- * Deployed annual membership survey
- * Ribbon Cutting for Historic Wind River Trust, Skamania Physical Therapy, Carson Mercantile

GOVERNMENT AFFAIRS

4

- * Sent out 3rd Quarter GA Newsletter
- * Hosted meeting with Congresswoman Marie Gluesenkamp Perez for Chamber and EDC board members
- * Hosted GA luncheon to discuss childcare challenges
- * Attended One Gorge quarterly network meeting

5

307 MEMBERS

32 INDIVIDUAL
40 NON-PROFIT
234 BUSINESS

100+ EMPLOYEES = 4
51-99 EMPLOYEES = 2
21-50 EMPLOYEES = 6
11-20 EMPLOYEES = 10
6-10 EMPLOYEES = 23
1-5 EMPLOYEES = 54
OWNER OPERATED = 134



City of Stevenson Preliminary 2024 Budget Book



Preliminary Version - 10/13/2023

Last updated 10/13/23





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INTRODUCTION



Transmittal Letter

Leana Kinley, City Administrator

Stevenson City Council and Residents,

I am pleased to submit the City of Stevenson's 2024 proposed budget for your review and consideration. The total expenditure budget of \$15.6M (\$14.6M excluding transfers) includes \$6.1M for operations and \$9.5M for capital projects. The total citywide revenue budget is \$15.3M (\$14.2M excluding transfers). The difference between revenues and expenditures is the spending of reserves to complete capital projects.

Wastewater Capital Projects

The construction continues on the wastewater upgrades, as required in the 2017 Administrative Order. To date, the total project costs are \$20M, which includes \$14.8M for the wastewater treatment plant and \$5.2 for the collection system. Staff worked hard for the city to receive over \$8M, or 42%, in grants and forgivable principal for the project. Even with the grants, the debt incurred for the project and the increased operational cost of a larger plant continue to drive increases to the utility rates. Staff is working diligently to ensure the long-term viability of the wastewater system and equitably distribute the financial burden this issue has caused.

Other projects in the budget are in line with the priorities established in the [Strategic Plan](#) and confirmed at the [April 27, 2023](#) special council workshop.

Transparency

In commitment to continued transparency and financial stability, the City holds open public workshops, provides multiple official public hearings on the budget and posts the budget on its website in compliance with state law and best practices. The City is also leveraging ClearGOv, an online, digital tool for the public to easily navigate the budget and examine their tax dollars at work. There is also a transparency website <https://stevenson-wa.cleargov.com/> where more information on the city's finances can be found.

The 2024 Budget is hereby submitted as a fiscally responsible plan and foundational basis for the City's annual operations. I would like to thank the Mayor and City Council for their guidance and support throughout the development of this proposed budget. In addition, I would like to thank City Staff for their hard work spent preparing this budget for Council's consideration.

Respectfully submitted to the Mayor and Council of the City of Stevenson by:
Leana Kinley



Overall Revenue Summary

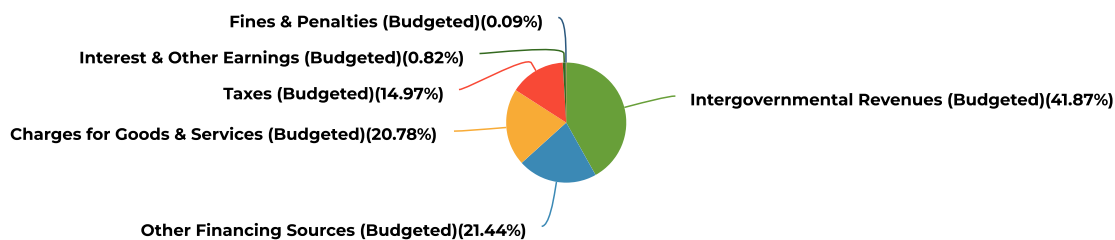
The 2024 proposed budget continues all existing programs and staff. Revenue projections have been conservative with the following assumptions:

- 1% increase in the property tax levy, plus new construction.
- A conservative sales tax estimate based on historical receipts.
- Increase in water utility base rate of 15% for 2024. A more precise estimate will be provided when the rate restructuring is complete.
- Increase in wastewater utility rates of 15% for 2024. A more precise estimate will be provided when the rate restructuring is complete.
- Estimated amount of secured grants, loans and other revenue sources to fund capital improvement projects.

Revenue sources include:

- **Taxes** – property tax, sales tax, and taxes on utilities (natural gas, electricity, cable, garbage, telephone, etc).
- **Licenses and Permits** – business licenses, building permits, etc.
- **Intergovernmental: Grants** – Transportation Improvement Board (TIB), etc. for capital projects and **State Shared** – liquor revenues, fuel tax, criminal justice funds, etc.
- **Charges for Services** – planning fees, building inspector reimbursements, utility rates, etc.
- **Fines and Penalties** – mostly traffic infractions and criminal fines and penalties
- **Investment Income** – interest income from city investments
- **Capital Contributions** – connection charges for water and sewer hook-ups
- **Miscellaneous Revenue** – sale of scrap, cash drawer overage/shortage, other revenues
- **Other Financing Sources** – loan proceeds for capital projects

2024 Proposed Revenue



Overall Expenditure Summary

Overall

- Cost of Living Adjustment (COLA) of 5% for all employees as adopted by Resolution 2022-404
- Projects and priorities funded as directed in the Strategic Plan adopted in 2022 and reaffirmed in 2023

General Fund

- Increase of Police Contract by \$50,000
- Increase Fire Chief pay to \$1,000 per month (from \$100), cost share to be discussed with Skamania County Fire District 2
- Maintains \$60k each for Fire Department and Fire District 2 for Fire Hall Repair
- Overall expenses exceed revenues by about \$34k, which can be absorbed in 2024.

Street Fund

- Westside Chipseal project to be performed by Skamania County Public Works-pending receipt of TIB grant
- Lakeview Road Paving (\$145k) rolled over from 2023

First Street Fund

- Secured and anticipated grant costs included in budget

Park Plaza

- Estimated costs for design funded by grants and tourism funds included.

Tourism Fund

- Recommended projects and amounts by the Tourism Advisory Committee will be included in budget in November.

Water/Sewer Fund

- Water Treatment Plant (painting and graveling yard), Water Intake Road, and Rock Creek Intake Stairwell improvements (\$160k est)
- Sewerline Extension-Contracted/Developer Led (\$150k)
- Transfer out to cover existing funding deficit for wastewater upgrades (\$1M)

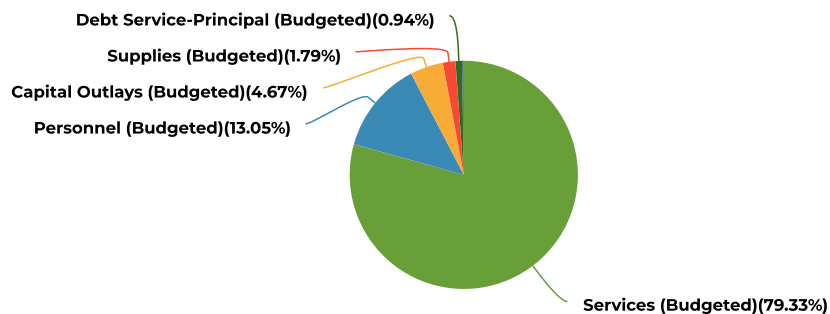
Wastewater Upgrades (Majority of Services expenses below)

- Wastewater Treatment Plant Upgrades Construction (\$4.6M remaining)
- Fairgrounds, Kanaka Creek and Cascade Lift Stations Construction (\$3.1M)

Equipment Services

- Shovel-ready designs for a new Public Works shop (\$80k)
- Financing purchase of one new truck (\$100k), one Wheel Loader/Grader (used)(\$100k), one Sweeper (used) (\$250k)

2024 Proposed Expenses



Reader's Guide to the Budget

The City of Stevenson must adopt a balanced budget each year. To be prudent, policies have been put into place that direct the City to place some of its resources into reserves to cover future emergencies, capital repair and replacement, debt service, or downturns in the economy. The City also sets policies that the use of one-time revenues may only be used for one-time expenses. Beyond these basic guidelines, budgets for cities are quite complex. Much of this complexity is created to allow for proper accounting and tracking techniques as required by state law and governmental accounting practices. Cities draw their revenues from a wide variety of sources, divide their expenditures into separate funds and allocate their program expenditures in ways that serve the special needs of municipal services. This reader's guide is being provided to make the City's budget more understandable and usable for the reader.

Organization of this Document:

This budget document contains legally required budget information, descriptive background information and various illustrative graphs and tables that will be helpful to the readers' understanding. It is organized into seven sections to facilitate the reader's understanding of the City's budget and to help the reader to find information regarding the city and its budget. Those seven sections are: Introduction, Budget Overview, Fund Summaries, Funding Sources, Departments, Capital Improvements and Debt.

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

- City Administrator Transmittal Letter
- Reader's Guide to the Budget
- Stevenson's History of the City
- Demographics
- City Organization Chart
- Fund Structure
- Basis of Budgeting
- Budget Process
- Financial Policies
- Glossary of Terms

Budget Overview: This section provides a general overview of the budget. It includes the following:

- Executive Overview from Mayor Scott Anderson
- Strategic Plan Summary
- Short-term Factors
- Priorities and Issues
- Personnel Changes

Fund Summaries: This section provides a detailed overview of the budget for each Fund. It includes the following:

- All Funds
- General Fund
- Other General Funds
- Special Revenue Funds
- Capital Project Funds
- Proprietary Funds
- Equipment Replacement Fund

Funding Sources: This section provides a detailed summary of the main revenue sources. It includes the following:

- Detailed summary of revenues by source

Department Summary: This section provides departmental summaries. It includes the following:

- Mayor and City Council
- Executive
- Administration/Human Resources
- Finance
- Public Safety
- Community Development
- Public Works

Capital Improvement Program: This section provides a detailed summary of the 2024 capital plan. It includes the following:

- One-Year Capital Plan with Summaries



- Capital Facilities Plan Summaries

Debt: This section provides a detailed summary of municipal debt. It includes the following:

- Municipal Debt
- Long-Term Debt



History of City



Nestled between the Columbia River to the south, and the mountains and basalt cliffs of the Gorge to the north, the City of Stevenson offers a welcome respite from the noise and congestion of large cities. Take a stroll and explore the riverfront and downtown Stevenson. Visit our unique shops, restaurants, pubs and delicatessens. You'll discover a friendlier, laid back lifestyle- reminiscent of earlier decades.

Strategically located just above the rapids known as the Upper Cascades, the Stevenson area has been home to Native American settlements for thousands of years. Their villages were focal points for commerce and social gatherings as they came to trade and fish along the riverbanks. Later, the first explorers and missionaries (Lewis & Clark, David Thompson, Dr. Spaulding) used the Columbia River to penetrate the Cascade Mountains on their way to the Pacific Ocean. In 1843, the Oregon Trail brought the first of a great wave of settlers past our shores. Pioneers portaged around the Cascade Rapids on their way to the Willamette Valley.

Some of these pioneers chose to stay. The Stevenson family, who settled in the Gorge in the 1800's from Missouri, founded the town of Stevenson on the old Shepard donation land claim. Under the auspices of the Stevenson Land Company, George Stevenson purchased the original town site for \$24,000 in 1893, building the town along the lower flat near the river. Settlers expanded the original dock to serve the daily arrivals of sternwheelers unloading passengers, cargo and loading logs.

By 1900, many merchants established businesses. Locals could wet their whistles at the Iman or the Charles Thayer saloons. Travelers stayed at the Valley Hotel and Stevenson Hotel, and dined at the Hickey and Key Restaurant. Settlers shopped for staples at Totton's General Store and Mitchell's Drug Store, which also housed the post office, courthouse, print shop and local jail.

Late one night in 1893, in a dispute over rental fees, a suspect crew transported the county records from the town of Cascades to Stevenson. Stevenson became the county seat overnight. In 1908 the town was incorporated and the SP&S Railroad arrived, pushing the town up the hill away from the river. Streets were graded, wooden sidewalks constructed and the city asked residents to keep their cows from roaming the streets. Huge piles of logs were stacked along the waterfront to fuel the sternwheelers.

Mills and logging camps peppered the hillside, with flumes and skid roads to carry the logs to shipping points. Saloons flourished until prohibition went into effect. With the construction of the State Highway, and later construction of Bonneville Dam, the town moved further up the hill as portions of the original town site were flooded by the Bonneville Pool.

Today, you can stroll along Stevenson's riverfront parks where giant fish wheels once plied the Columbia River's waters for salmon. Witness the myriads of colorful kiteboarders' sails, as they jump and twist on the Columbia's swells. Watch the ducks, geese and other waterfowl nesting at Rock Creek Cove. Browse through gift shops, antique stores and art galleries. And visit the Columbia Gorge Museum to explore Native American legends, petroglyphs and artifacts telling the story of the Gorge. Return to a quieter time. Return to Stevenson.

Population Overview



TOTAL POPULATION

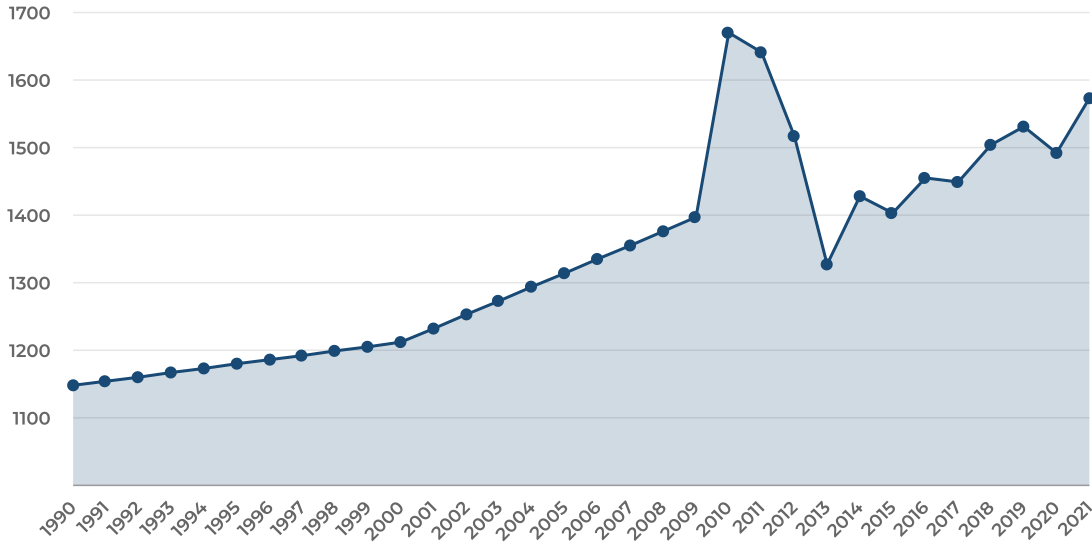
1,572

▲ **5.4%**
vs. 2020

GROWTH RANK

49 out of **286**

Municipalities in Washington



* Data Source: U.S. Census Bureau American Community Survey 5-year Data and the 2020, 2010, 2000, and 1990 Decennial Censuses



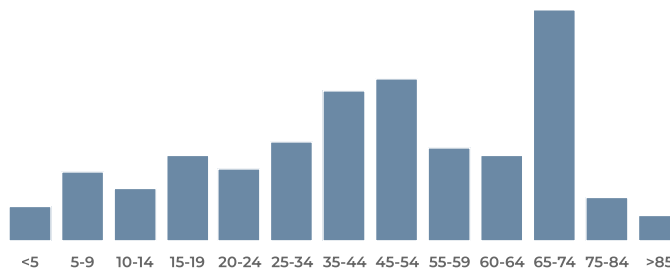
DAYTIME POPULATION

2,290

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

* Data Source: American Community Survey 5-year estimates

POPULATION BY AGE GROUP



Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

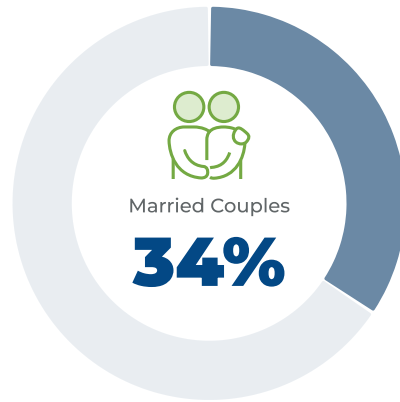
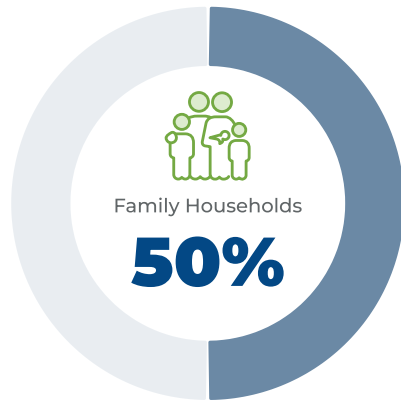
* Data Source: American Community Survey 5-year estimates

Household Analysis

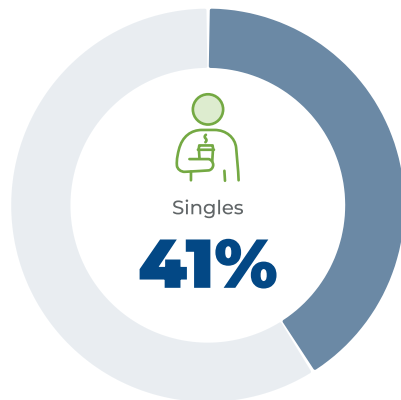
TOTAL HOUSEHOLDS

638

Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



▼ **32%**
lower than state average

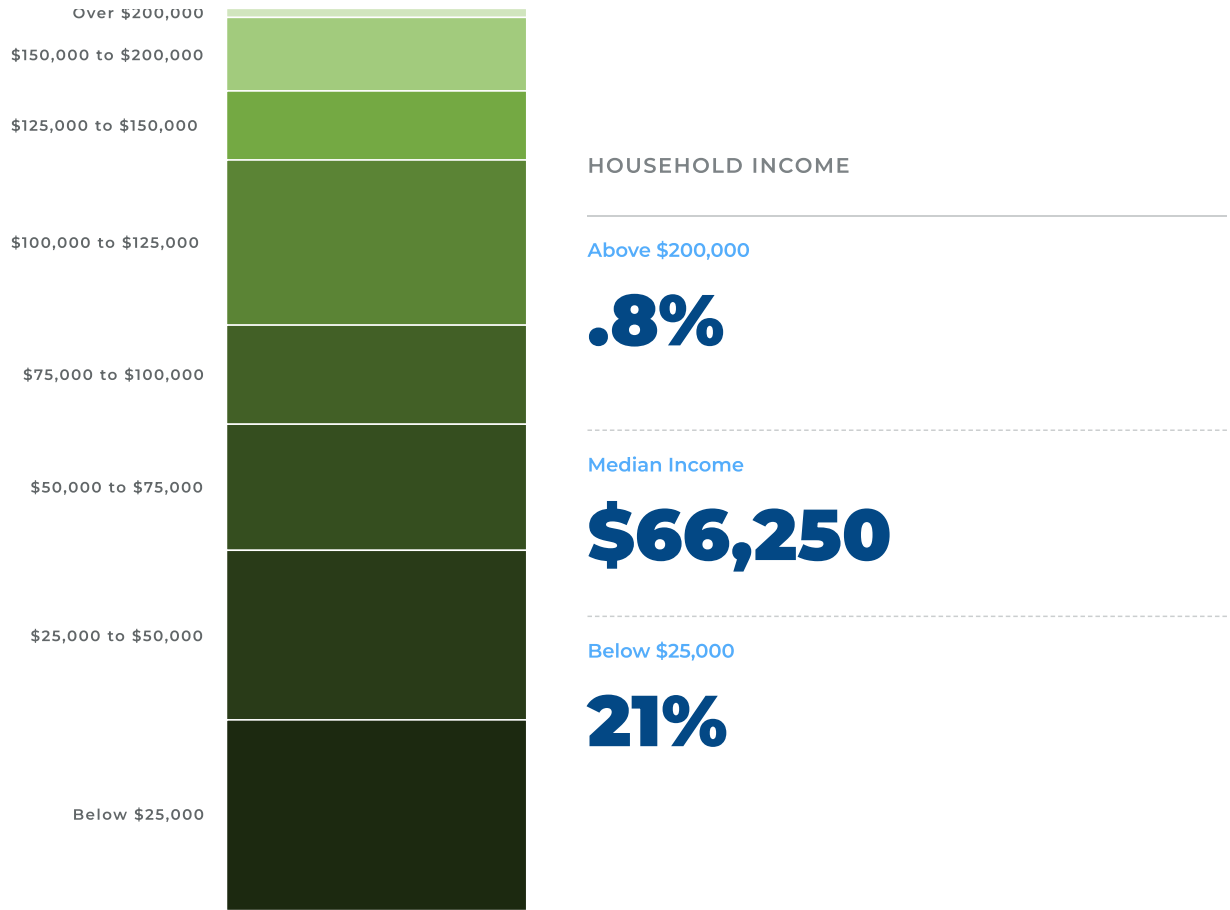


▲ **53%**
higher than state average

** Data Source: American Community Survey 5-year estimates*

Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.

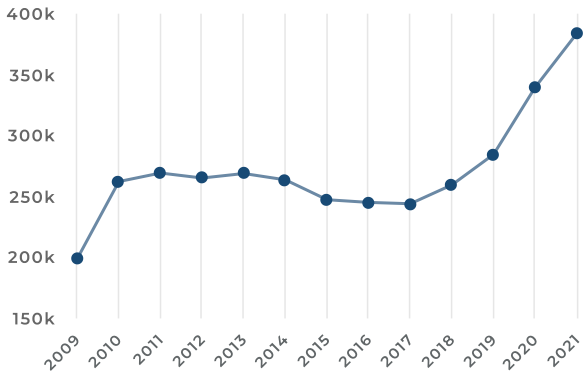


* Data Source: American Community Survey 5-year estimates

Housing Overview



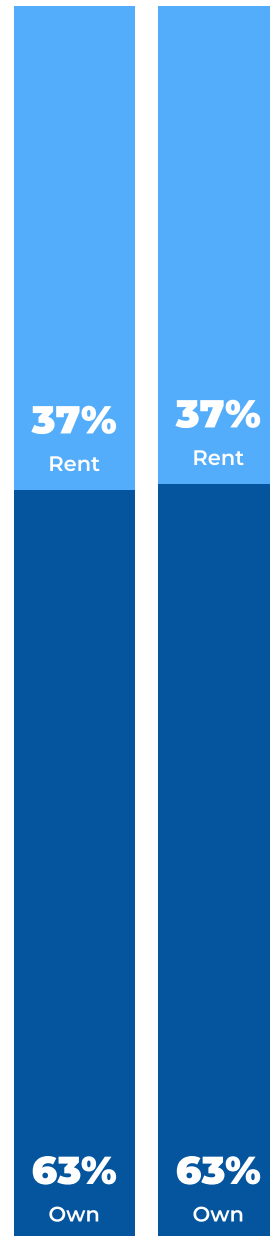
2021 MEDIAN HOME VALUE
\$383,900



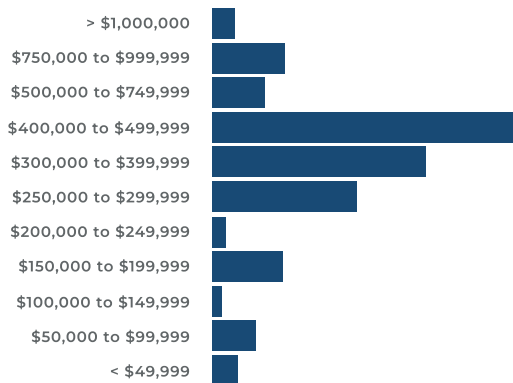
* Data Source: 2021 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

HOME OWNERS VS RENTERS

Stevenson State Avg.



HOME VALUE DISTRIBUTION



* Data Source: 2021 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

* Data Source: 2021 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.



Organization Chart



Fund Structure

The city budgets by individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenses. The city's resources are allocated to individual funds depending on their intended purpose. Any fund which has 10% or more of the overall budgeted revenues or expenses (excluding other financing sources and uses) is a major fund. For 2023, the General Fund and the Water/Sewer Fund are major funds.

The following fund types are used with the associated city funds are further described below. A chart is also below.

GOVERNMENTAL FUND TYPES:

General Fund

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

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

The Unemployment Reserve in the General Fund (formerly Fund 622) has a balance to cover estimated unemployment claims. The City is self-insured for unemployment.

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

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

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

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

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

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

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

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

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

The primary revenue source is a Lodging Tax of 4% charged on lodging within the City of Stevenson. Grants are awarded to applicants by the City Council following recommendations from the Tourism Advisory Committee (TAC) in November.



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

HEALing SCARS Fund - This fund, established in 2023, is for the septic to sewer program adopted pursuant to RCW 35.67.360. The program offers incentive to decommission existing septic systems and connect to the public sewer system.

Capital Projects Funds

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

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

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

PROPRIETARY FUND TYPES:

Enterprise Funds

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges.

Water & Sewer Fund – The Water & Sewer Fund is operated as an enterprise fund to account for the operations of the City's water and sewer systems on a self-supporting basis. In addition to generating enough revenue to meet current expenses, the fund must generate enough revenue to build a reserve for equipment repair and eventual capital replacements. An annual water rate increase of 5% beginning in 2020 was adopted by the council to ensure adequate funds for capital projects and debt repayment.

The sewer rates are proposed to increase 15% for 2022 and will allow the city to meet the needs of the department for 2023 and future loan repayments. Staff continues to pursue additional grant funding for the project to reduce the final rate impact. Rate increases for 2023 and beyond will be determined after the finance package for construction of the Wastewater Treatment Plant upgrades is concluded.

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

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

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

Internal Service Funds

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

Equipment Service Fund – The Equipment Service Fund is used to account for labor charges and equipment usage by other funds, and to save funds for eventual equipment replacement. Revenues are derived from charges made against other funds for using the equipment. Charges are based on the number of hours worked and miles driven by field staff in each fund and



are intended to cover operating costs, equipment maintenance, staff salaries, insurance, and replacement costs.

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

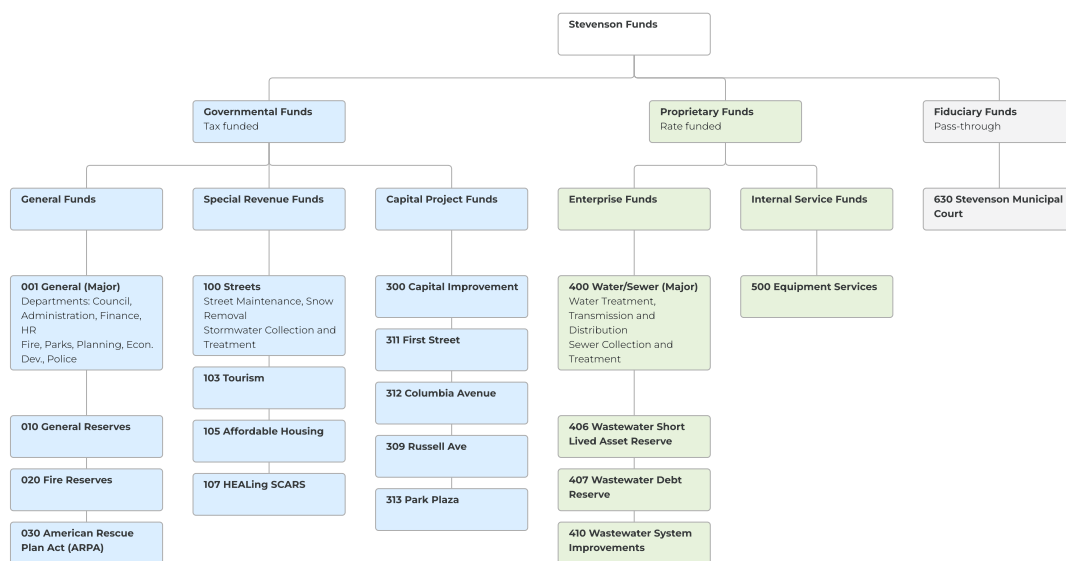
FIDUCIARY FUND TYPES:

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

Custodial Funds

These funds are used to account assets that the government holds on behalf of others in a custodial capacity.

Stevenson Municipal Court Fund - The Stevenson Municipal Court Fund is for Municipal Court Activities which are passed through to the state or other agencies.



Governmental Cash Basis of Budgeting

The City of Stevenson follows Washington State Law, RCW 43.09.200, using the accounting and reporting guidelines for local governments prescribed by the Washington State Auditor's Office. The Auditor's Office publishes the Budgetary, Accounting, and Reporting System (BARS) manual and financial reporting package for cash basis cities, like Stevenson. This is a departure from traditional reporting, GAAP (Generally Accepted Accounting Practices), which is used for full accrual accounting. The basis of budgeting is the same as the basis of accounting for the City. The City uses single-entry accounting cash basis budgeting and reporting procedures which do not conform to GAAP. This departure from GAAP accounting is an approved method of accounting. The difference between full accrual and cash basis is how revenues and expenditures are recognized. In cash basis reporting, expenditures and revenues are recognized as the cash is expended and received. In full accrual, expenditures and revenues are recognized as they are incurred and earned. Purchases of fixed assets are expensed during the year acquired rather than being capitalized and depreciated over future periods.



Budget Timeline

The budget process begins early on in the year. The council holds a retreat in the spring to review the strategic plan and confirm priorities. Those priorities are taken into consideration in the development of the preliminary budget. There are a minimum of two public hearings and a special budget meeting to discuss and take public input on the budget. The council typically adopts the budget at their December meeting, ahead of the December 31st deadline.

Budget amendments are presented to the council for approval throughout the year when projected budgeted expenses change.



Financial Policies

Statement of Purpose

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

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

Financial Goals

The City of Stevenson's financial goals seek to:

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

Financial Policies

Stevenson's financial policies address the following major areas:

- **General Policies**
- **Revenue Policies**
- **Expenditure Policies**
- **Operating Budget Policy**
- **Capital Management Policy**
- **Small and Attractive Item Policy**
- **Accounting Policy**
- **Debt Policy**
- **Cash Mgmt/Investment Policy**
- **Reserve Policy**
- **Cost Allocation Policy**

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.



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

1. Enterprise and Internal Service operations will be self-supporting.
2. 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.
 1. 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.
 2. 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.
 3. Park recreation programs shall be funded by a users’ charge. User charges shall be comparable to other neighboring cities where practical.
 4. Other reimbursable work performed by the City (labor, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual cost.
 5. 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.
 6. The City will consider market rates and charges levied by other municipalities for like services in establishing rates, fees, and charges.
 7. 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

1. 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.
2. 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.
3. 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.

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.

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.



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

1. 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.
2. 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.
3. The City will conduct an annual physical count/inspection of all capital assets.
4. Adequate insurance will be maintained on all capital assets consistent with the results of the annual physical count/inspection.



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.
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.
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.



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.

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.

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

1. 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.
2. 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 occurring in the fiscal year or one-time revenue losses.
3. Annual contributions will be budgeted from the General Fund resources as available to establish and maintain the target reserve level.
4. 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

1. 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

1. 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

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

Equipment Rental & Replacement Fund

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

Additional Reserves

1. 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.



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.
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.

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. 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 OVERVIEW



Executive Overview

Below is the summary of actual and budgeted costs from 2020 to present. The Actual costs for 2023 are through 10/13/23.

| Account | 2020 Actual | 2021 Actual | 2022 Actual | 2023 Actual | 2023 Appropriated | 2024 Proposed |
|--|----------------|----------------|----------------|----------------|----------------------|------------------|
| 001 General Expense Fund | 1,224,362.22 | 1,429,202.85 | 1,598,366.57 | 1,002,889.20 | 1,454,670.13 | 1,493,888.78 |
| 010 General Reserve Fund | | 5,609.00 | 2,944.13 | 7,016.89 | | |
| 020 Fire Reserve Fund | 81,023.20 | 43,148.77 | 42,820.69 | 44,969.28 | 128,374.16 | 25,000.00 |
| 030 ARPA | | 223,677.00 | 223,676.00 | | | |
| 100 Street Fund | 331,079.34 | 476,528.52 | 589,654.02 | 460,372.08 | 996,779.50 | 647,644.35 |
| 103 Tourism Promo & Develop Fund | 298,089.98 | 482,690.82 | 691,086.77 | 495,072.68 | 473,000.00 | 487,190.00 |
| 105 Affordable Housing Fund | 1,215.61 | 5,160.55 | 6,058.95 | 2,839.69 | 5,000.00 | 5,000.00 |
| 107 HEALing SCARS Fund | | | 10,190.57 | 53.19 | | |
| 300 Capital Improvement Fund | 47,253.93 | 55,120.96 | 58,386.21 | 35,192.68 | 20,000.00 | 20,000.00 |
| 309 Russell Ave | 733,418.08 | 67,114.77 | 24,820.09 | | | |
| 311 First Street | 85,361.24 | 75,402.24 | 28,951.71 | | 25,000.00 | 884,186.00 |
| 312 Columbia Ave | | | 54,382.75 | 125,994.35 | 145,617.25 | |
| 313 Park Plaza Fund | | | | | 300,000.00 | 50,000.00 |
| 400 Water/Sewer Fund | 2,163,008.60 | 2,260,964.09 | 3,119,863.58 | 2,061,913.63 | 2,191,189.13 | 2,501,176.59 |
| 406 Wastewater Short Lived Asset Res. Fund | 21,779.00 | 21,779.00 | 21,779.00 | | 21,779.00 | 21,779.00 |
| 408 Wastewater Debt Reserve Fund | 61,191.00 | | | | | |
| 410 Wastewater System Upgrades | 826,590.49 | 286,201.85 | 5,107,422.63 | 5,879,647.07 | 15,066,109.71 | 8,442,566.48 |
| 420 Cascade Avenue Mitigation Fund | | | | | 19,550.00 | |
| 500 Equipment Service Fund | 131,416.56 | 125,562.04 | 199,774.32 | 157,330.45 | 175,000.00 | 670,000.00 |
| 630 Stevenson Municipal Court | 8,880.06 | 9,139.91 | 8,247.43 | 2,992.11 | | |
| | 6,014,669.31 | 5,567,302.37 | 11,788,425.42 | 10,276,283.30 | 21,022,068.88 | 15,248,431.20 |
| 001 General Expense Fund | 1,133,977.02 | 1,152,202.32 | 1,190,184.40 | 939,917.19 | 1,981,103.15 | 1,527,506.32 |
| 030 ARPA | | | 149,040.00 | | | |
| 100 Street Fund | 326,677.38 | 470,763.36 | 830,051.37 | 464,289.86 | 983,494.56 | 829,924.06 |
| 103 Tourism Promo & Develop Fund | 376,784.32 | 316,510.51 | 384,260.46 | 190,384.92 | 714,628.27 | 432,879.30 |
| 300 Capital Improvement Fund | 75,636.78 | 10,590.54 | | | 25,000.00 | |
| 309 Russell Ave | 733,537.44 | 66,995.41 | 24,820.09 | | | |
| 311 First Street | 126,327.81 | 34,435.67 | 28,951.71 | | 25,000.00 | 884,186.00 |
| 312 Columbia Ave | | | 117,670.23 | 77,095.62 | 82,329.77 | |
| 313 Park Plaza Fund | | | | | 100,000.00 | 250,000.00 |
| 400 Water/Sewer Fund | 1,953,134.29 | 1,480,099.20 | 2,829,339.09 | 1,749,951.59 | 3,107,622.21 | 3,608,143.30 |
| 410 Wastewater System Upgrades | 764,334.32 | 423,312.47 | 6,091,890.19 | 5,886,915.27 | 13,886,930.00 | 7,361,965.95 |
| 500 Equipment Service Fund | 79,717.97 | 112,742.72 | 245,974.67 | 222,703.14 | 256,544.23 | 735,272.10 |
| 630 Stevenson Municipal Court | 18,618.94 | 9,139.91 | 8,247.43 | 2,992.11 | | |
| 631 CATV Fund | 3,098.81 | | | | | |
| | 5,591,845.08 | 4,076,792.11 | 11,900,429.64 | 9,534,249.70 | 21,162,652.19 | 15,629,877.03 |
| FUNDS GAIN/LOSS: | 422,824.23 | 1,490,510.26 | -112,004.22 | 742,033.60 | -140,583.31 | -381,445.83 |

Strategic Plan

The Stevenson City Council met in May and July of 2022 to revise the Strategic Plan. The result was three focus areas with multiple strategies and tactics to achieve intended results.

1. Organizational Health and Sustainability

- Governance
 - Council Training
- Financial Health
 - Analyze Current Revenue Sources
- Internal Processes
 - Resources, Training and Tools for Staff
 - Emergency Planning
 - Staffing Structure

2. Infrastructure

- Equipment and Assets
 - Fire Hall
- Multi-modal Transportation
 - Parking
- Utilities (Maintenance of Current & new Growth)
 - Current Maintenance
- Parks and Outdoor Space
 - Parks Plan
 - Trails
- Developments with Utilities Partners (gas, electric, broadband, phone)
 - Broadband Plan
 - Undergrounding Plan

3. Intentional Development

- Partnerships
 - City/County Joint Plan
- Housing
 - Analyze and Develop Tools
- Planning and Zoning
 - Development Standards
 - Annexations
- Strategic Land Use Planning and Development
 - Investment Areas (Infrastructure)

Further information on the progress of the goals, and past plans, can be found on the city's website at <https://www.ci.stevenson.wa.us/citycouncil/page/council-strategic-goals>.



Short-term Factors

Inflation

Due in part to COVID-19 impacts on the works supply chain system and significant consumer demand, inflation continues to impact the economy. Rising interest rates and talks of a recession may lead to a slowing of growth.

This inflationary pressure is felt in all aspects of our lives: grocery stores, restaurants, and at the pump. As such, consumption rates and related taxes in the City may fall. Significant pressure is also being felt by the City organization, as evidenced by rapidly increasing costs in City operations (supplies and services) and capital projects.

Infrastructure Needs

The increased construction costs and supply chain issues are having a direct impact on the city's infrastructure projects. A critical part in the operation of the wastewater treatment plant has delayed the project close to an additional year and a half. The long lead time for pumps for additional collection system upgrades is delaying construction to the middle of winter, although there is currently no slip projected in the schedule. This puts added strain on staff having to manage multiple projects and the city incurs additional interest costs the longer the projects drag on.

In addition to the ongoing projects, there is a critical need to upsize a sewerline along Cascade Avenue as it's undersized for existing flows. While the road is opened up, the city will also replace aging waterlines and install additional lighting on the north side of the street. By combining these projects together, the city saves over \$500k, or 20% of the project cost. This project is estimated at \$2.2M and will be financed through a Public Works Board low-interest loan.

There are many more projects than resources and staff regularly reviews the Capital Improvement Program to prioritize needs and maximize funding opportunities.

Conclusion

Taken altogether, the budget forecast shows slight revenue growth, increased expenses, and large investments in infrastructure.

Priorities & Issues

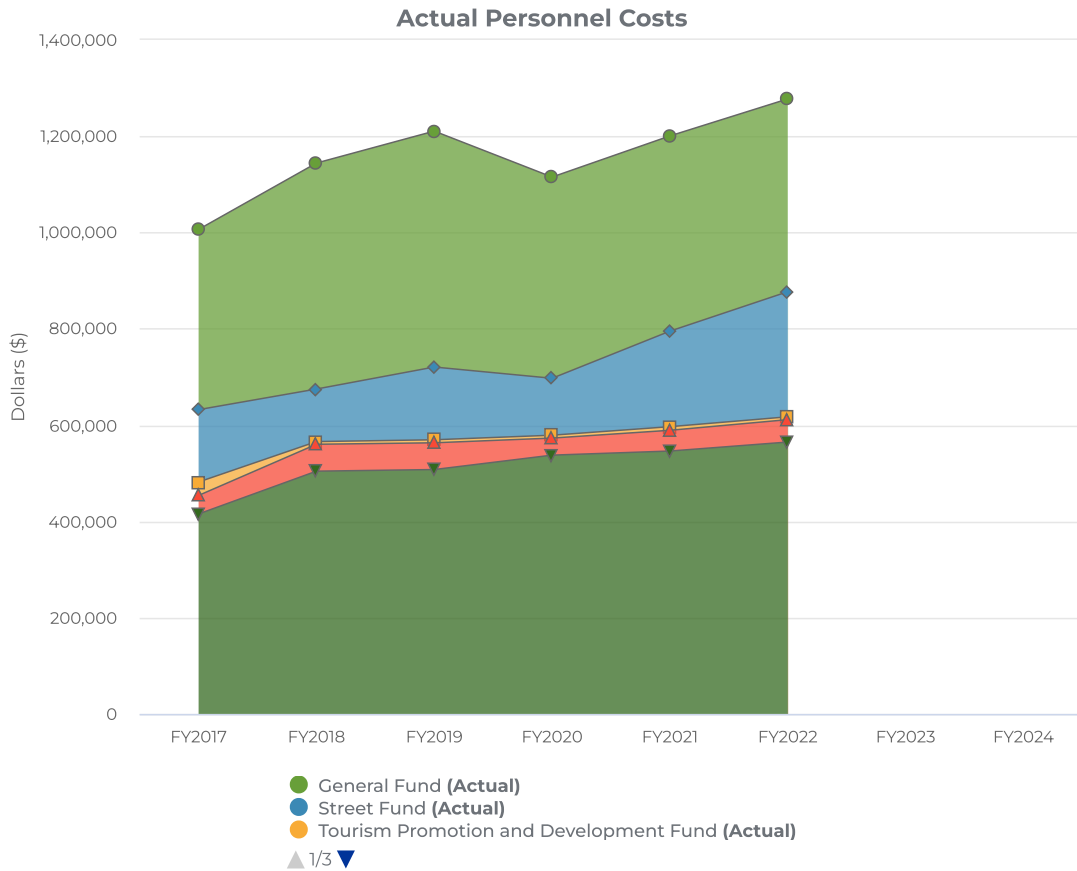
Capital Investment-



Personnel Changes

The 2024 budget maintains 2023 staffing levels. In 2023, the city created a new position of Planning and Public Works Assistant to help both departments manage permitting and other office processes. That position is split between the Community Development and Public Works Directors. After a review of 2024 budget projections, it was decided not to fill the open Facilities Maintenance Worker position. An additional Wastewater Treatment Operator was hired mid-year in 2023, in preparation for the completion of plant construction in 2024.

| Total City FTEs | 2020 | 2021 | 2022 | 2023 | 2024-Budget |
|---------------------------------|-----------|-----------|-----------|-----------|-------------|
| City Administrator | 1 | 1 | 1 | 1 | 1 |
| Administrative Services/Finance | 2 | 2 | 2 | 2 | 2 |
| Community Development Director | 1 | 1 | 1 | 1.5 | 1.5 |
| Public Works | 5 | 5 | 6 | 6 | 5.5 |
| Wastewater Treatment Plant | 1 | 1 | 1 | 1.5 | 2 |
| Total City-wide FTEs | 10 | 10 | 11 | 12 | 12 |



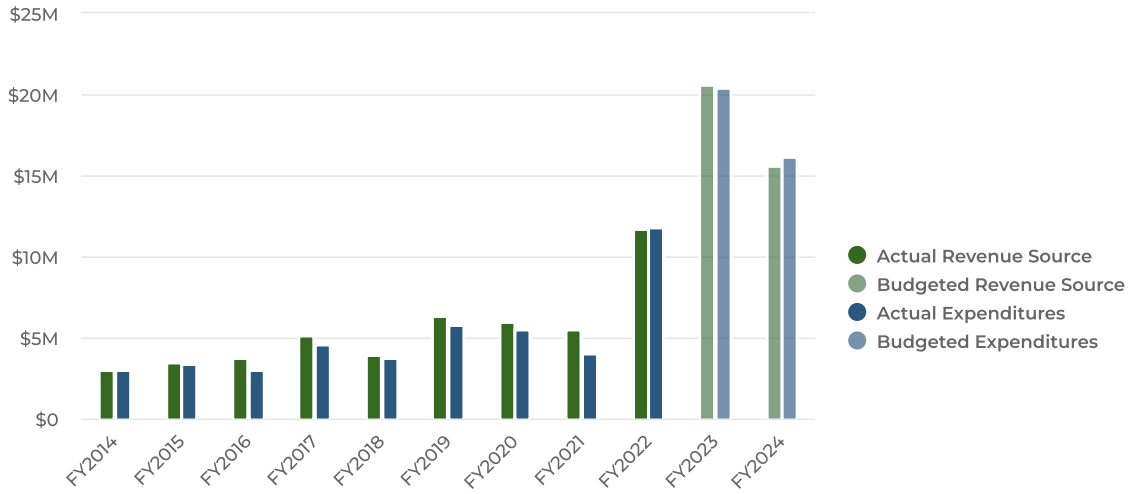
FUND SUMMARIES





Summary

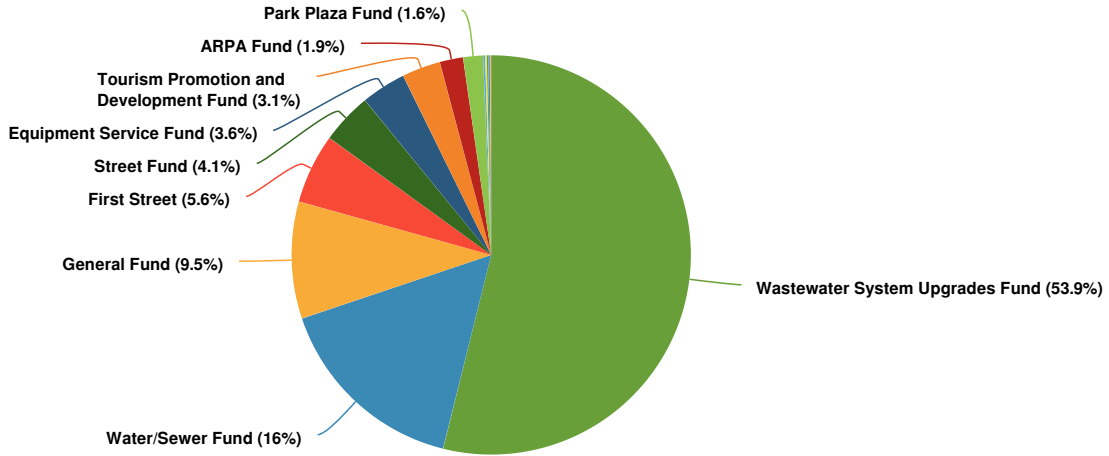
The City of Stevenson is projecting \$15.67M of revenue in FY2024, which represents a 24.1% decrease over the prior year. Budgeted expenditures are projected to decrease by 20.7% or \$4.25M to \$16.24M in FY2024.



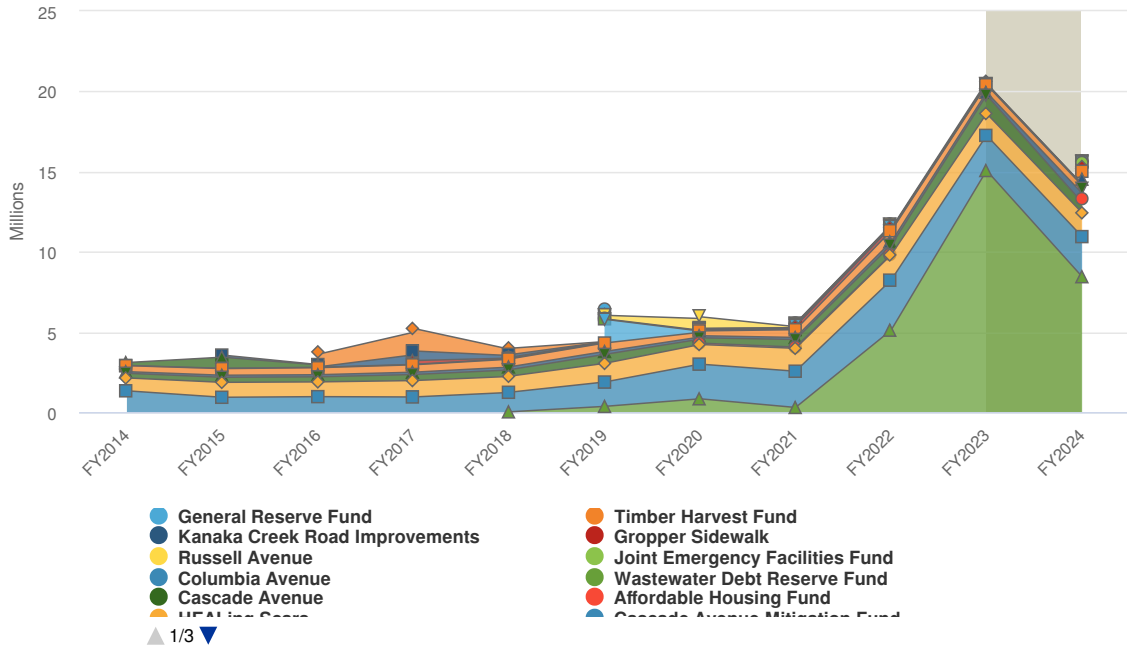
Revenue by Fund

The city's largest revenue-generating fund is the Wastewater Upgrades Fund, comprising almost 55% of the City's revenue for FY 2024. The revenues for this fund are loans, grants, and internal transfers used to pay for the wastewater capital improvements, expected to be completed by the end of 2024.

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund



Grey background indicates budgeted figures.



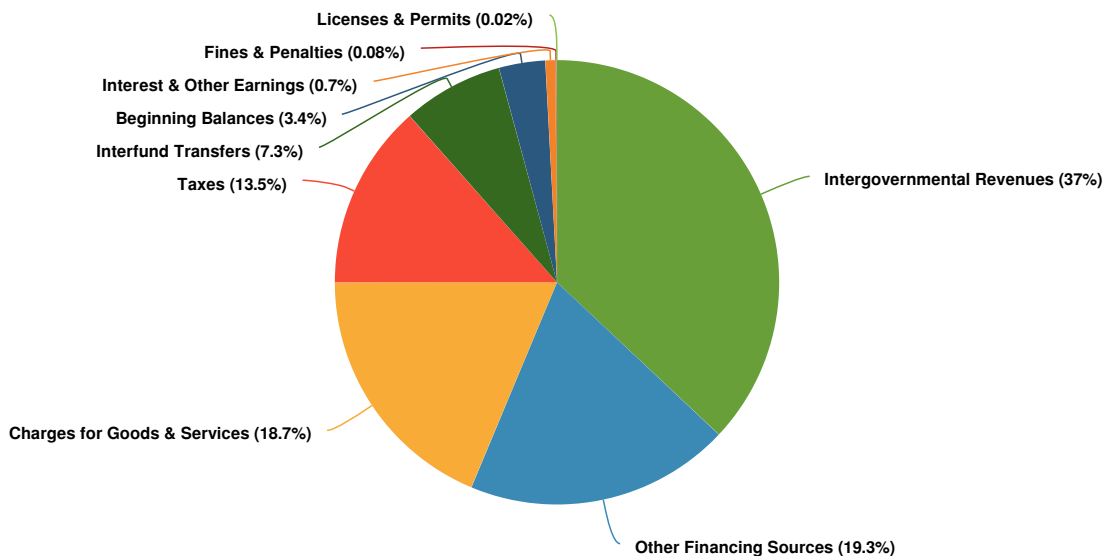
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|--|------------------------|------------------------|--|
| General Fund | \$1,364,670.13 | \$1,483,888.78 | 8.7% |
| Fire Reserve Fund | \$25,000.00 | \$25,000.00 | 0% |
| ARPA Fund | \$0.00 | \$298,313.00 | N/A |
| Street Fund | \$1,147,017.50 | \$648,458.50 | -43.5% |
| Tourism Promotion and Development Fund | \$473,000.00 | \$487,190.00 | 3% |
| Affordable Housing Fund | \$5,000.00 | \$5,000.00 | 0% |
| HEALing Scars | \$0.00 | \$10,190.57 | N/A |
| Capital Improvement Fund | \$20,000.00 | \$20,000.00 | 0% |
| First Street | \$0.00 | \$884,186.00 | N/A |
| Columbia Avenue | \$145,617.25 | \$0.00 | -100% |
| Park Plaza Fund | \$0.00 | \$250,000.00 | N/A |
| Water/Sewer Fund | \$2,191,189.13 | \$2,501,176.59 | 14.1% |
| Wastewater Short Lived Asset Fund | \$21,779.00 | \$21,779.00 | 0% |
| Wastewater System Upgrades Fund | \$15,066,109.71 | \$8,442,566.48 | -44% |
| Cascade Avenue Mitigation Fund | \$0.00 | \$19,550.00 | N/A |
| Equipment Service Fund | \$175,000.00 | \$570,000.00 | 225.7% |
| Total: | \$20,634,382.72 | \$15,667,298.92 | -24.1% |

Revenues by Source

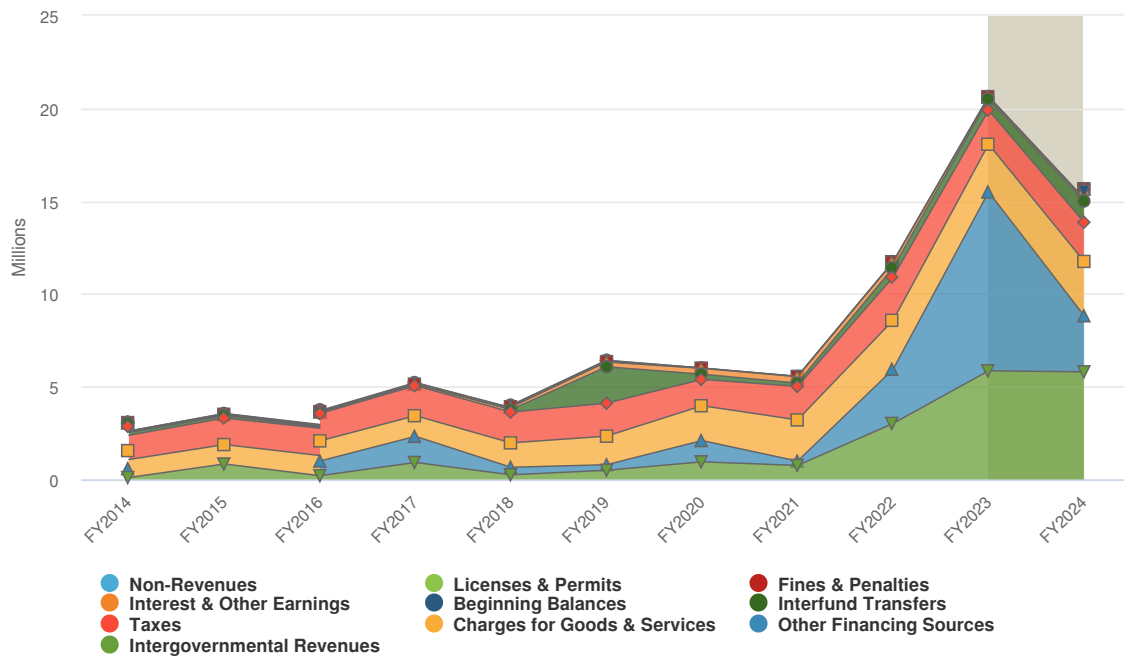
In 2024, the City received the largest share of its revenue from Intergovernmental Revenues consisting of federal and state grants, fuel taxes, liquor revenues and criminal justice funds. Other Financing Sources are funds from the Department of Ecology loan to pay for the wastewater upgrades.

The largest ongoing share of revenue are payments for the services it provides: water services, sewer services, and planning and permitting fees.

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

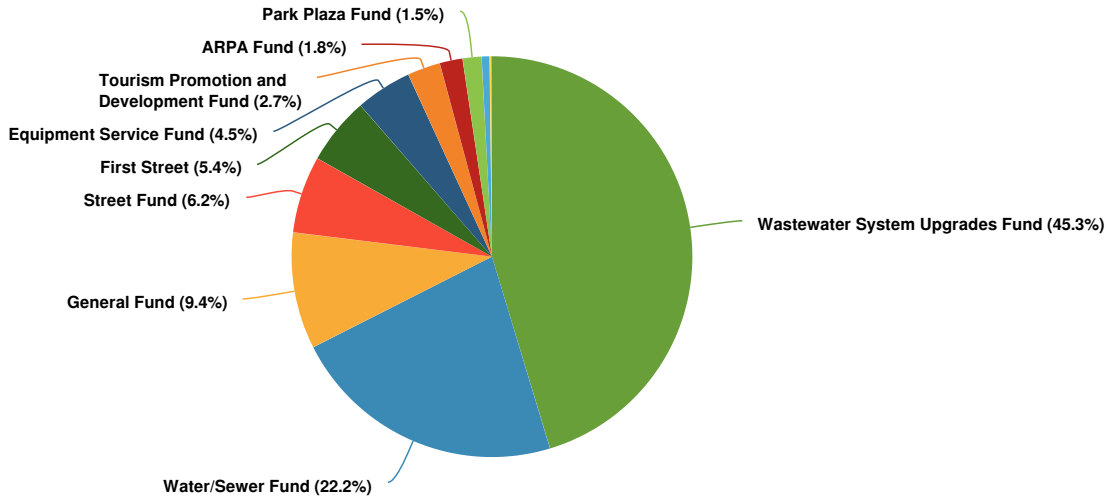
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|------------------------|------------------------|--|
| Revenue Source | | | |
| Beginning Balances | | \$528,053.57 | N/A |
| Taxes | \$1,838,401.90 | \$2,110,055.92 | 14.8% |
| Licenses & Permits | \$3,500.00 | \$3,500.00 | 0% |
| Intergovernmental Revenues | \$5,854,228.24 | \$5,799,454.18 | -0.9% |
| Charges for Goods & Services | \$2,576,197.94 | \$2,928,536.30 | 13.7% |
| Fines & Penalties | \$12,700.00 | \$12,700.00 | 0% |
| Interest & Other Earnings | \$115,206.00 | \$115,206.00 | 0% |
| Other Financing Sources | \$9,637,369.64 | \$3,022,048.05 | -68.6% |
| Interfund Transfers | \$596,779.00 | \$1,147,744.90 | 92.3% |
| Total Revenue Source: | \$20,634,382.72 | \$15,667,298.92 | -24.1% |



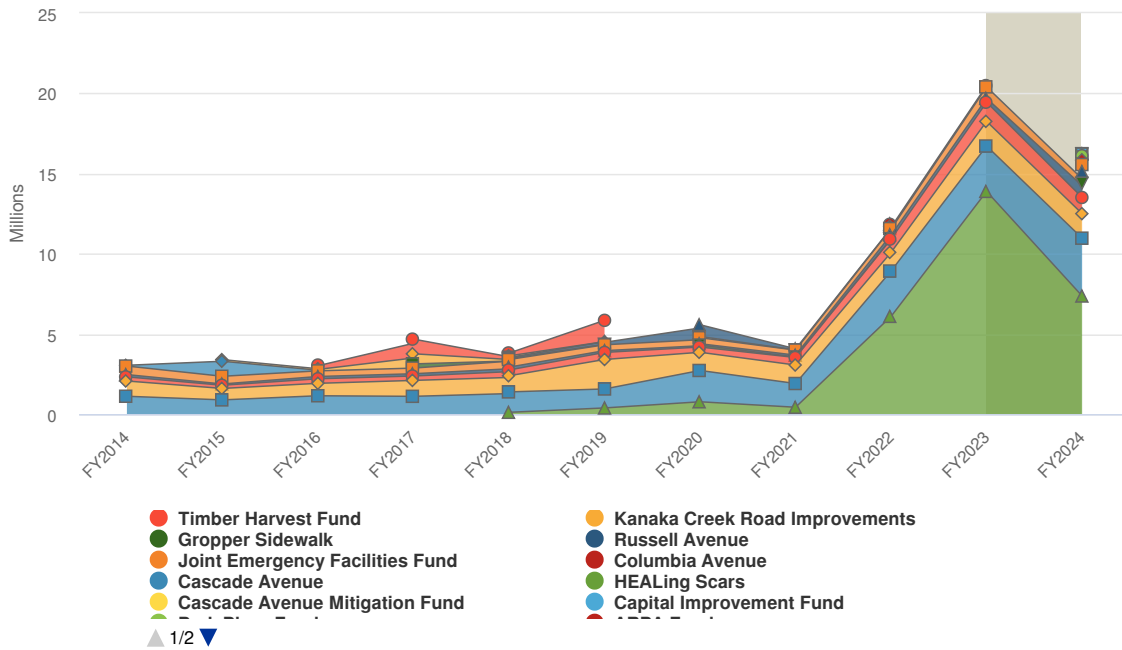
Expenditures by Fund

Similar to the revenues, the largest expenses in 2024 are for the Wastewater System Upgrades Fund, which are expected to be complete in 2024. After that is the Water/Sewer Fund.

2024 Expenditures by Fund



Budgeted and Historical 2024 Expenditures by Fund



Grey background indicates budgeted figures.

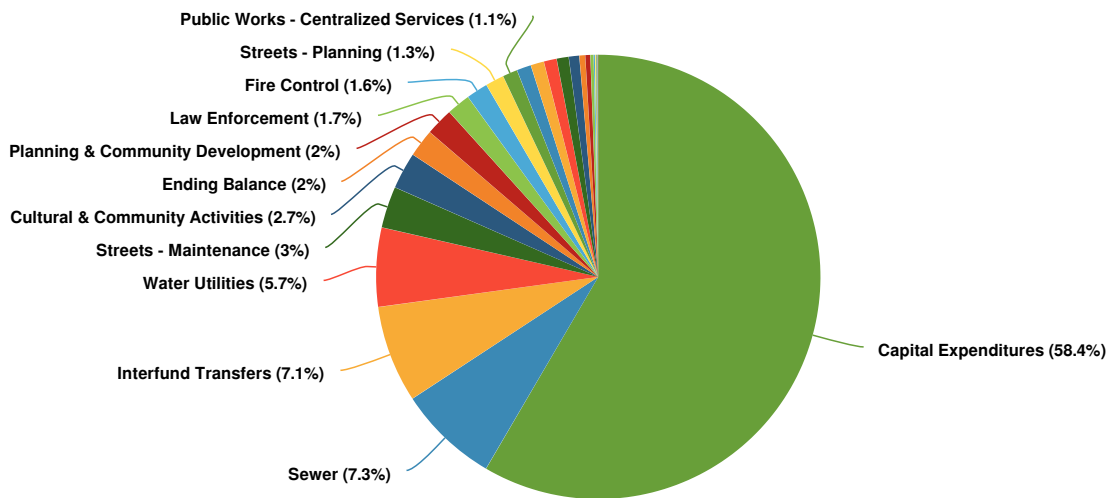


| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|--|------------------------|------------------------|--|
| General Fund | \$1,537,728.99 | \$1,527,506.32 | -0.7% |
| ARPA Fund | | \$298,313.00 | N/A |
| Street Fund | \$1,194,597.36 | \$1,011,924.06 | -15.3% |
| Tourism Promotion and Development Fund | \$714,628.27 | \$432,879.30 | -39.4% |
| HEALing Scars | | \$10,190.57 | N/A |
| Capital Improvement Fund | \$0.00 | \$101,822.00 | N/A |
| First Street | \$0.00 | \$884,186.00 | N/A |
| Columbia Avenue | \$82,329.77 | \$0.00 | -100% |
| Park Plaza Fund | \$0.00 | \$250,000.00 | N/A |
| Water/Sewer Fund | \$2,830,804.21 | \$3,608,143.30 | 27.5% |
| Wastewater System Upgrades Fund | \$13,886,930.00 | \$7,361,965.95 | -47% |
| Cascade Avenue Mitigation Fund | | \$19,550.00 | N/A |
| Equipment Service Fund | \$241,544.23 | \$735,272.10 | 204.4% |
| Total: | \$20,488,562.83 | \$16,241,752.60 | -20.7% |

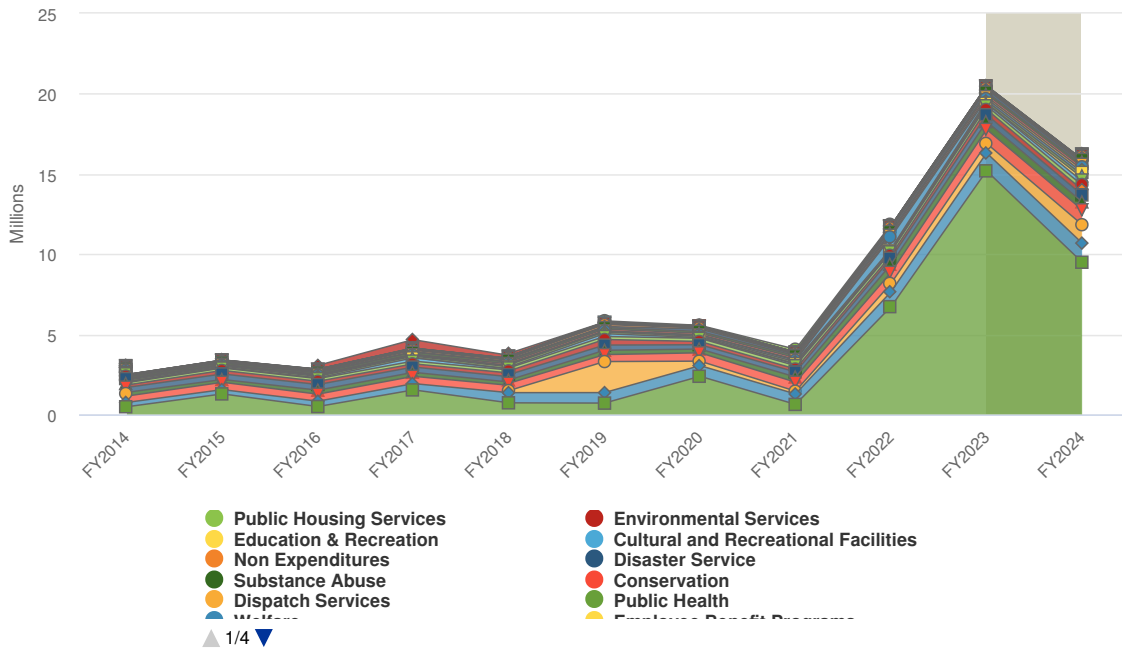
Expenditures by Function

As the revenues reflect, interfund transfers, grants, and loans are all being spent on capital projects for 2024. The remaining operating costs are distributed mostly towards the water/sewer utility operations.

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.

| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|-------------------------------------|-----------------|-----------------|--|
| Expenditures | | | |
| Legislative | \$37,000.00 | \$37,000.00 | 0% |
| Judicial | \$60,510.00 | \$60,510.00 | 0% |
| Executive | \$147,076.60 | \$153,889.18 | 4.6% |
| Financial, Recording & Elections | \$137,200.54 | \$142,465.57 | 3.8% |
| Legal | \$16,500.00 | \$16,500.00 | 0% |
| Employee Benefit Programs | \$10,525.00 | \$10,525.00 | 0% |
| Centralizes Services | \$176,723.32 | \$122,173.32 | -30.9% |
| Law Enforcement | \$228,846.03 | \$278,860.00 | 21.9% |
| Fire Control | \$135,957.50 | \$257,957.50 | 89.7% |
| Dispatch Services | \$6,000.00 | \$6,000.00 | 0% |
| Water Utilities | \$876,312.89 | \$931,036.15 | 6.2% |
| Sewer | \$1,117,448.58 | \$1,192,732.10 | 6.7% |
| Streets - Maintenance | \$481,967.86 | \$493,167.80 | 2.3% |
| Streets - Planning | \$25,000.00 | \$217,459.63 | 769.8% |
| Streets Admin & Overhead | \$121,582.50 | \$156,296.63 | 28.6% |
| Public Works - Centralized Services | \$141,544.23 | \$176,272.10 | 24.5% |
| Conservation | \$500.00 | \$500.00 | 0% |
| Planning & Community Development | \$327,540.00 | \$325,083.75 | -0.7% |
| Public Health | \$10,000.00 | \$10,000.00 | 0% |

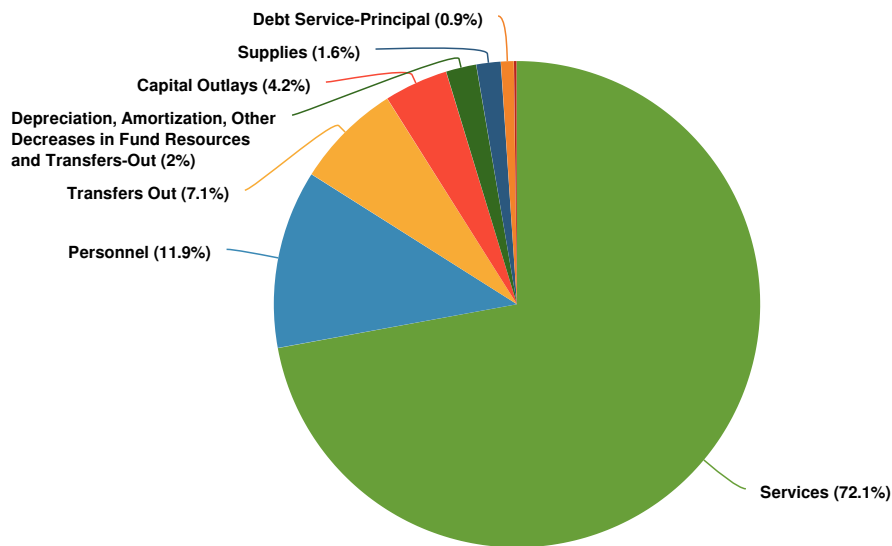


| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|---------------------------------|------------------------|------------------------|--|
| Welfare | \$10,000.00 | \$10,000.00 | 0% |
| Substance Abuse | \$150.00 | \$150.00 | 0% |
| Cultural & Community Activities | \$433,128.27 | \$433,379.30 | 0.1% |
| Park Facilities | \$57,700.00 | \$70,392.00 | 22% |
| Debt Service | \$143,103.74 | \$171,987.35 | 20.2% |
| Capital Expenditures | \$15,189,466.77 | \$9,491,616.75 | -37.5% |
| Interfund Transfers | \$596,779.00 | \$1,147,744.90 | 92.3% |
| Ending Balance | | \$328,053.57 | N/A |
| Total Expenditures: | \$20,488,562.83 | \$16,241,752.60 | -20.7% |

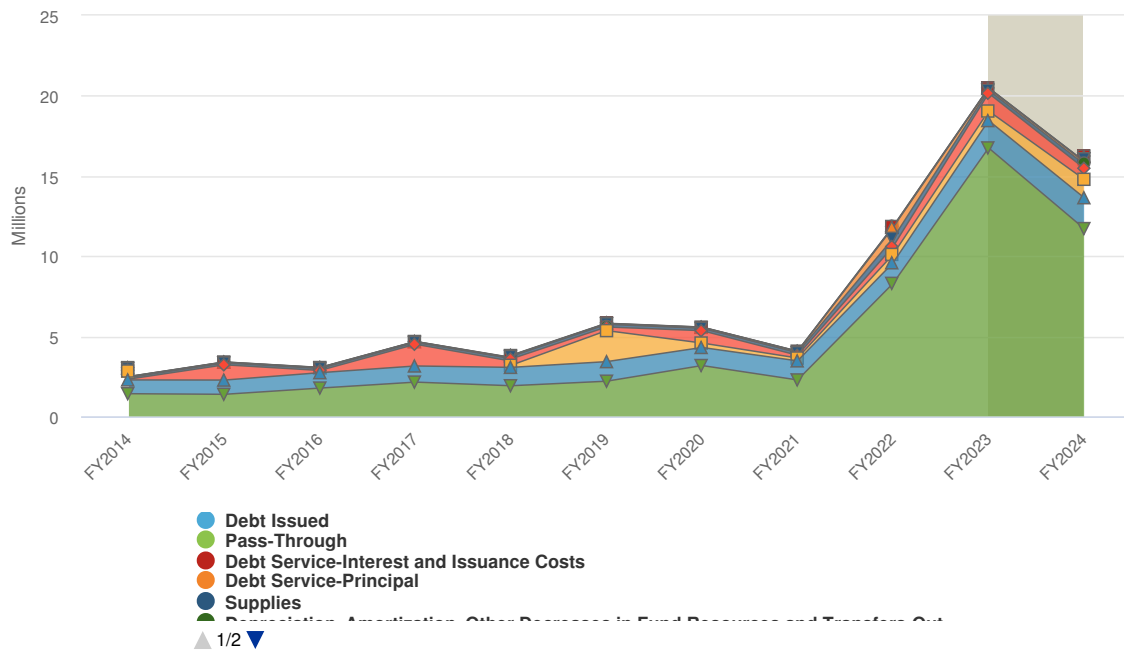
Expenditures by Expense Type

The capital projects are being constructed through service contracts with multiple contractors and consultants.

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



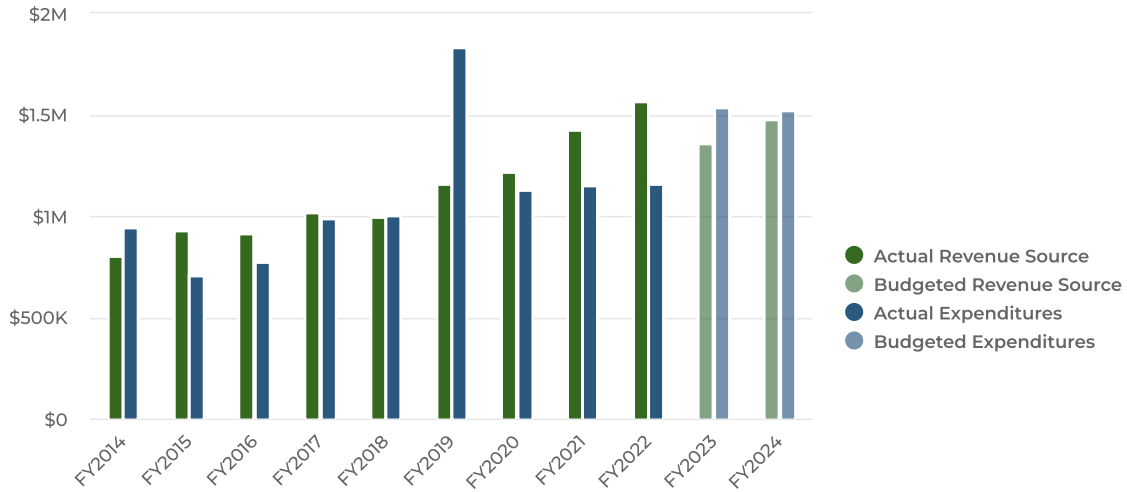
Grey background indicates budgeted figures.

| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|---|------------------------|------------------------|--|
| Expense Objects | | | |
| Depreciation, Amortization, Other Decreases in Fund Resources and Transfers-Out | \$0.00 | \$328,053.57 | N/A |
| Transfers Out | \$596,779.00 | \$1,147,744.90 | 92.3% |
| Personnel | \$1,705,786.84 | \$1,926,532.36 | 12.9% |
| Supplies | \$190,149.50 | \$263,788.42 | 38.7% |
| Pass-Through | \$150.00 | \$150.00 | 0% |
| Services | \$16,744,546.75 | \$11,713,496.00 | -30% |
| Capital Outlays | \$1,108,047.00 | \$690,000.00 | -37.7% |
| Debt Service-Principal | \$109,603.93 | \$139,169.45 | 27% |
| Debt Service-Interest and Issuance Costs | \$33,499.81 | \$32,817.90 | -2% |
| Total Expense Objects: | \$20,488,562.83 | \$16,241,752.60 | -20.7% |



Summary

The City of Stevenson is projecting \$1.48M of revenue in FY2024, which represents a 8.7% increase over the prior year. Budgeted expenditures are projected to decrease by 0.7% or \$10.22K to \$1.53M in FY2024.



The 2023 budget includes a transfer of funds to the Street Budget to pay for capital projects.

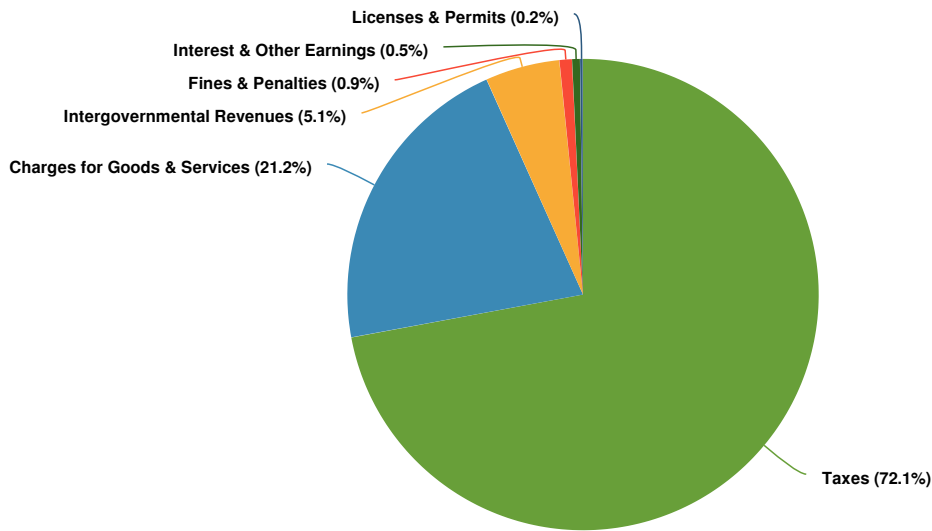
In 2024, the proposed budget includes an increase in costs to the Sheriff's Department for Law Enforcement Services and the cost of a full-time Fire Chief. These additional costs exceed the ongoing revenues for the city and will require a look at city practices going forward to determine where expenses can be reduced, or revenues increased, to continue to provide the same level of service to the residents.

Revenues by Source

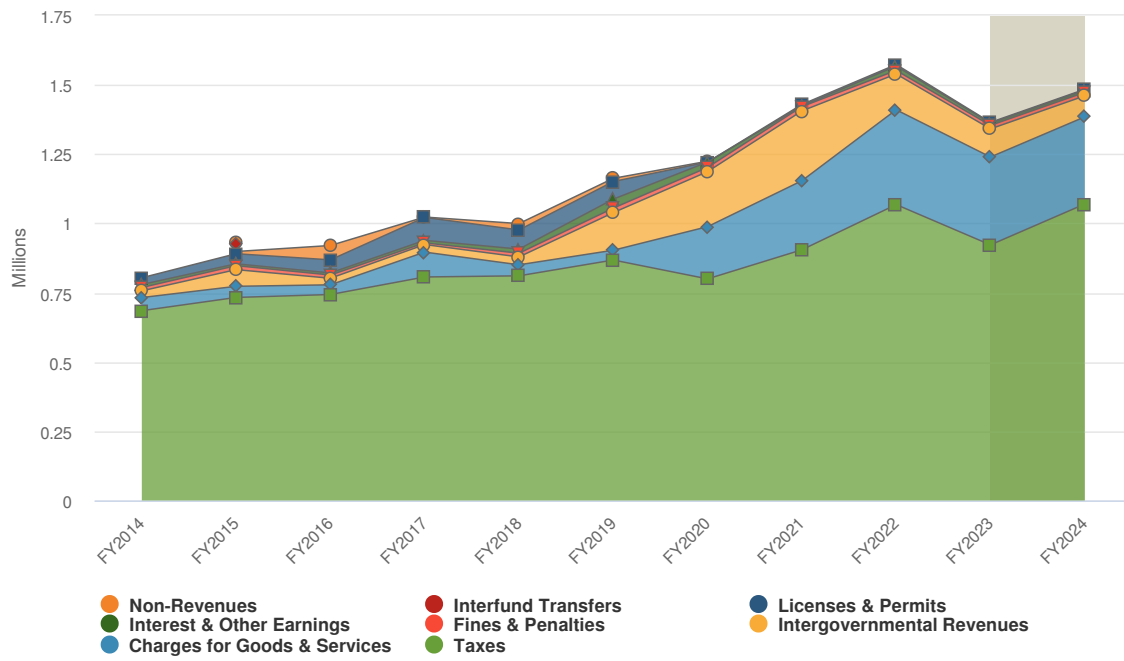
Primary revenue sources for the General Fund are property and sales taxes. Property taxes are levied on 100% of assessed valuation as determined by the Skamania County Assessor's Office and are limited by Washington State law to a 1% annual increase plus the addition of any new construction and annexations.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

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

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|-----------------------|-----------------------|--|
| Revenue Source | | | |
| Taxes | \$922,401.90 | \$1,069,865.92 | 16% |
| Licenses & Permits | \$2,900.00 | \$2,900.00 | 0% |
| Intergovernmental Revenues | \$101,453.42 | \$75,857.15 | -25.2% |
| Charges for Goods & Services | \$317,214.81 | \$314,565.71 | -0.8% |
| Fines & Penalties | \$12,700.00 | \$12,700.00 | 0% |
| Interest & Other Earnings | \$8,000.00 | \$8,000.00 | 0% |
| Total Revenue Source: | \$1,364,670.13 | \$1,483,888.78 | 8.7% |

Expenditures by Function

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

The City is self-insured for unemployment and has a current reserve balance of \$33,414, which is enough to cover estimated unemployment claims. The 2024 proposed budget does not include an increase to the unemployment reserve.

The Fire Department budget includes Fire District 2 reimbursable expenses and are listed under Other Sources for revenue.

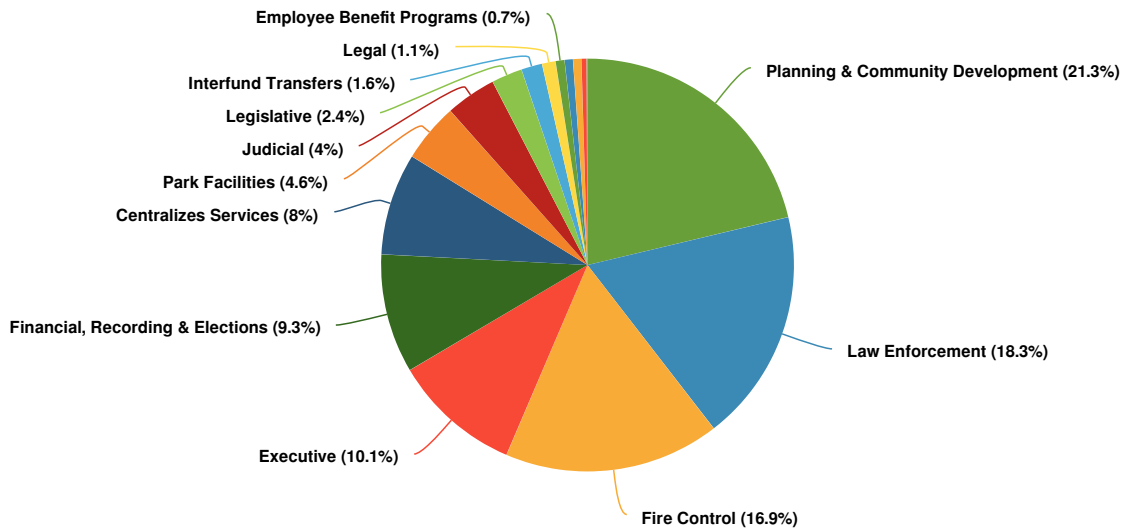
2023 projects include:

- o \$50k for painting City hall
- o \$10k for office cube walls and desks
- o \$10k to remove the Fire Hall siren and repair roof
- o \$52k for the Shoreline Access Grant (100% grant)

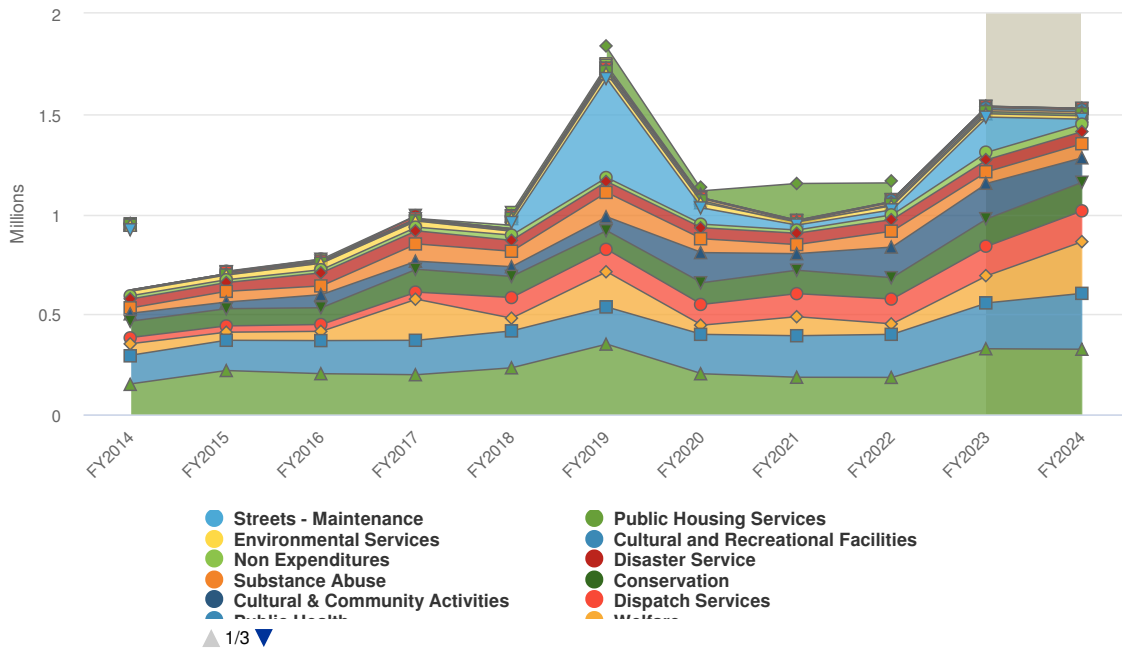
Additional changes in expenses are increased personnel costs for a portion of a new full-time staff member to work with the public works and planning department on records management and permitting.

Transfers in 2023 include \$25k to the Fire Reserve Fund and \$150k to the Street Fund. 2019 transfers included transferring reserve balances from General Fund to the newly created Fire Reserve Fund.

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.

The spike in Interfund Transfers in 2019 was to move balances from the General Fund to the General Reserve and Fire Reserve Funds.

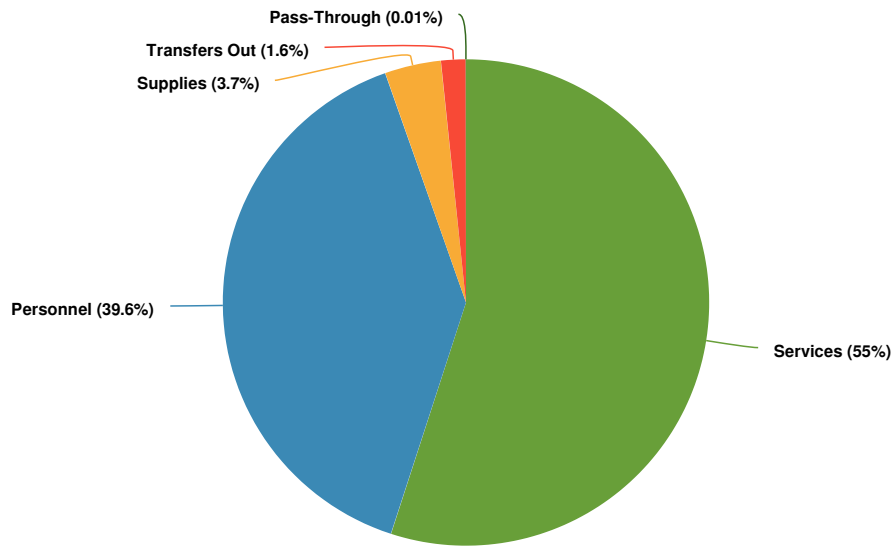
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|----------------------------------|-----------------|-----------------|--|
| Expenditures | | | |
| Legislative | \$37,000.00 | \$37,000.00 | 0% |
| Judicial | \$60,510.00 | \$60,510.00 | 0% |
| Executive | \$147,076.60 | \$153,889.18 | 4.6% |
| Financial, Recording & Elections | \$137,200.54 | \$142,465.57 | 3.8% |
| Legal | \$16,500.00 | \$16,500.00 | 0% |
| Employee Benefit Programs | \$10,525.00 | \$10,525.00 | 0% |
| Centralizes Services | \$176,723.32 | \$122,173.32 | -30.9% |
| Law Enforcement | \$228,846.03 | \$278,860.00 | 21.9% |
| Fire Control | \$135,957.50 | \$257,957.50 | 89.7% |
| Dispatch Services | \$6,000.00 | \$6,000.00 | 0% |
| Conservation | \$500.00 | \$500.00 | 0% |
| Planning & Community Development | \$327,540.00 | \$325,083.75 | -0.7% |
| Public Health | \$10,000.00 | \$10,000.00 | 0% |
| Welfare | \$10,000.00 | \$10,000.00 | 0% |
| Substance Abuse | \$150.00 | \$150.00 | 0% |
| Cultural & Community Activities | \$500.00 | \$500.00 | 0% |
| Park Facilities | \$57,700.00 | \$70,392.00 | 22% |



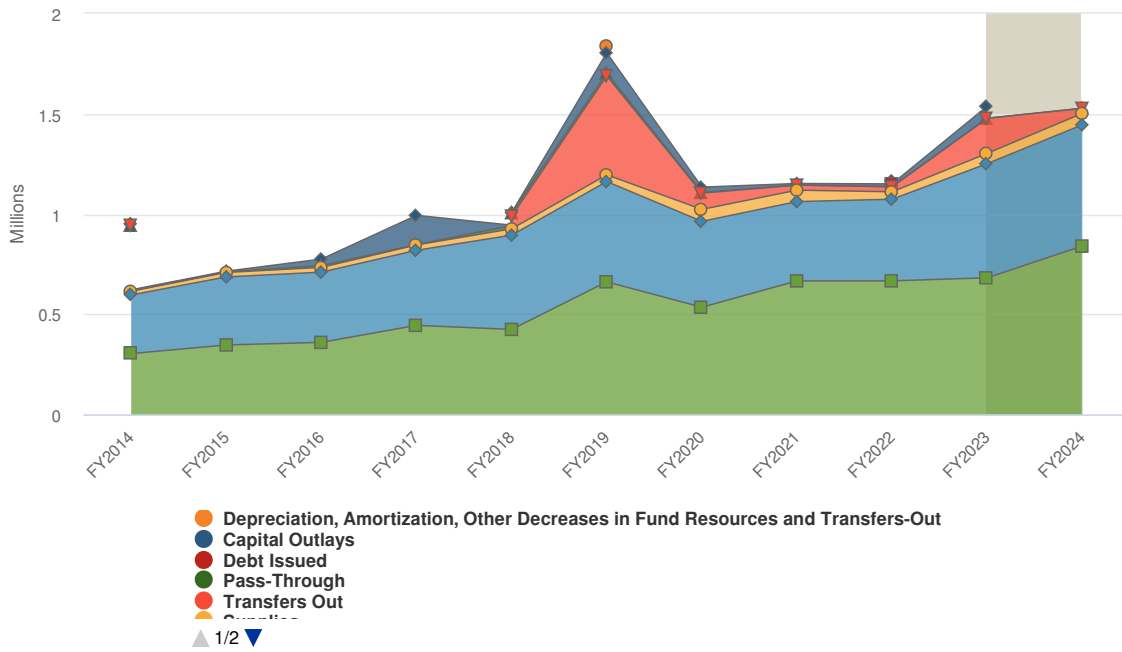
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|----------------------------|-----------------------|-----------------------|--|
| Interfund Transfers | \$175,000.00 | \$25,000.00 | -85.7% |
| Total Expenditures: | \$1,537,728.99 | \$1,527,506.32 | -0.7% |

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



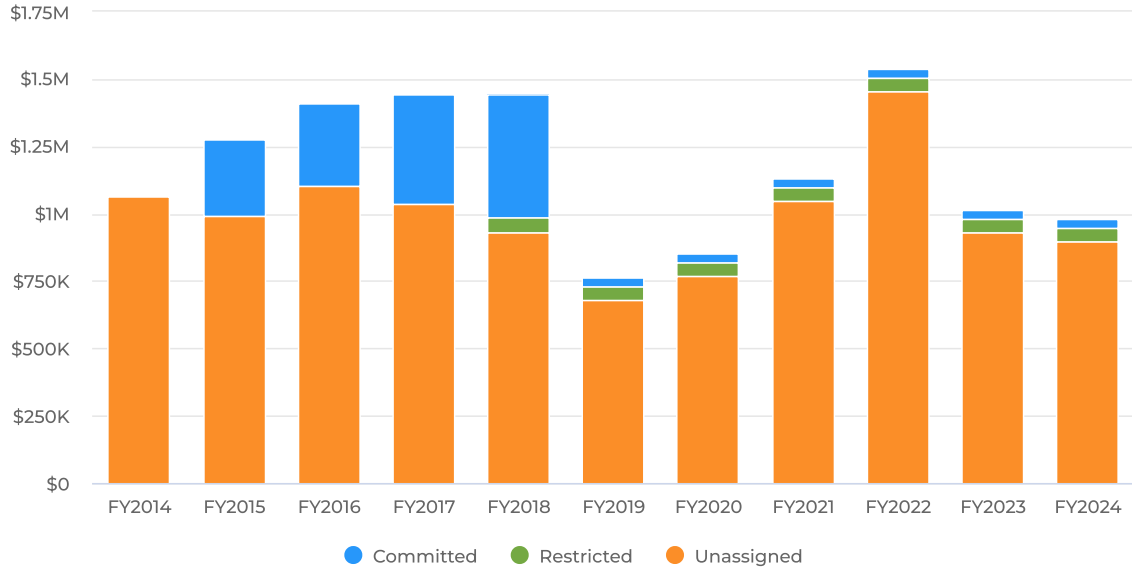
Grey background indicates budgeted figures.

The spike in Interfund Transfers in 2019 was to move balances from the General Fund to the General Reserve and Fire Reserve Funds.

| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|-------------------------------|-----------------------|-----------------------|--|
| Expense Objects | | | |
| Transfers Out | \$175,000.00 | \$25,000.00 | -85.7% |
| Personnel | \$569,832.14 | \$604,955.50 | 6.2% |
| Supplies | \$51,200.00 | \$57,200.00 | 11.7% |
| Pass-Through | \$150.00 | \$150.00 | 0% |
| Services | \$681,546.85 | \$840,200.82 | 23.3% |
| Capital Outlays | \$60,000.00 | \$0.00 | -100% |
| Total Expense Objects: | \$1,537,728.99 | \$1,527,506.32 | -0.7% |

Fund Balance

Projections



| | FY2023 | FY2024 | % Change |
|----------------------------|--------------------|------------------|--------------|
| Fund Balance | — | — | |
| Unassigned | \$930,756 | \$897,139 | -3.6% |
| Committed | \$33,413 | \$33,414 | 0% |
| Restricted | \$51,135 | \$51,135 | 0% |
| Total Fund Balance: | \$1,015,304 | \$981,688 | -3.3% |

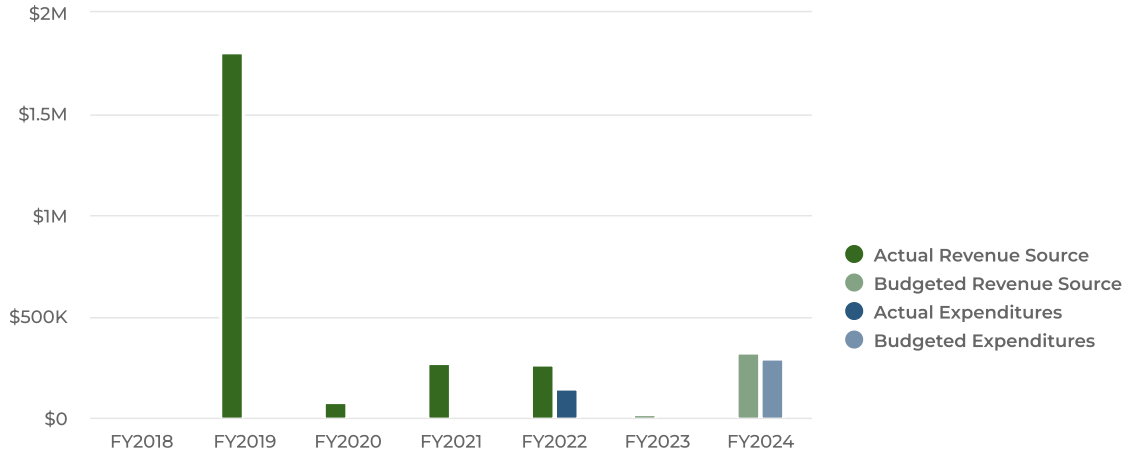


Other General Funds

Summary

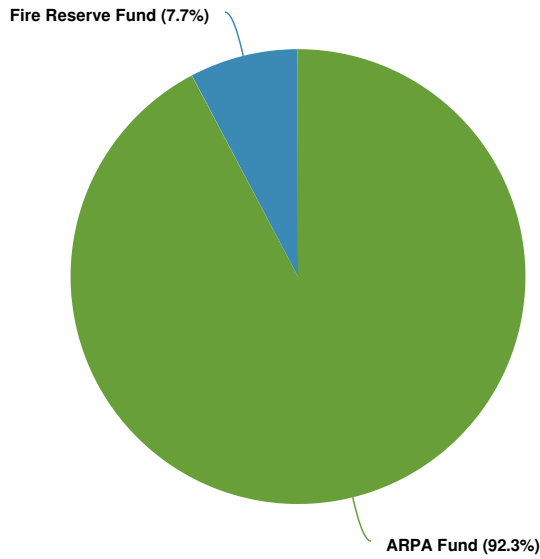
The City of Stevenson is projecting \$323.31K of revenue in FY2024, which represents a % increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to \$298.31K in FY2024.

These Other General Funds include the General Reserve Fund, Fire Reserve Fund, and the American Rescue Plan Act (ARPA) Fund. These have restrictions on when the cash can be used and are mainly reserved for capital projects. Revenues are mostly from transfers from the General Fund, or grants. There are minimal expenditures annually, and none are currently projected for 2024.

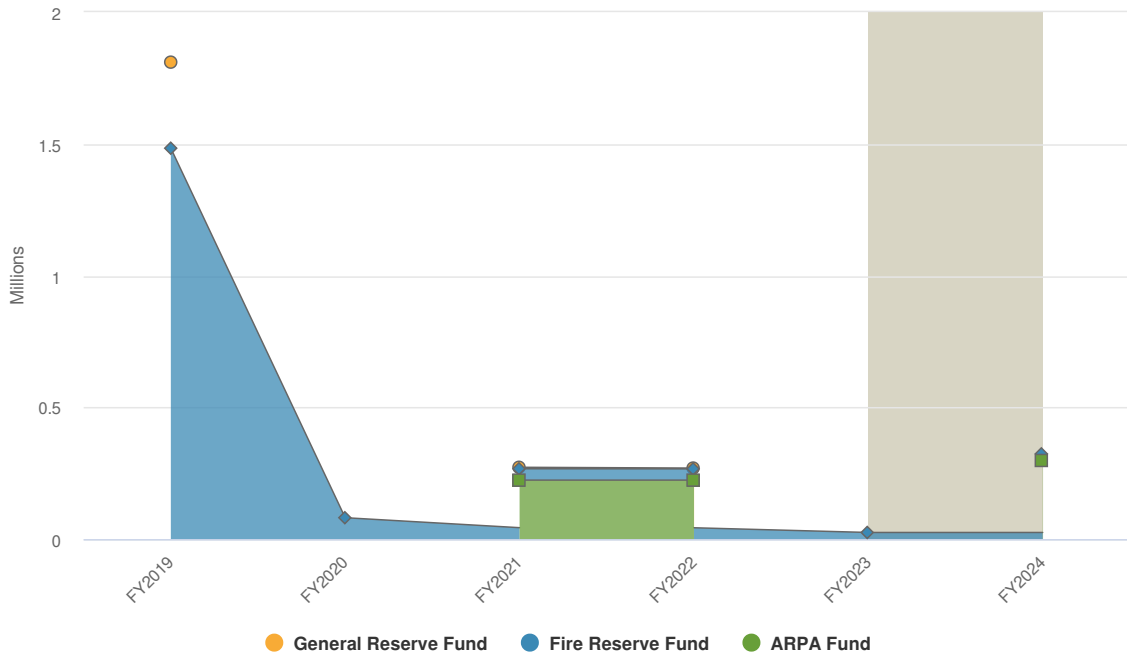


Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund



Grey background indicates budgeted figures.

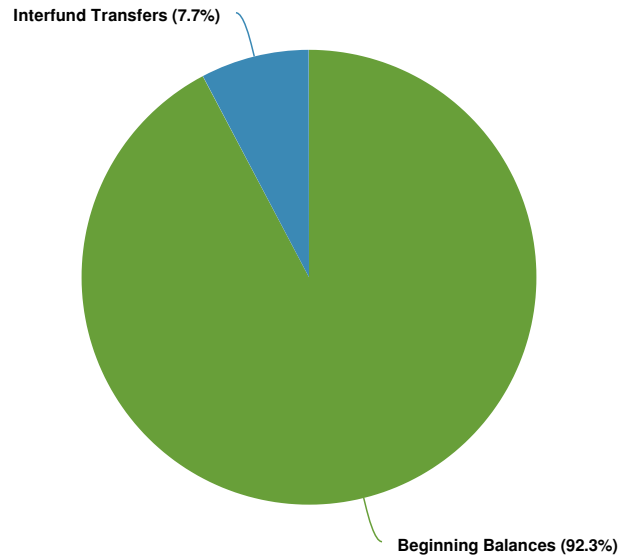
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|-------------------|-----------------|-----------------|--|
| Fire Reserve Fund | \$25,000.00 | \$25,000.00 | 0% |



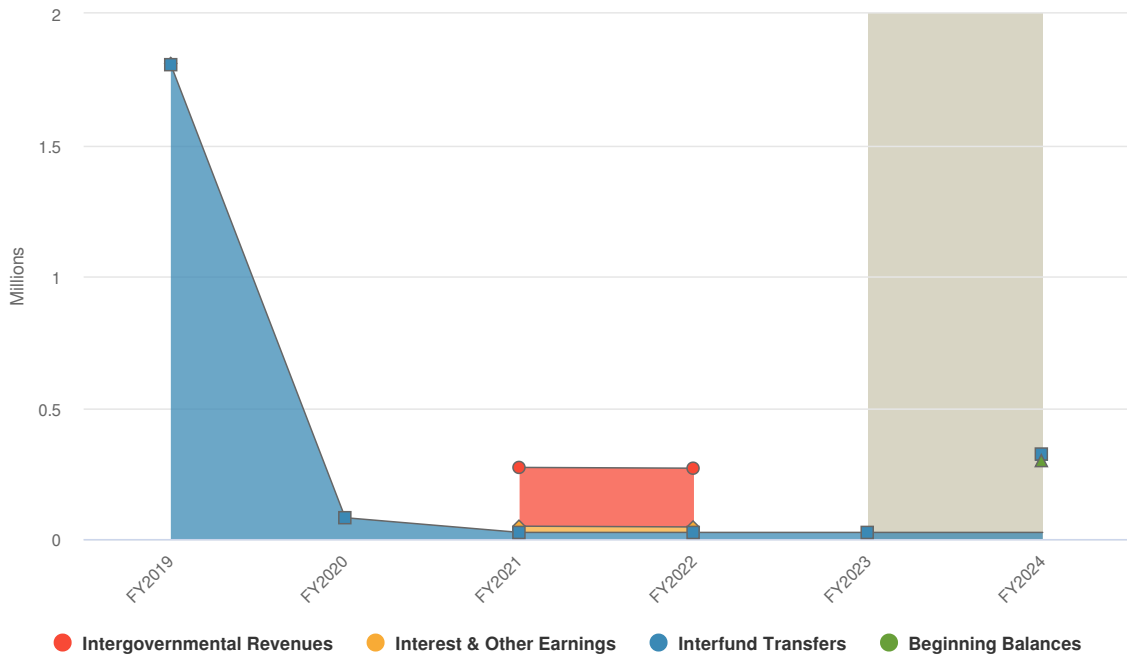
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|---------------|--------------------|---------------------|--|
| ARPA Fund | \$0.00 | \$298,313.00 | N/A |
| Total: | \$25,000.00 | \$323,313.00 | 1,193.3% |

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|--------------------|---------------------|--|
| Revenue Source | | | |
| Beginning Balances | | \$298,313.00 | N/A |
| Interfund Transfers | \$25,000.00 | \$25,000.00 | 0% |
| Total Revenue Source: | \$25,000.00 | \$323,313.00 | 1,193.3% |

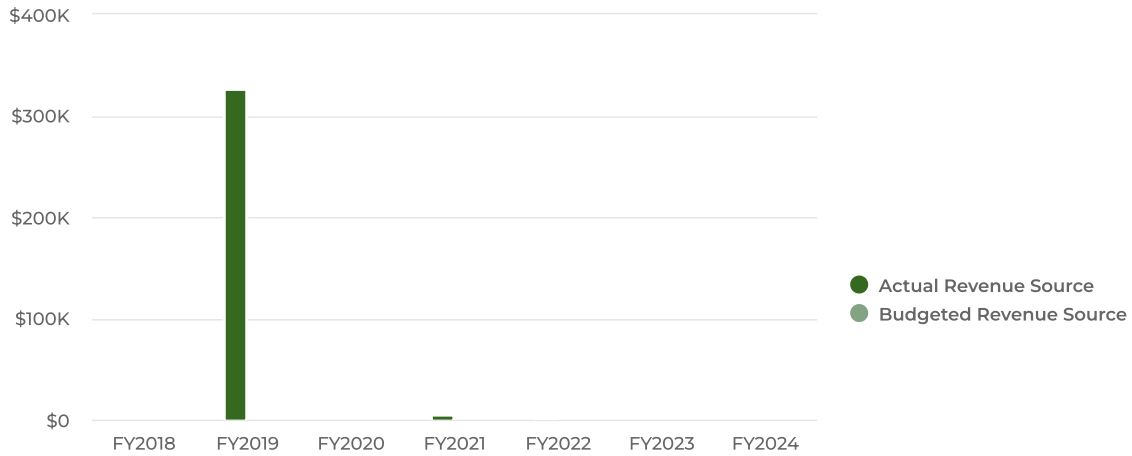


General Reserve Fund

The money in the fund shall be used for urgent or emergency purposes as determined and approved by the council. It shall not be used for recurring costs, general operating costs or planned capital items. It may be used for interfund load provided that the interest rate is a minimum of two percentage points above the average of the past twelve-months of the local government investment pool earnings rate and the loan must not exceed a payback period of five years, although it is recommended not to exceed thirty-six months.

Summary

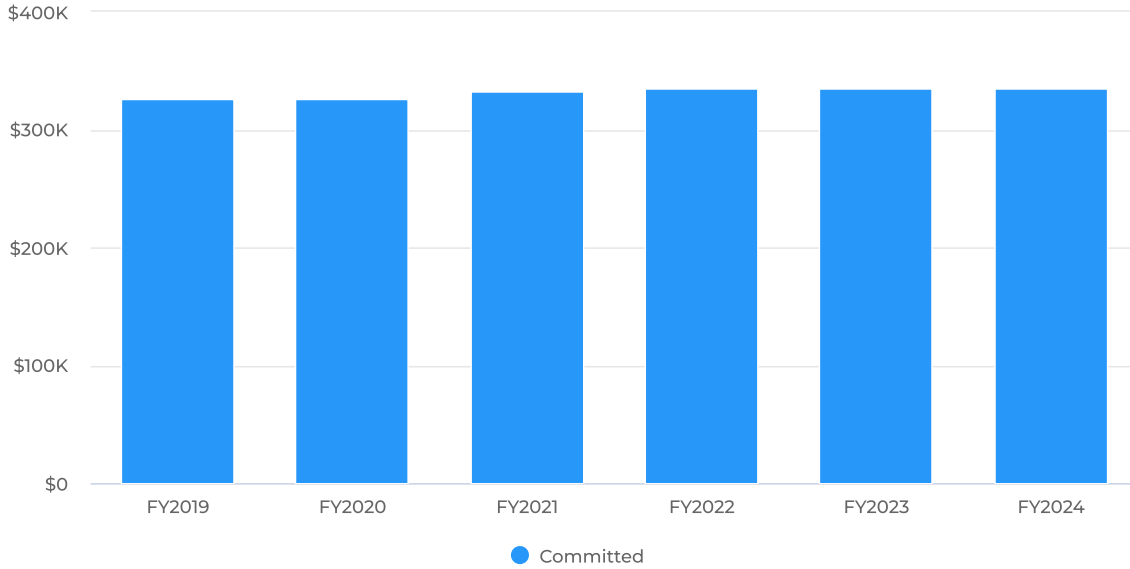
The City of Stevenson is projecting N/A of revenue in FY2024, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to N/A in FY2024.



Fund Balance

The revenue for this fund comes from interest on investments. This is a fund for emergency use and there are rarely any expenses out of the fund, leaving a slowly increasing balance.

Projections



| | FY2023 | FY2024 | % Change |
|----------------------------|------------------|------------------|-----------|
| Fund Balance | — | — | |
| Committed | \$335,259 | \$335,259 | 0% |
| Total Fund Balance: | \$335,259 | \$335,259 | 0% |



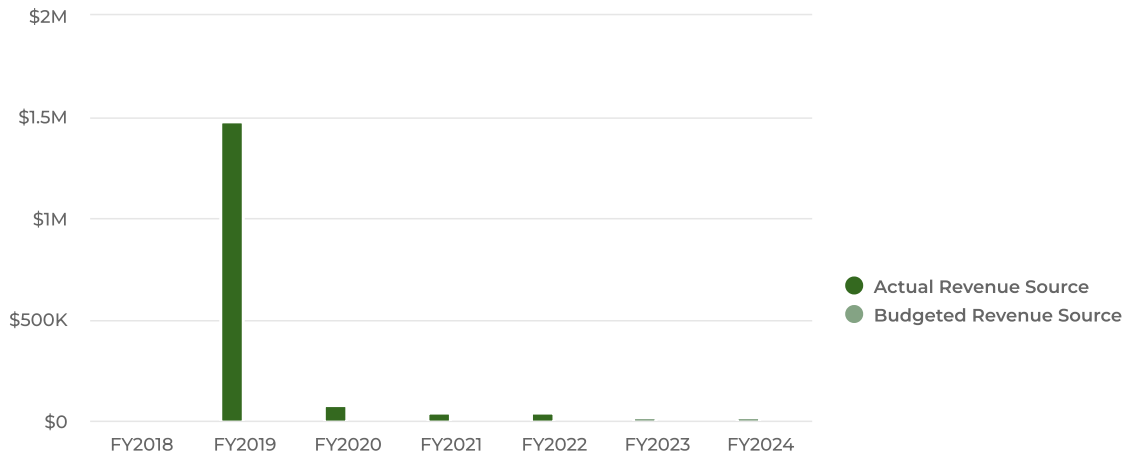
Fire Reserve Fund

The money in the fund shall be used for buildings, equipment and other capital items associated with and used in the fire department.

Summary

The City of Stevenson is projecting \$25K of revenue in FY2024, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to N/A in FY2024.

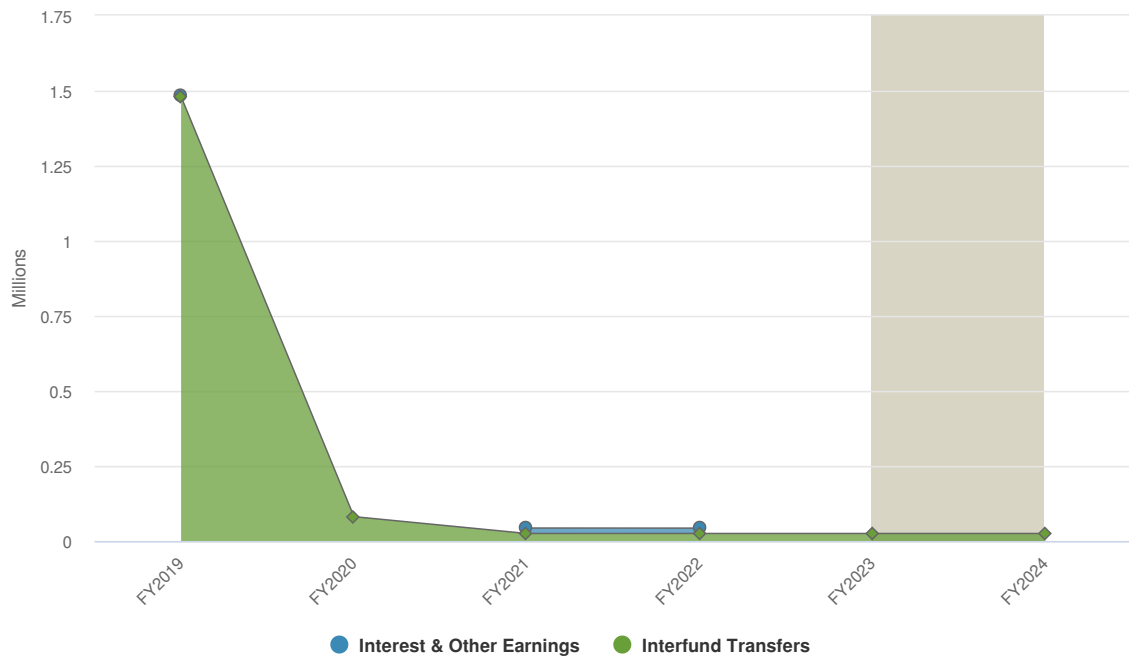
Revenues into this fund are from transfers from the General Fund. There is a fixed \$25,000 transfer annually. Additionally, any remaining balance from the Fire Department's budget unused is also transferred to these reserves.



Revenues by Source



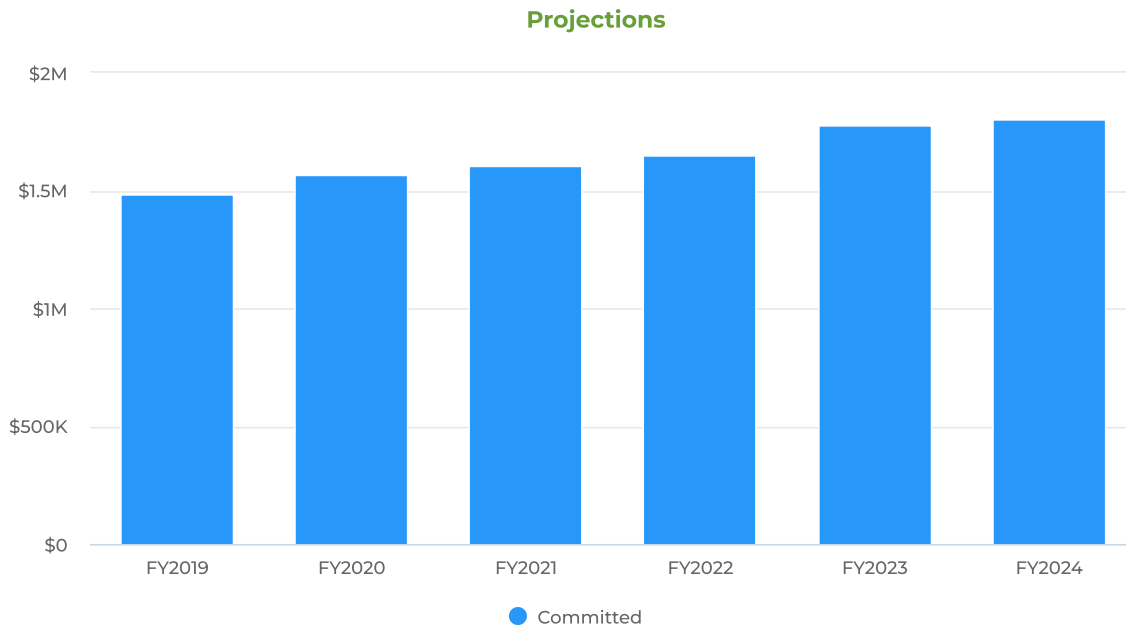
Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|--------------------|--------------------|--|
| Revenue Source | | | |
| Interfund Transfers | \$25,000.00 | \$25,000.00 | 0% |
| Total Revenue Source: | \$25,000.00 | \$25,000.00 | 0% |

Fund Balance



| | FY2023 | FY2024 | % Change |
|----------------------------|--------------------|--------------------|-------------|
| Fund Balance | — | — | |
| Committed | \$1,778,960 | \$1,803,960 | 1.4% |
| Total Fund Balance: | \$1,778,960 | \$1,803,960 | 1.4% |

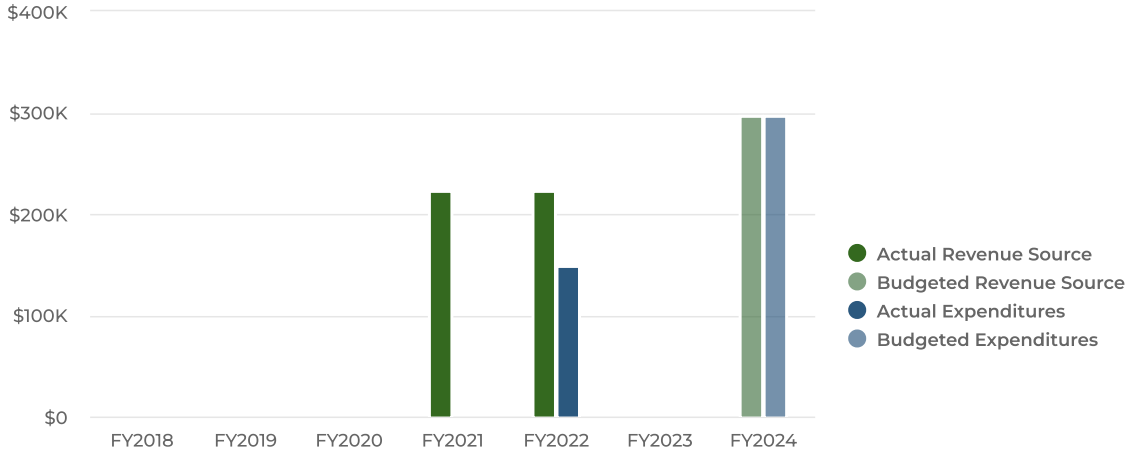


ARPA Fund

This fund is specific to the use of the American Rescue Plan Act (ARPA) funds allocated from the Federal Government. The City has until the end of 2024 to allocate these funds and until the end of 2025 to spend these funds.

Summary

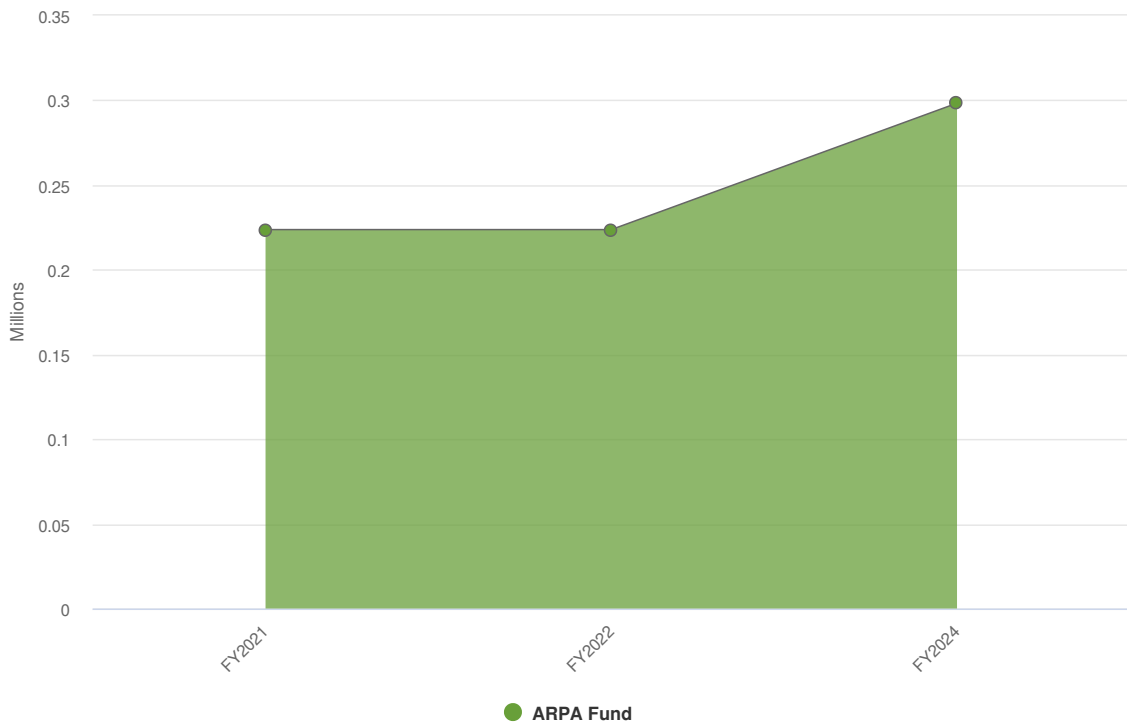
The City of Stevenson is projecting \$298.31K of revenue in FY2024, which represents a % increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to \$298.31K in FY2024.



Revenue by Fund



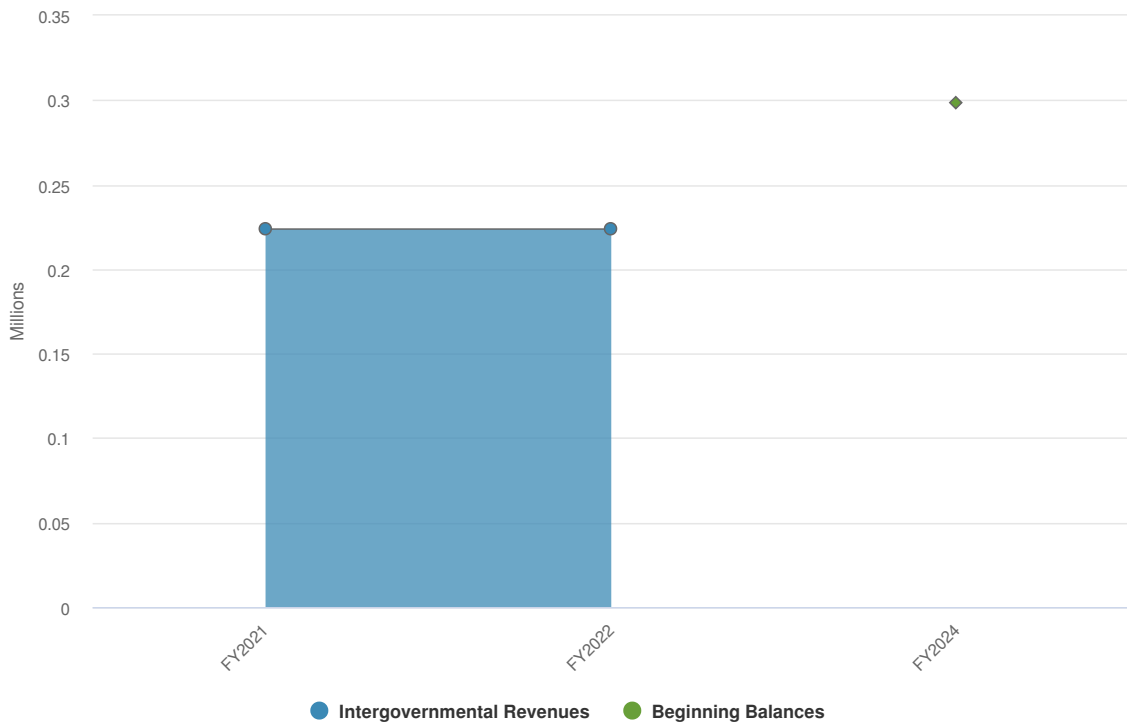
Budgeted and Historical 2024 Revenue by Fund



| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|-------------------------|-----------------|---------------------|--|
| ARPA Fund | \$0.00 | \$298,313.00 | N/A |
| Total ARPA Fund: | \$0.00 | \$298,313.00 | N/A |

Revenues by Source

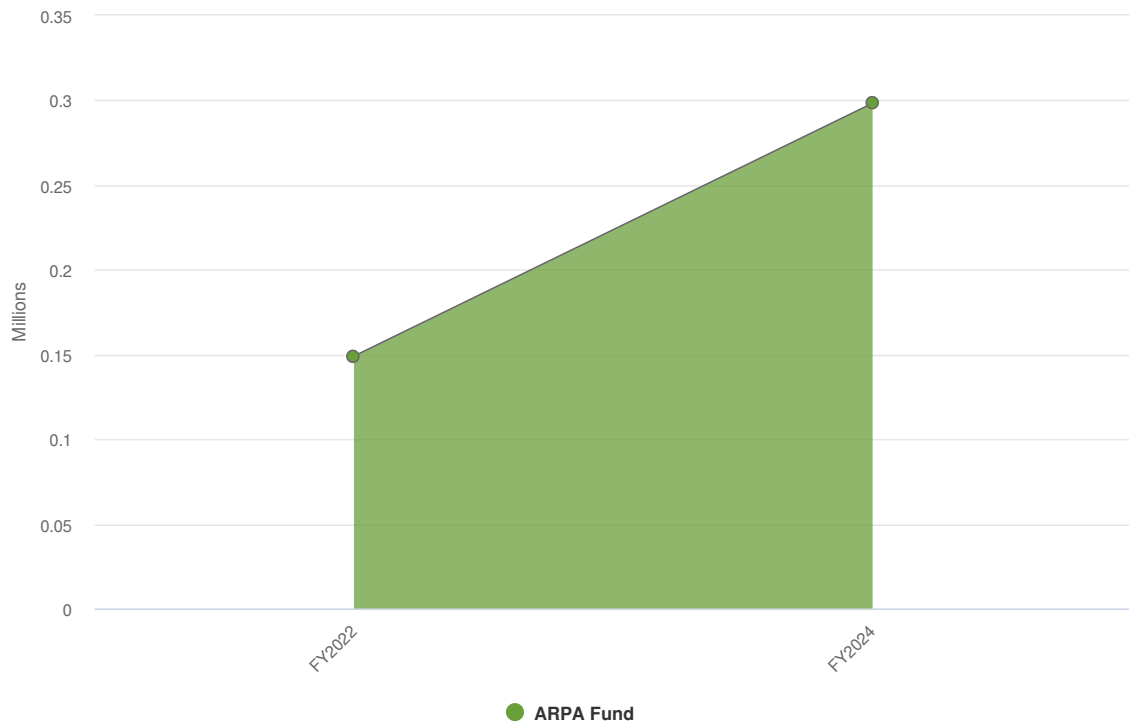
Budgeted and Historical 2024 Revenues by Source



| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|-----------------|---------------------|--|
| Revenue Source | | | |
| Beginning Balances | | \$298,313.00 | N/A |
| Total Revenue Source: | \$0.00 | \$298,313.00 | N/A |

Expenditures by Fund

Budgeted and Historical 2024 Expenditures by Fund



| Name | FY2024 Budgeted | FY2023 undefined vs. FY2024 Budgeted (% Change) |
|-------------------------|---------------------|---|
| ARPA Fund | \$298,313.00 | N/A |
| Total ARPA Fund: | \$298,313.00 | N/A |

Expenditures by Function

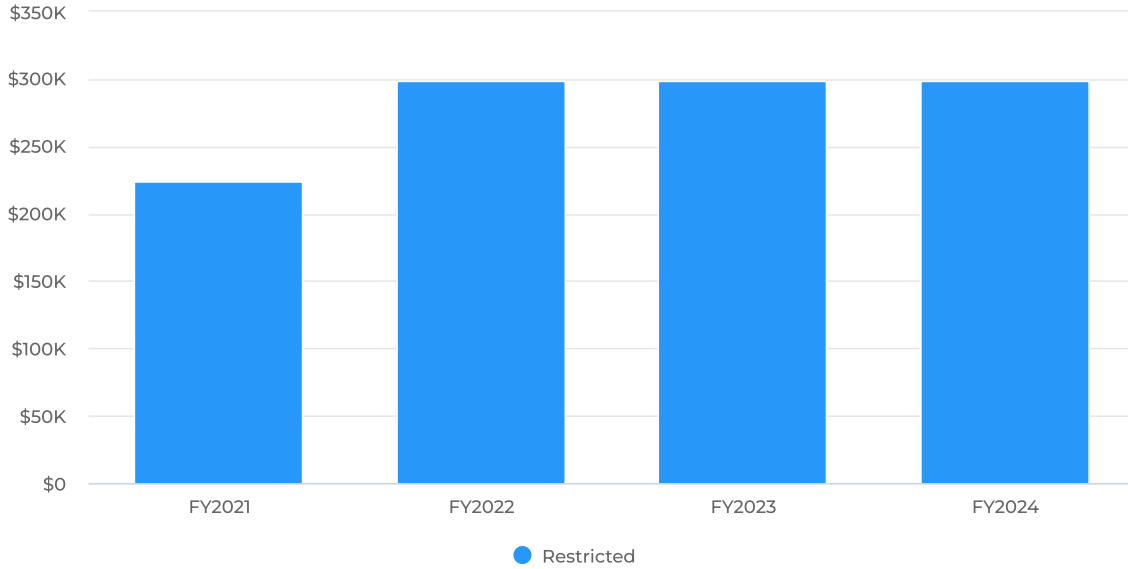
Budgeted and Historical Expenditures by Function



| Name | FY2024 Budgeted | FY2023 undefined vs. FY2024 Budgeted (% Change) |
|----------------------------|---------------------|---|
| Expenditures | | |
| Ending Balance | \$298,313.00 | N/A |
| Total Expenditures: | \$298,313.00 | N/A |

Fund Balance

Projections



| | FY2023 | FY2024 | % Change |
|----------------------------|------------------|------------------|-----------|
| Fund Balance | — | — | |
| Restricted | \$298,313 | \$298,313 | 0% |
| Total Fund Balance: | \$298,313 | \$298,313 | 0% |

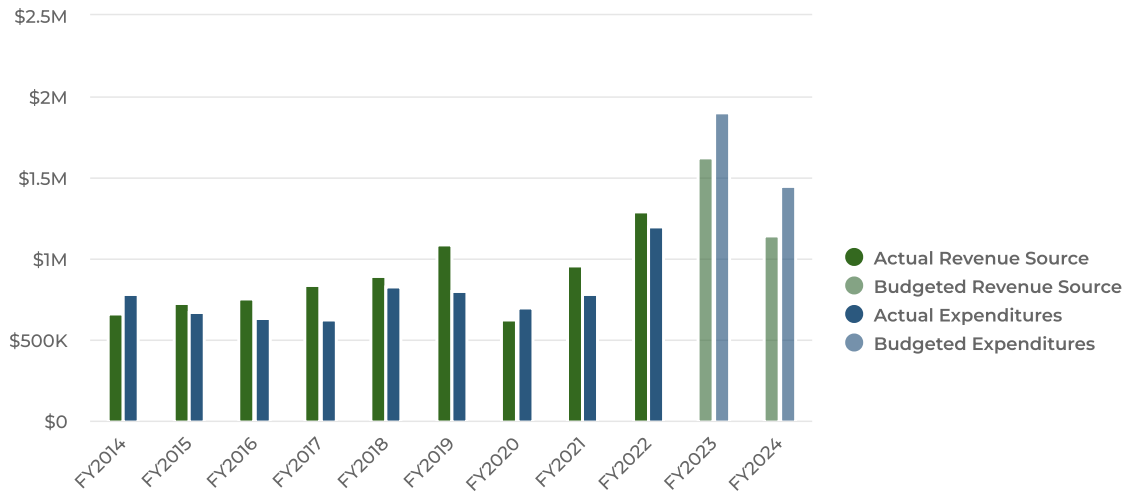


Special Revenue Funds

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

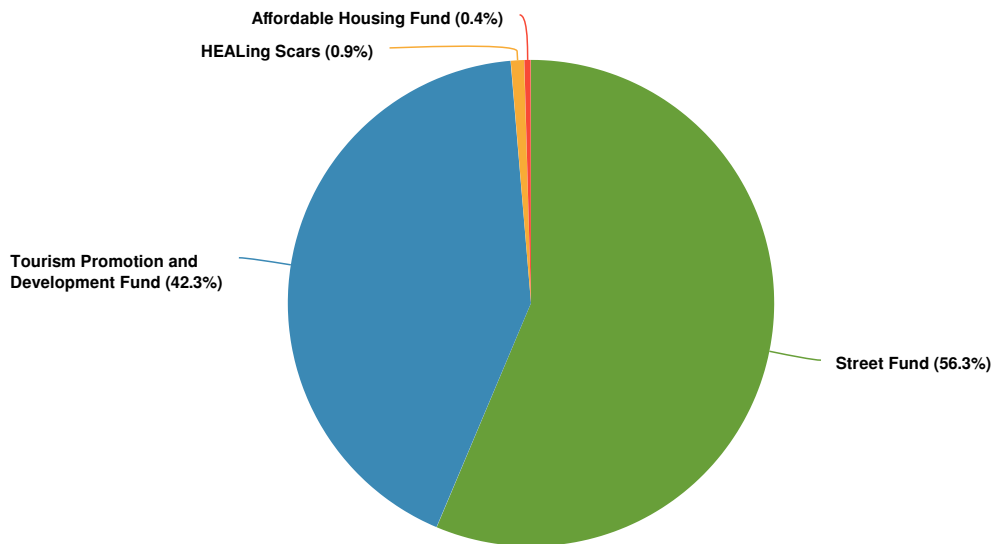
Summary

The City of Stevenson is projecting \$1.15M of revenue in FY2024, which represents a 29.2% decrease over the prior year. Budgeted expenditures are projected to decrease by 23.8% or \$454.23K to \$1.45M in FY2024.

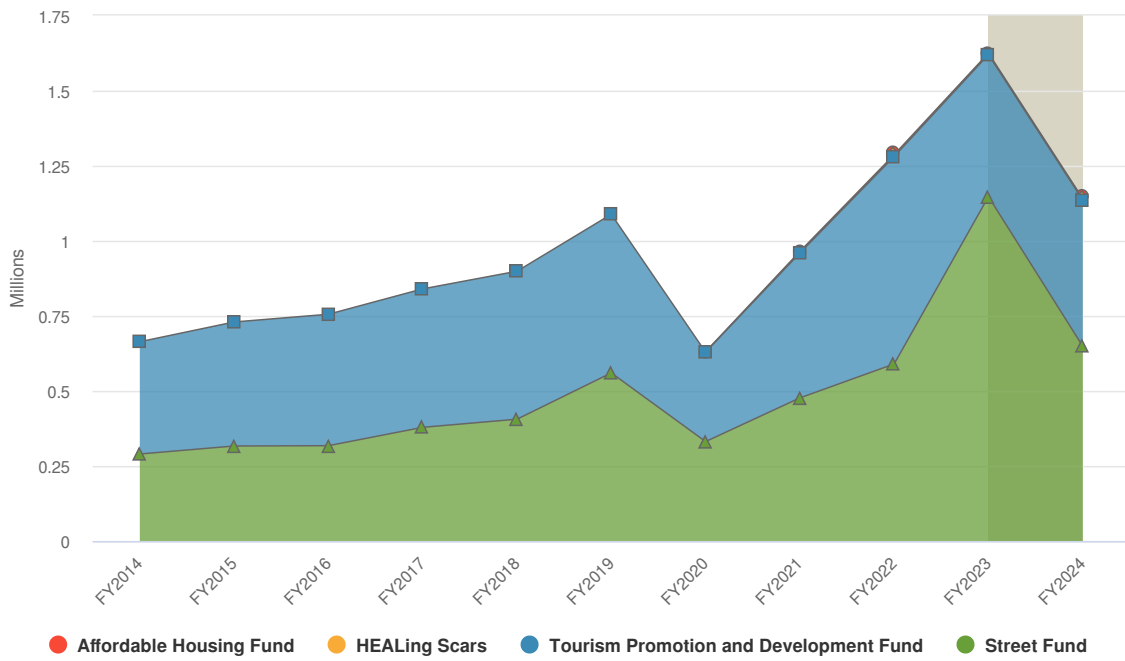


Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund

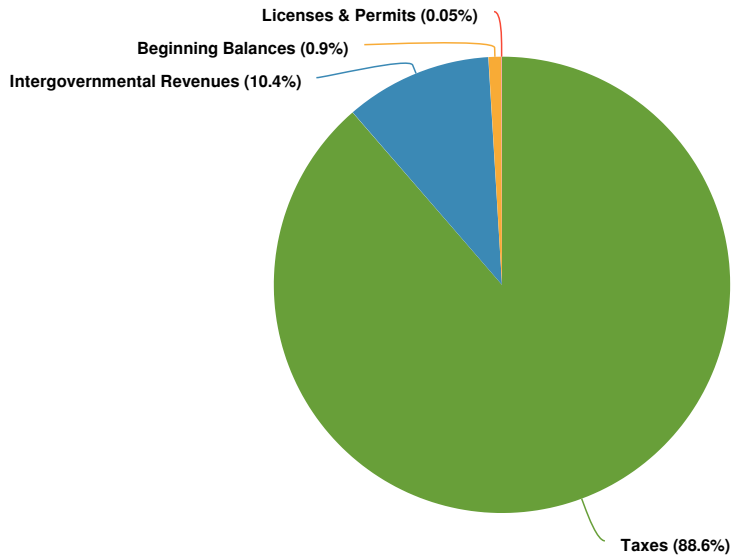


Grey background indicates budgeted figures.

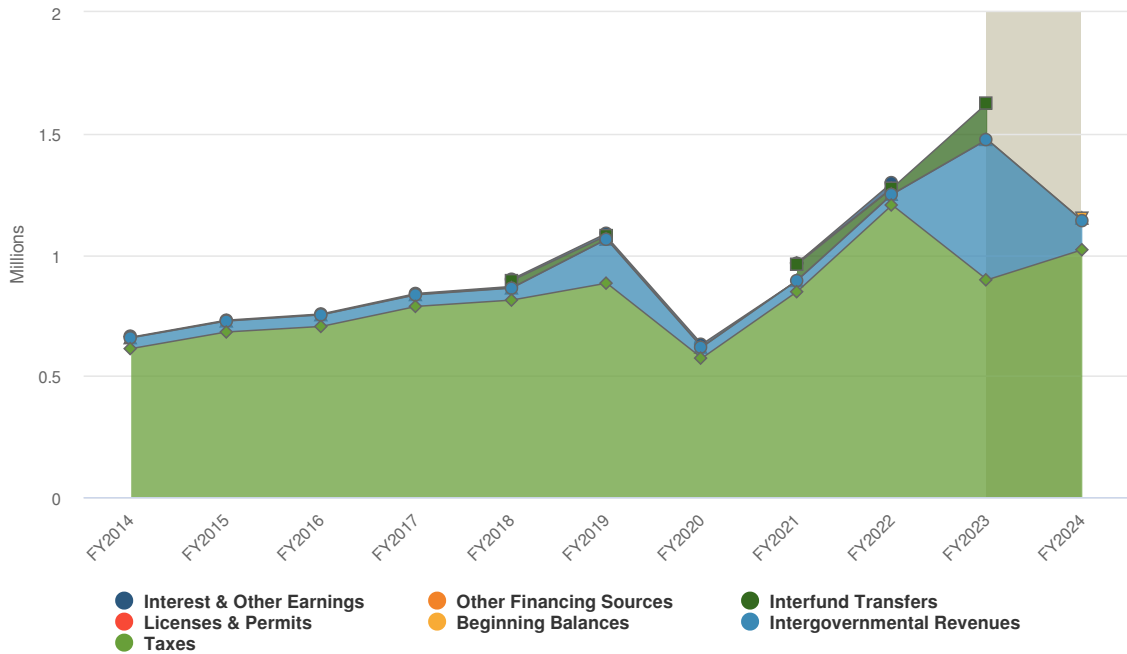
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|--|-----------------------|-----------------------|--|
| Street Fund | \$1,147,017.50 | \$648,458.50 | -43.5% |
| Tourism Promotion and Development Fund | \$473,000.00 | \$487,190.00 | 3% |
| Affordable Housing Fund | \$5,000.00 | \$5,000.00 | 0% |
| HEALing Scars | \$0.00 | \$10,190.57 | N/A |
| Total: | \$1,625,017.50 | \$1,150,839.07 | -29.2% |

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

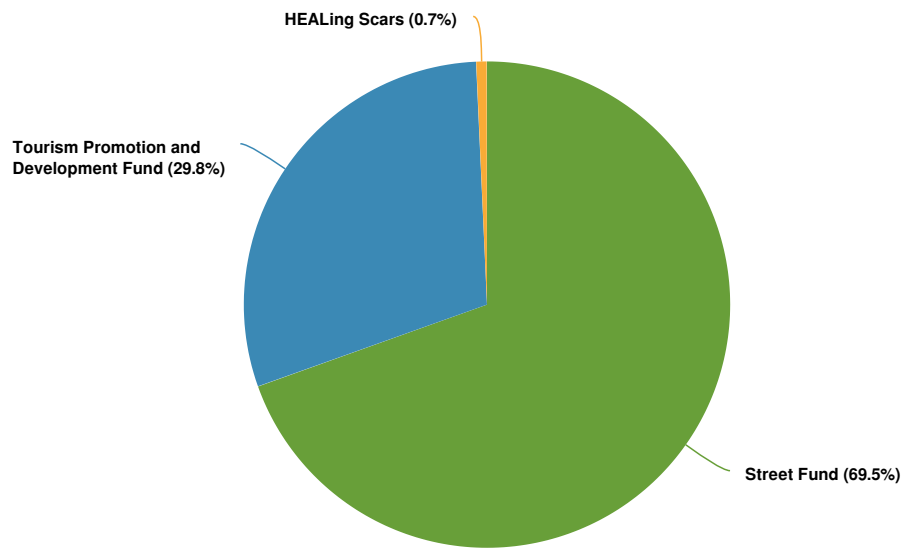
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|----------------|-----------------|-----------------|--|
| Revenue Source | | | |



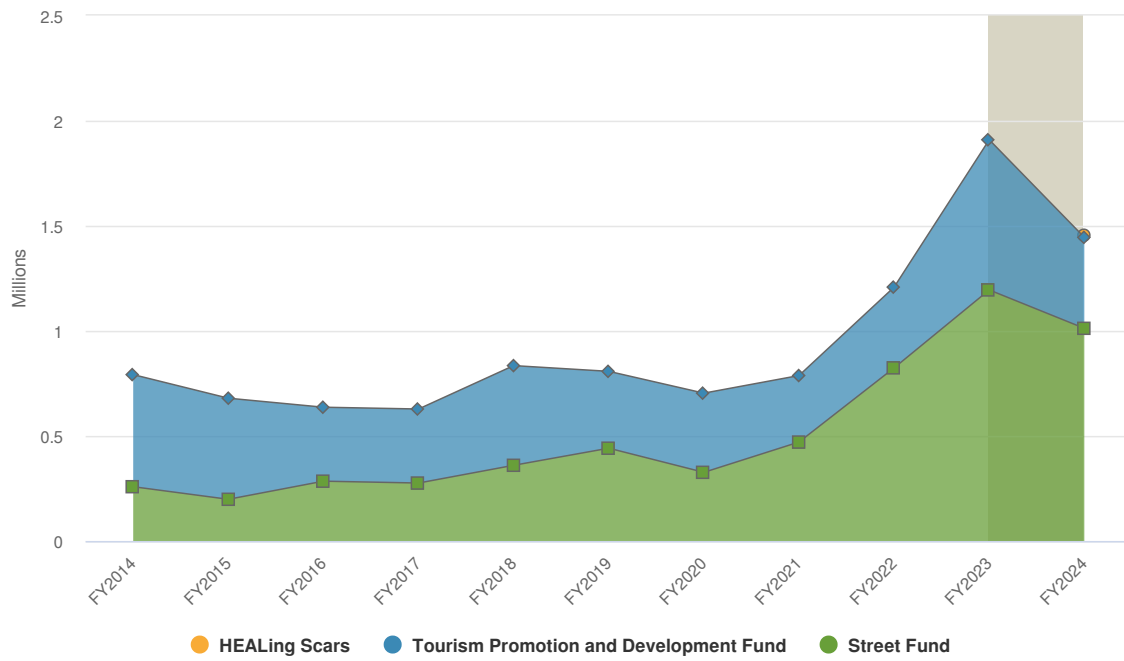
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|-----------------------|-----------------------|--|
| Beginning Balances | | \$10,190.57 | N/A |
| Taxes | \$896,000.00 | \$1,020,190.00 | 13.9% |
| Licenses & Permits | \$600.00 | \$600.00 | 0% |
| Intergovernmental Revenues | \$578,417.50 | \$119,858.50 | -79.3% |
| Interfund Transfers | \$150,000.00 | \$0.00 | -100% |
| Total Revenue Source: | \$1,625,017.50 | \$1,150,839.07 | -29.2% |

Expenditures by Fund

2024 Expenditures by Fund



Budgeted and Historical 2024 Expenditures by Fund

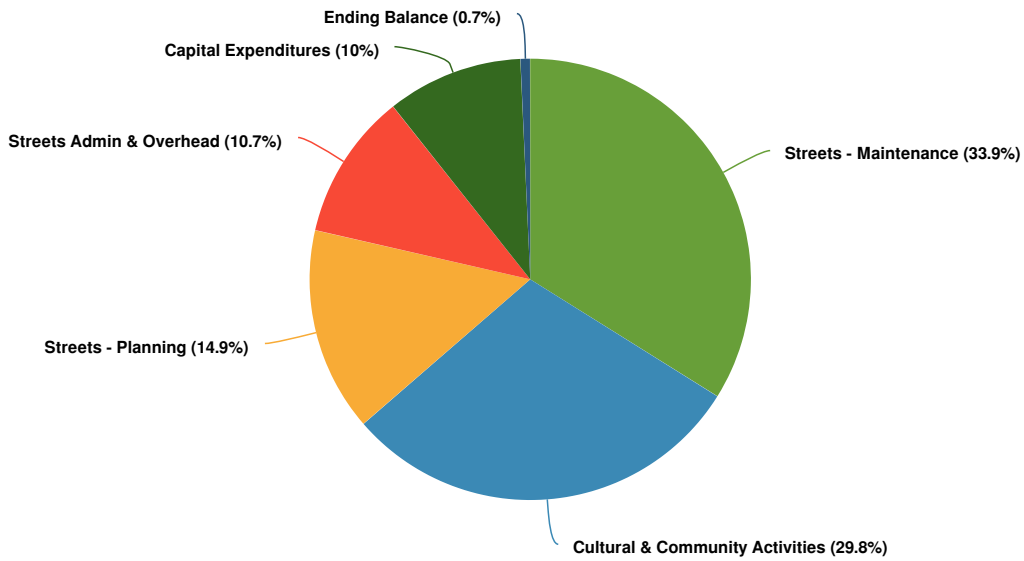


Grey background indicates budgeted figures.

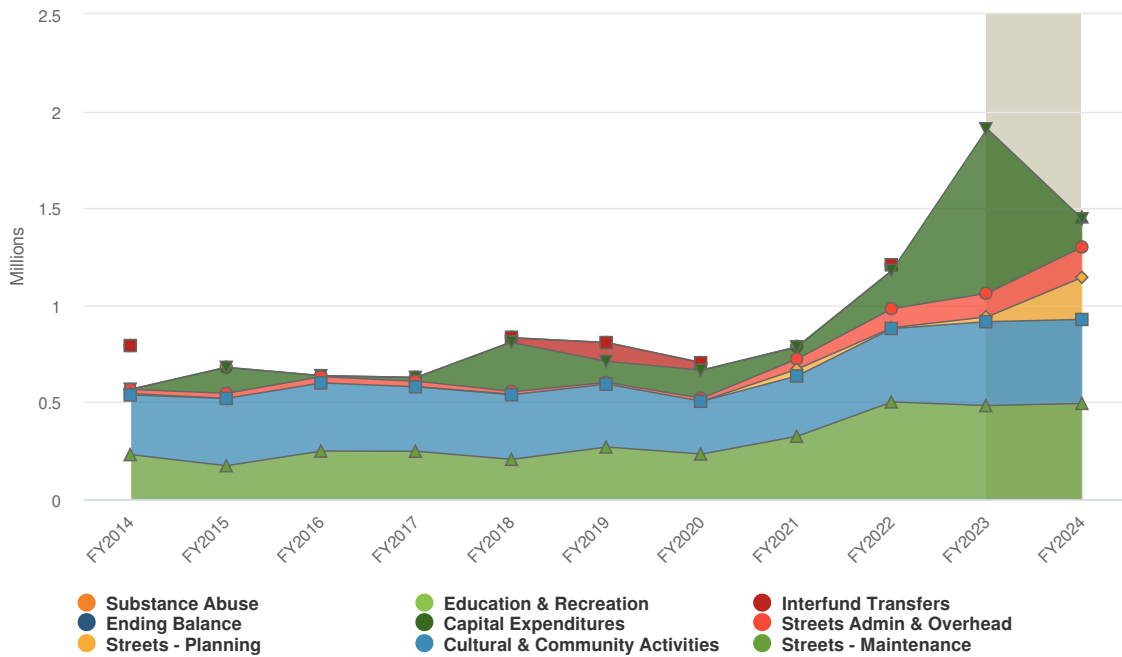
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|--|-----------------------|-----------------------|--|
| Street Fund | \$1,194,597.36 | \$1,011,924.06 | -15.3% |
| Tourism Promotion and Development Fund | \$714,628.27 | \$432,879.30 | -39.4% |
| HEALing Scars | | \$10,190.57 | N/A |
| Total: | \$1,909,225.63 | \$1,454,993.93 | -23.8% |

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function

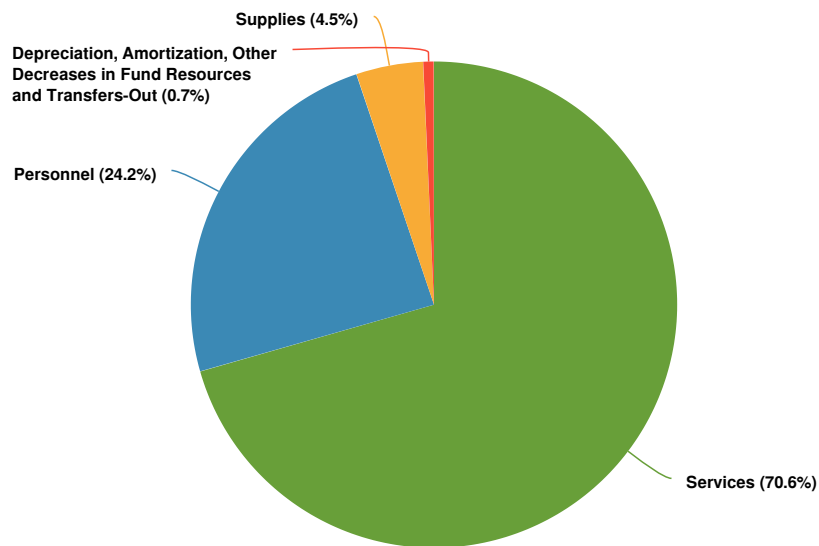


Grey background indicates budgeted figures.

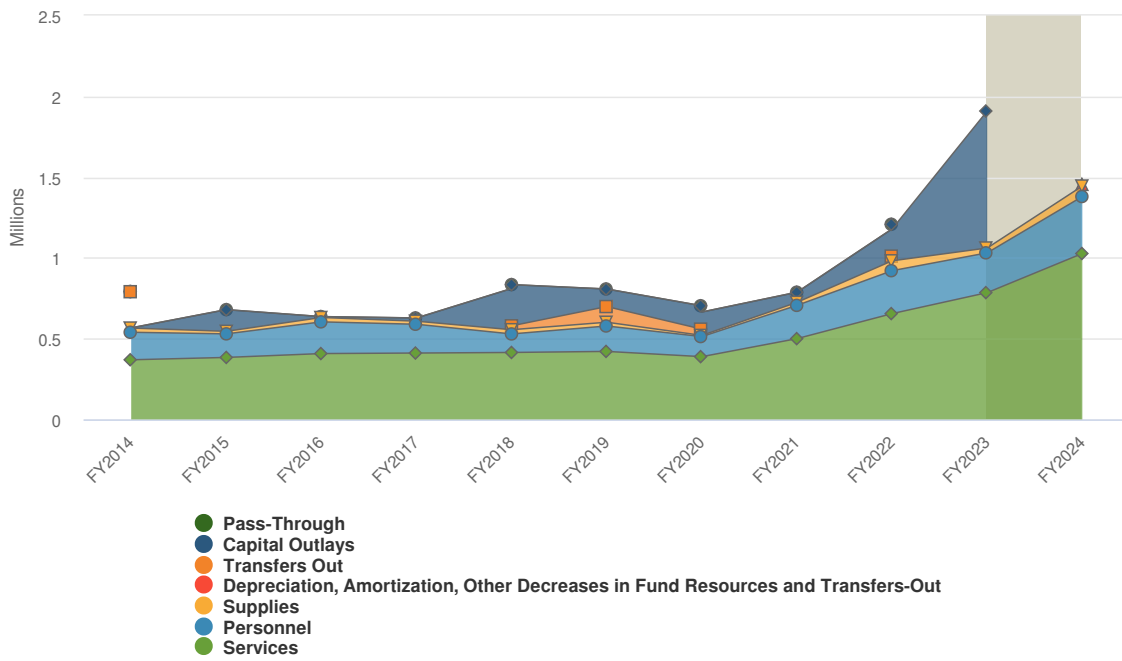
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|---------------------------------|-----------------------|-----------------------|--|
| Expenditures | | | |
| Streets - Maintenance | \$481,967.86 | \$493,167.80 | 2.3% |
| Streets - Planning | \$25,000.00 | \$217,459.63 | 769.8% |
| Streets Admin & Overhead | \$121,582.50 | \$156,296.63 | 28.6% |
| Cultural & Community Activities | \$432,628.27 | \$432,879.30 | 0.1% |
| Capital Expenditures | \$848,047.00 | \$145,000.00 | -82.9% |
| Ending Balance | | \$10,190.57 | N/A |
| Total Expenditures: | \$1,909,225.63 | \$1,454,993.93 | -23.8% |

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



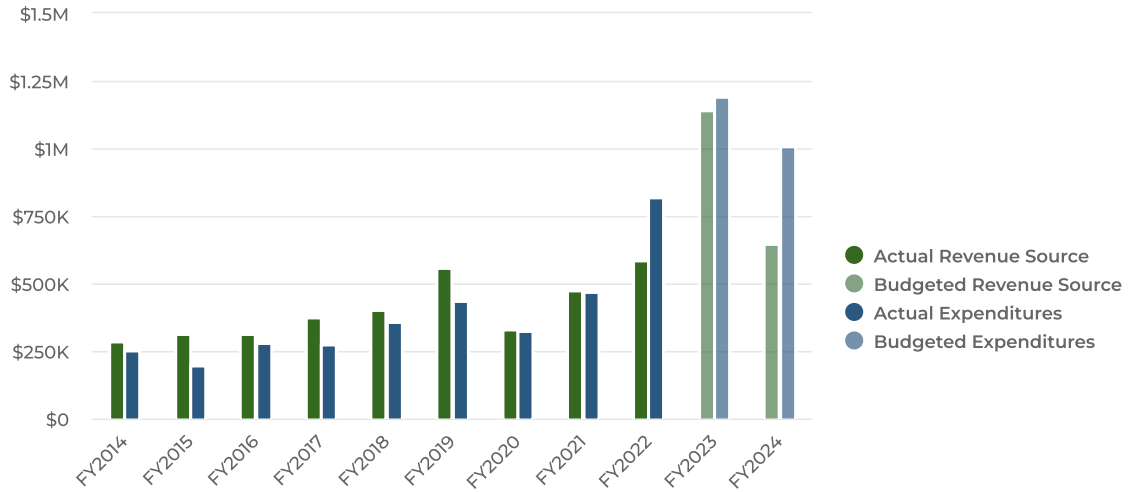
Grey background indicates budgeted figures.

| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|---|-----------------------|-----------------------|--|
| Expense Objects | | | |
| Depreciation, Amortization, Other Decreases in Fund Resources and Transfers-Out | \$0.00 | \$10,190.57 | N/A |
| Personnel | \$246,360.30 | \$352,731.43 | 43.2% |
| Supplies | \$30,000.00 | \$65,000.00 | 116.7% |
| Services | \$784,818.33 | \$1,027,071.93 | 30.9% |
| Capital Outlays | \$848,047.00 | \$0.00 | -100% |
| Total Expense Objects: | \$1,909,225.63 | \$1,454,993.93 | -23.8% |



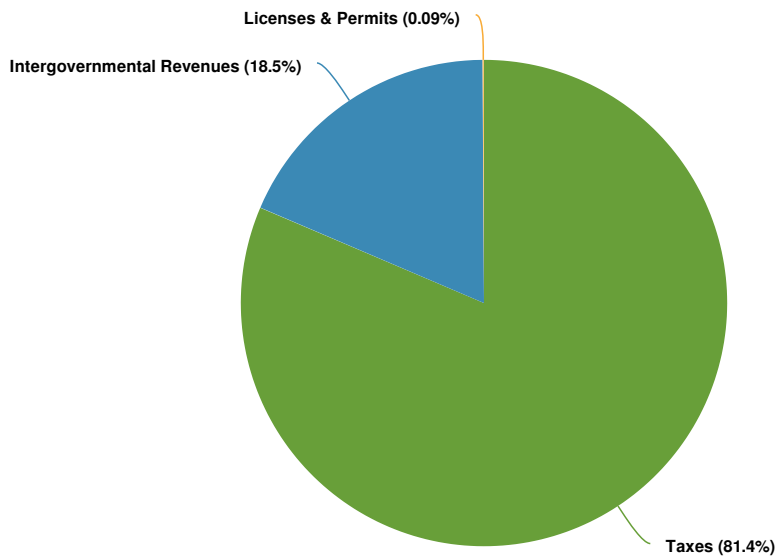
Summary

The City of Stevenson is projecting \$648.46K of revenue in FY2024, which represents a 43.5% decrease over the prior year. Budgeted expenditures are projected to decrease by 15.3% or \$182.67K to \$1.01M in FY2024.

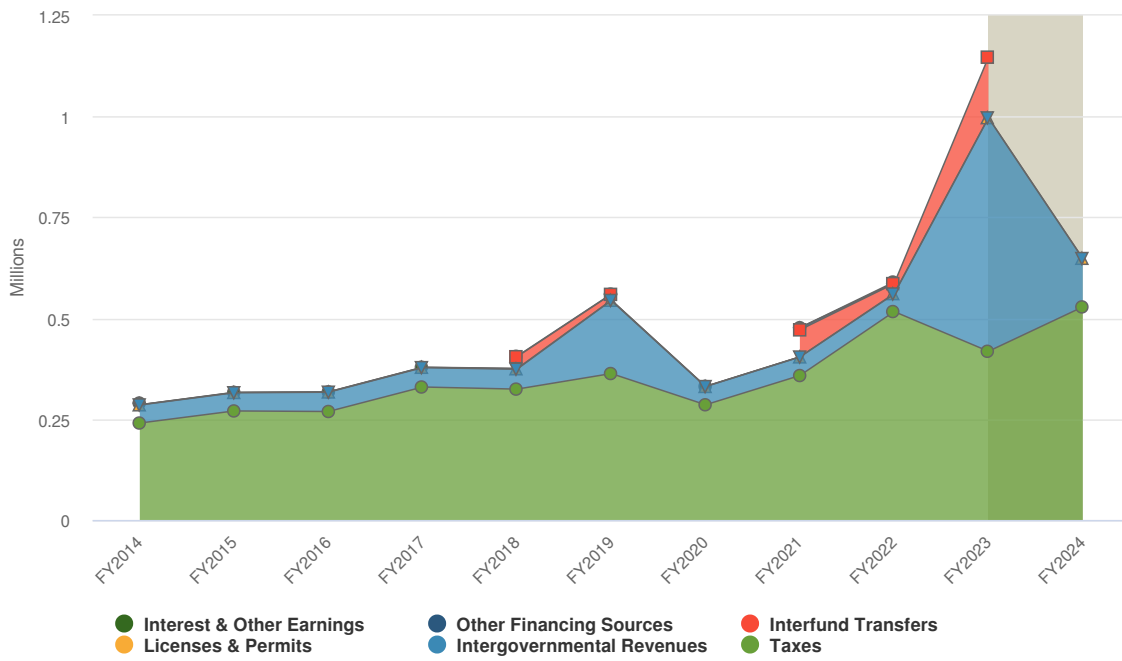


Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source

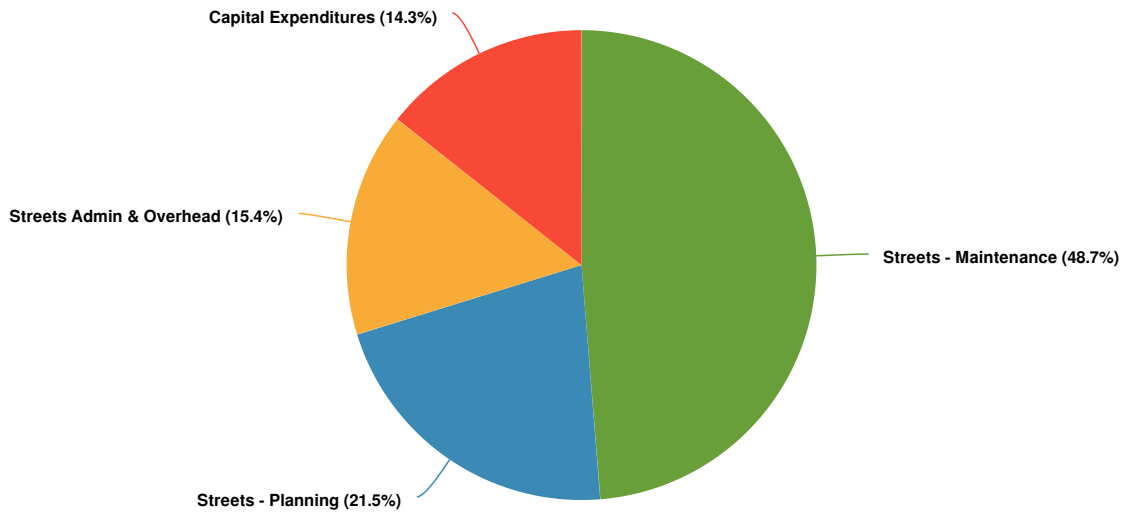


Grey background indicates budgeted figures.

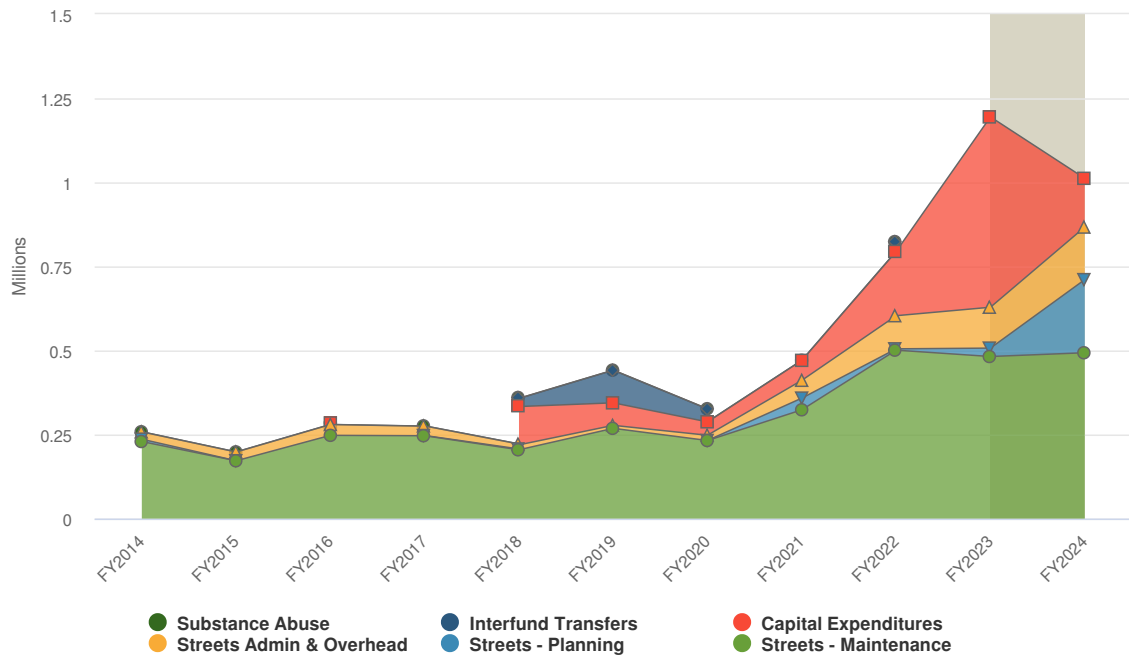
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|-----------------------|---------------------|--|
| Revenue Source | | | |
| Taxes | \$418,000.00 | \$528,000.00 | 26.3% |
| Licenses & Permits | \$600.00 | \$600.00 | 0% |
| Intergovernmental Revenues | \$578,417.50 | \$119,858.50 | -79.3% |
| Interfund Transfers | \$150,000.00 | \$0.00 | -100% |
| Total Revenue Source: | \$1,147,017.50 | \$648,458.50 | -43.5% |

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function

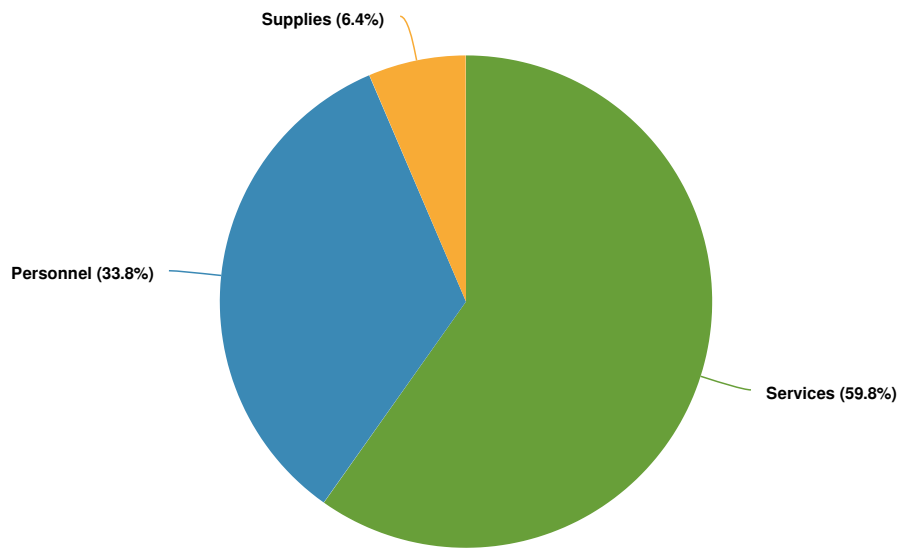


Grey background indicates budgeted figures.

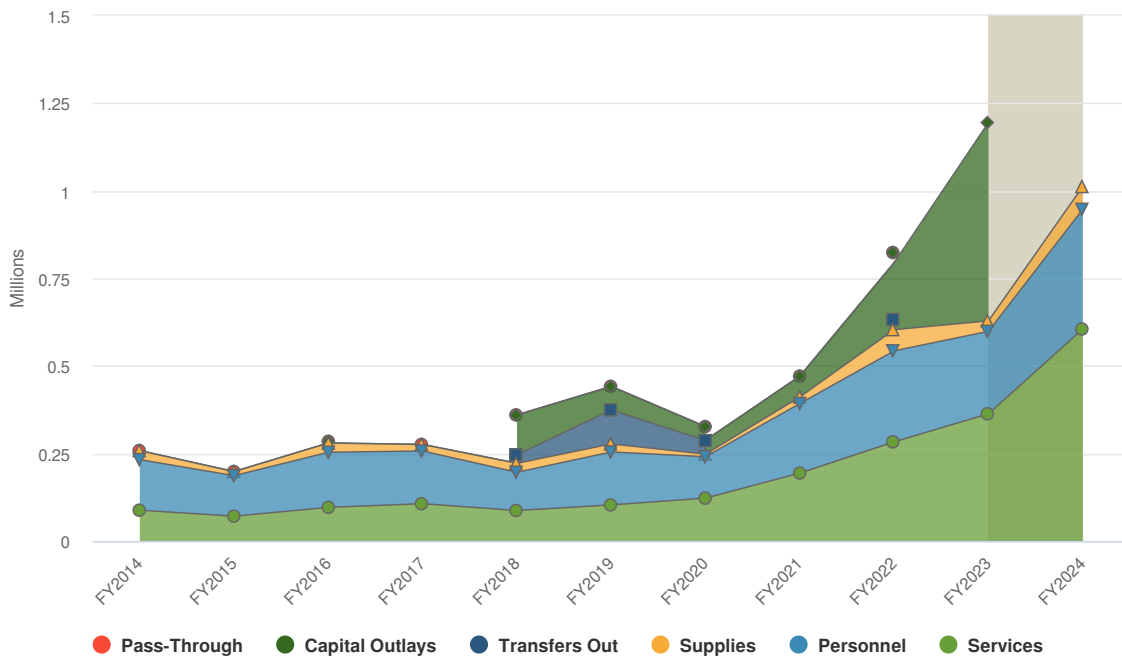
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|----------------------------|-----------------------|-----------------------|--|
| Expenditures | | | |
| Streets - Maintenance | \$481,967.86 | \$493,167.80 | 2.3% |
| Streets - Planning | \$25,000.00 | \$217,459.63 | 769.8% |
| Streets Admin & Overhead | \$121,582.50 | \$156,296.63 | 28.6% |
| Capital Expenditures | \$566,047.00 | \$145,000.00 | -74.4% |
| Total Expenditures: | \$1,194,597.36 | \$1,011,924.06 | -15.3% |

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|-------------------------------|-----------------------|-----------------------|--|
| Expense Objects | | | |
| Personnel | \$235,360.30 | \$341,731.43 | 45.2% |
| Supplies | \$30,000.00 | \$65,000.00 | 116.7% |
| Services | \$363,190.06 | \$605,192.63 | 66.6% |
| Capital Outlays | \$566,047.00 | \$0.00 | -100% |
| Total Expense Objects: | \$1,194,597.36 | \$1,011,924.06 | -15.3% |

Fund Balance



| | FY2023 | FY2024 | % Change |
|----------------------------|-----------------|-----------------|---------------|
| Fund Balance | — | — | |
| Assigned | \$89,026 | \$75,746 | -14.9% |
| Total Fund Balance: | \$89,026 | \$75,746 | -14.9% |

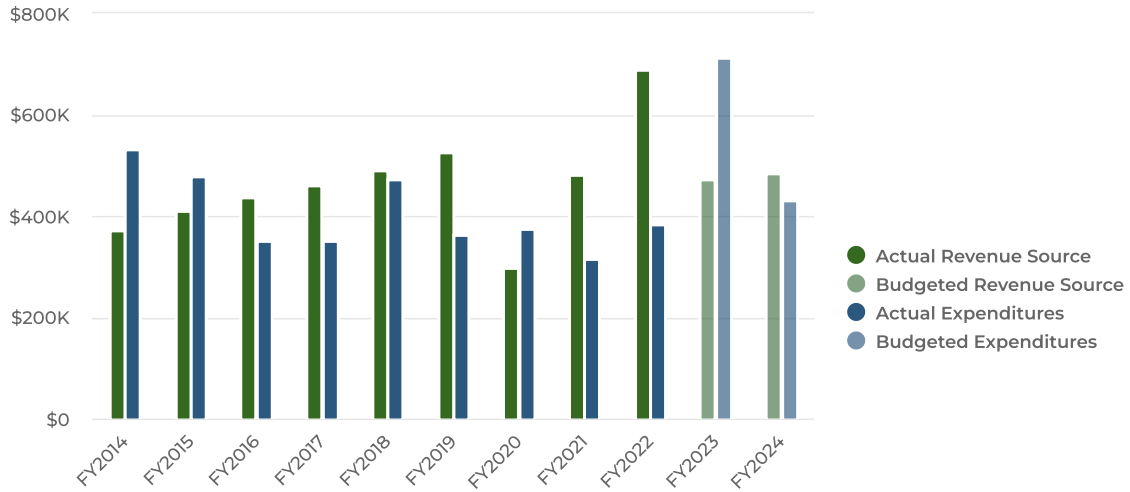




Tourism Promotion and Development Fund

Summary

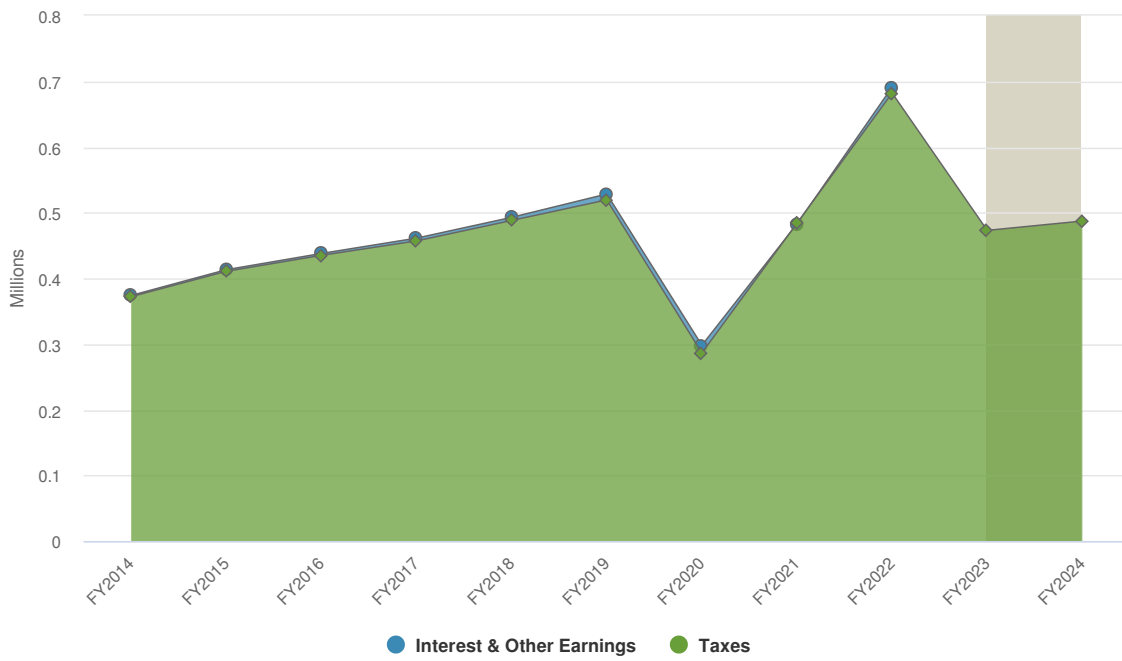
The City of Stevenson is projecting \$487.19K of revenue in FY2024, which represents a 3% increase over the prior year. Budgeted expenditures are projected to decrease by 39.4% or \$281.75K to \$432.88K in FY2024.



Revenues by Source



Budgeted and Historical 2024 Revenues by Source



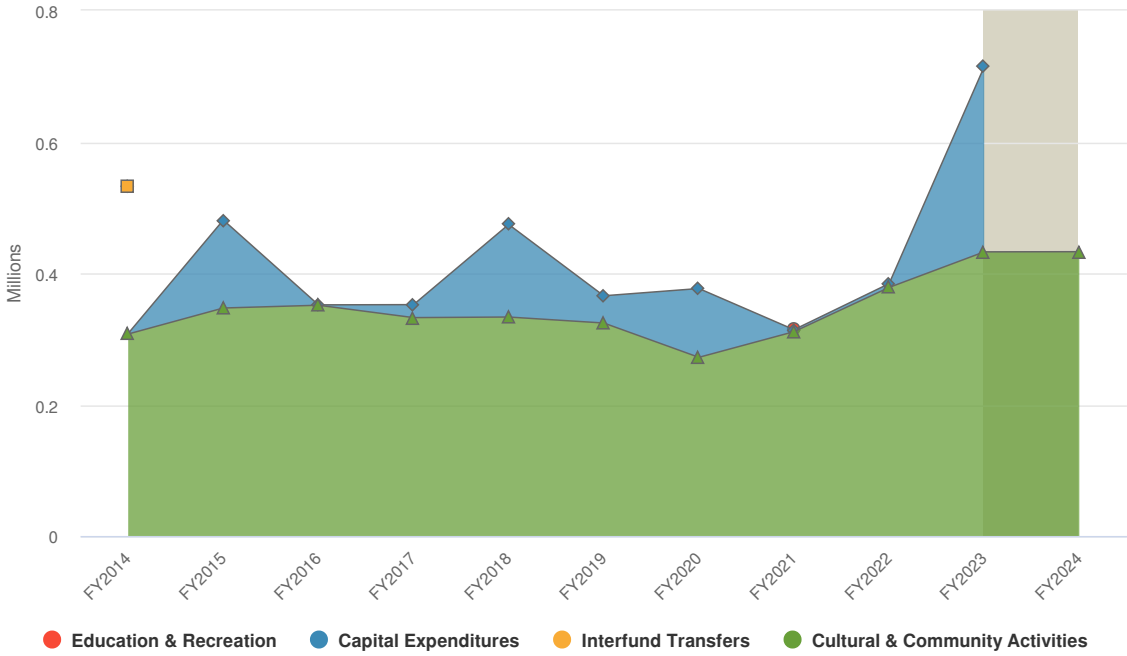
Grey background indicates budgeted figures.

| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|---------------------|---------------------|--|
| Revenue Source | | | |
| Taxes | \$473,000.00 | \$487,190.00 | 3% |
| Total Revenue Source: | \$473,000.00 | \$487,190.00 | 3% |

Expenditures by Function



Budgeted and Historical Expenditures by Function

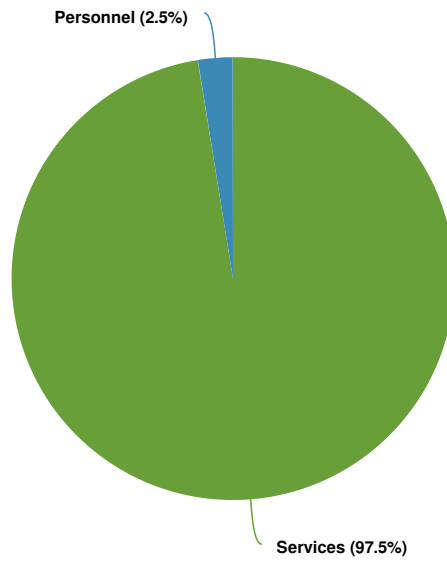


Grey background indicates budgeted figures.

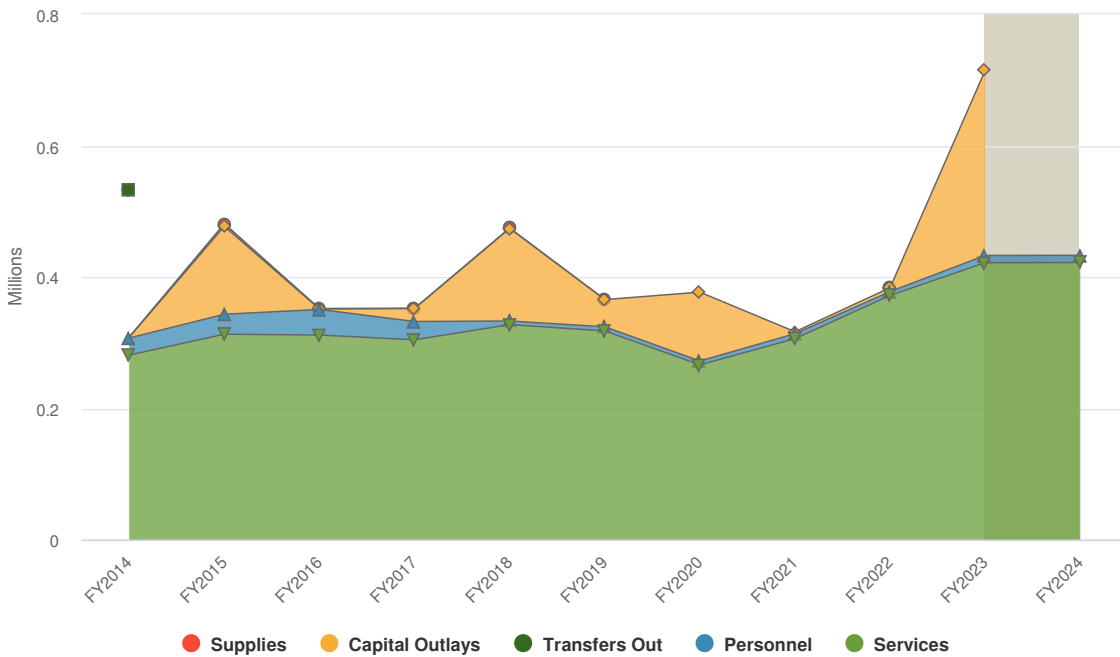
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|---------------------------------|---------------------|---------------------|--|
| Expenditures | | | |
| Cultural & Community Activities | \$432,628.27 | \$432,879.30 | 0.1% |
| Capital Expenditures | \$282,000.00 | \$0.00 | -100% |
| Total Expenditures: | \$714,628.27 | \$432,879.30 | -39.4% |

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



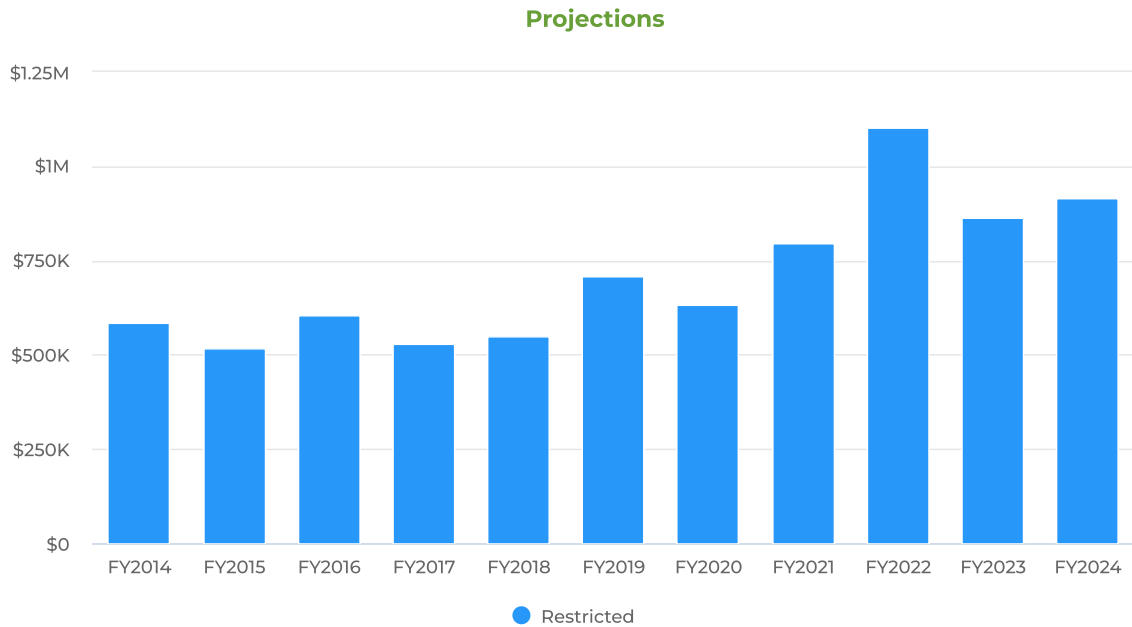
Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|-------------------------------|---------------------|---------------------|--|
| Expense Objects | | | |
| Personnel | \$11,000.00 | \$11,000.00 | 0% |
| Services | \$421,628.27 | \$421,879.30 | 0.1% |
| Capital Outlays | \$282,000.00 | \$0.00 | -100% |
| Total Expense Objects: | \$714,628.27 | \$432,879.30 | -39.4% |

Fund Balance

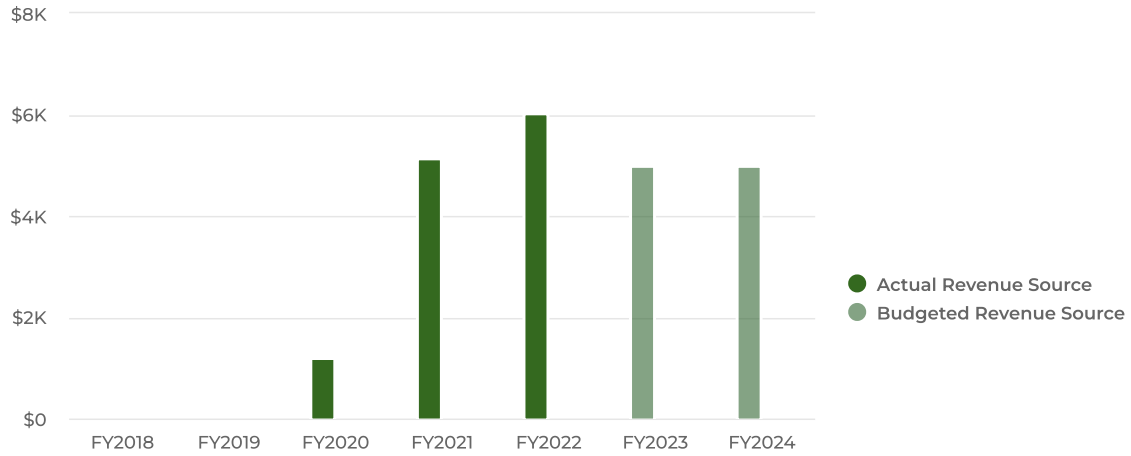


| | FY2023 | FY2024 | % Change |
|----------------------------|------------------|------------------|-------------|
| Fund Balance | — | — | |
| Restricted | \$862,979 | \$917,289 | 6.3% |
| Total Fund Balance: | \$862,979 | \$917,289 | 6.3% |



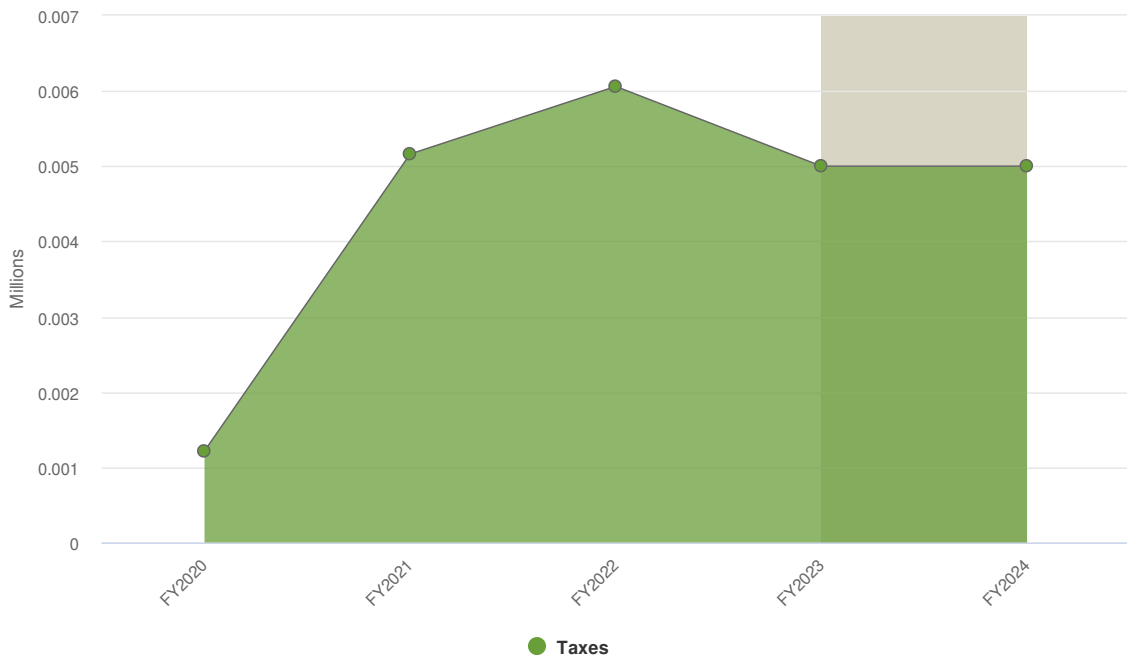
Summary

The City of Stevenson is projecting \$5K of revenue in FY2024, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to N/A in FY2024.



Revenues by Source

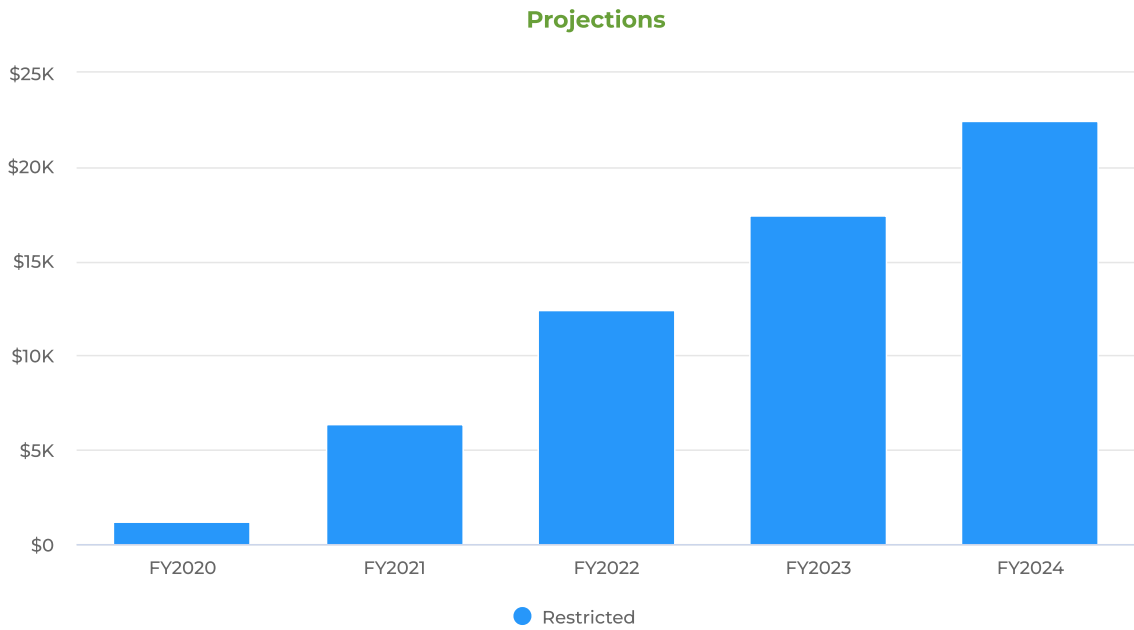
Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|-------------------|-------------------|--|
| Revenue Source | | | |
| Taxes | \$5,000.00 | \$5,000.00 | 0% |
| Total Revenue Source: | \$5,000.00 | \$5,000.00 | 0% |

Fund Balance

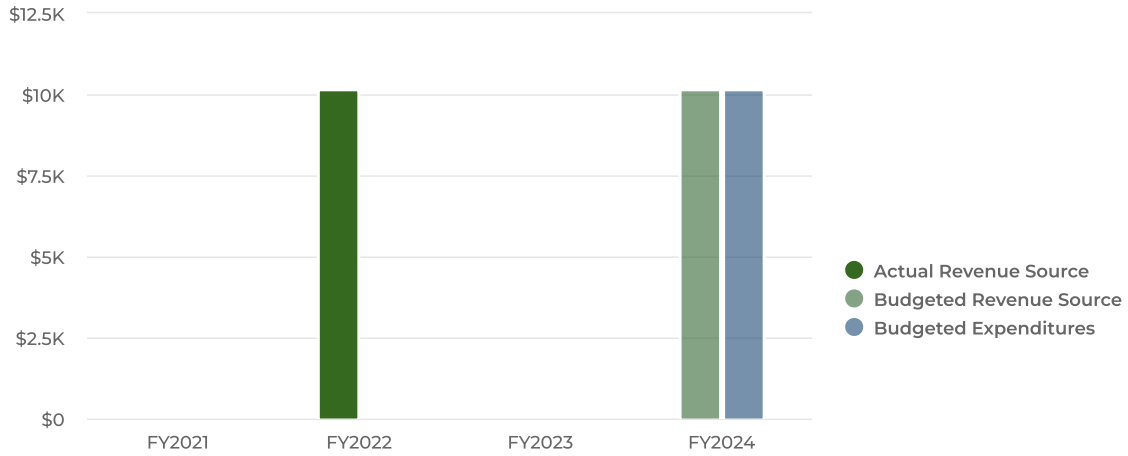


| | FY2023 | FY2024 | % Change |
|----------------------------|-----------------|-----------------|--------------|
| Fund Balance | — | — | |
| Restricted | \$17,435 | \$22,435 | 28.7% |
| Total Fund Balance: | \$17,435 | \$22,435 | 28.7% |



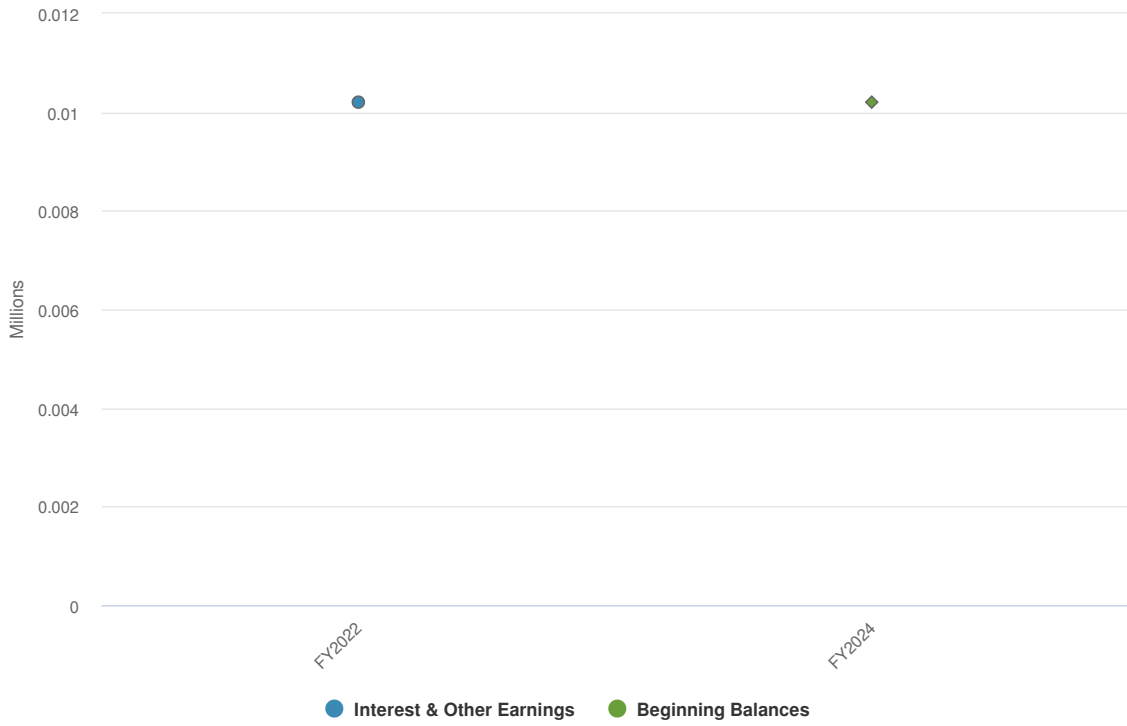
Summary

The City of Stevenson is projecting \$10.19K of revenue in FY2024, which represents a % increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to \$10.19K in FY2024.



Revenues by Source

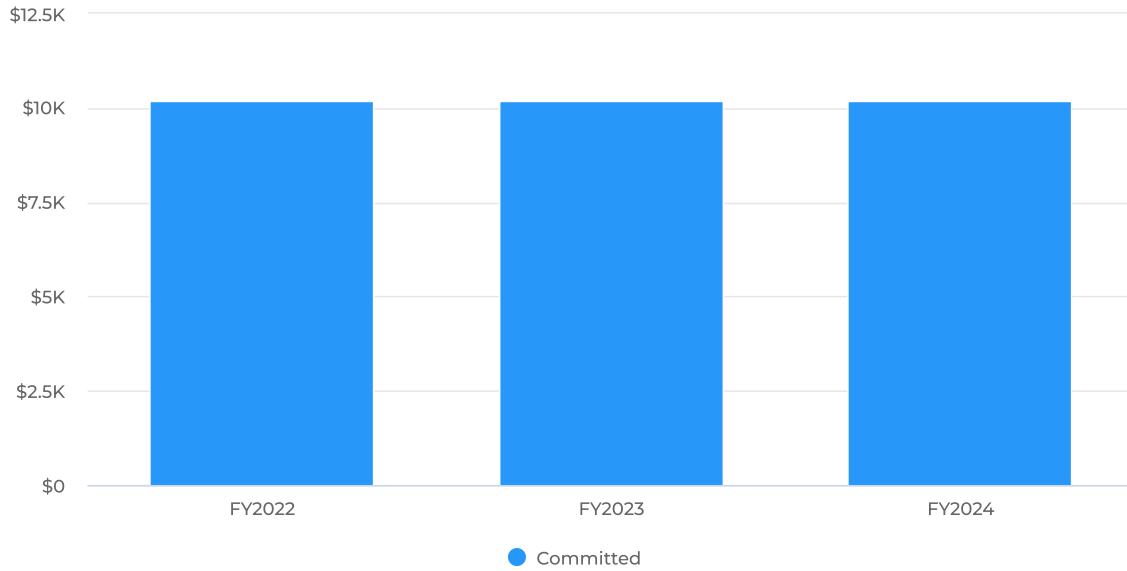
Budgeted and Historical 2024 Revenues by Source



| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|-----------------|--------------------|--|
| Revenue Source | | | |
| Beginning Balances | | \$10,190.57 | N/A |
| Total Revenue Source: | \$0.00 | \$10,190.57 | N/A |

Fund Balance

Projections



| | FY2023 | FY2024 | % Change |
|----------------------------|-----------------|-----------------|-----------|
| Fund Balance | — | — | |
| Committed | \$10,191 | \$10,191 | 0% |
| Total Fund Balance: | \$10,191 | \$10,191 | 0% |

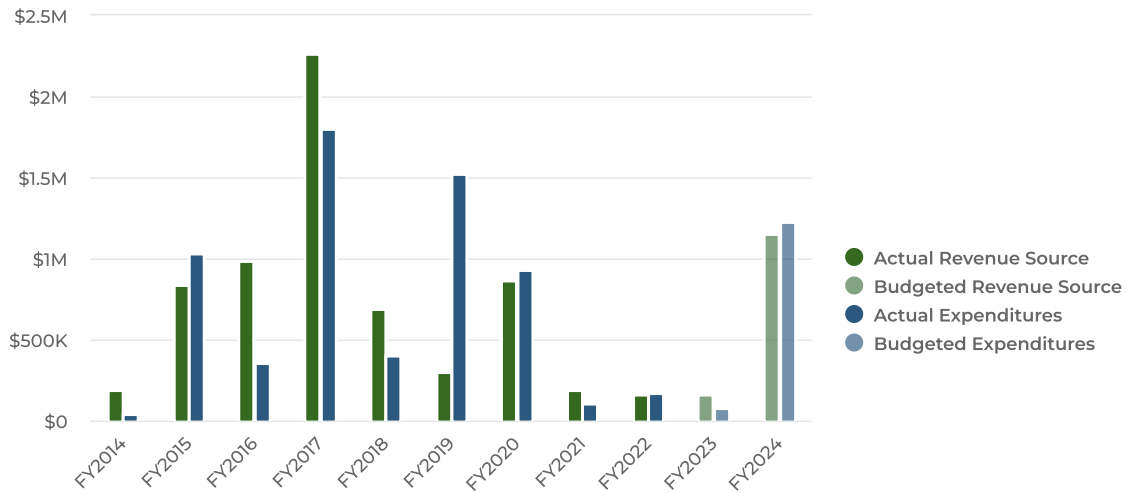


Capital Project Funds

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

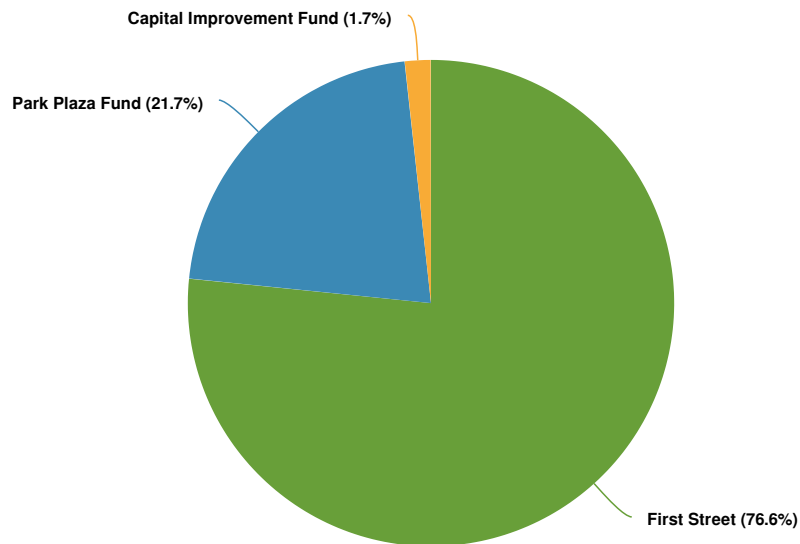
Summary

The City of Stevenson is projecting \$1.15M of revenue in FY2024, which represents a 596.9% increase over the prior year. Budgeted expenditures are projected to increase by % or \$1.15M to \$1.24M in FY2024.

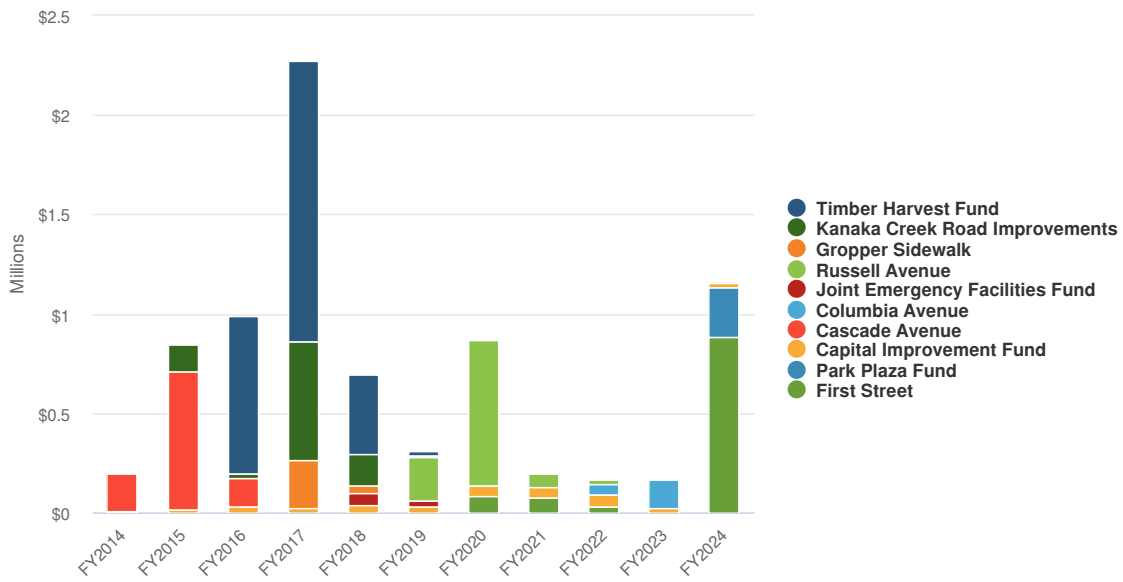


Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund



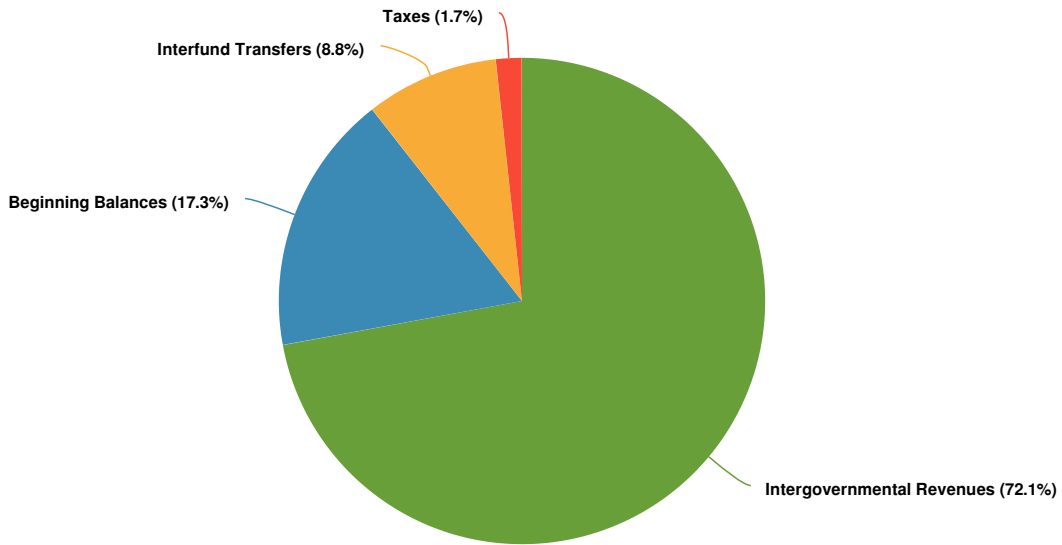
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|--------------------------|---------------------|-----------------------|--|
| Capital Improvement Fund | \$20,000.00 | \$20,000.00 | 0% |
| First Street | \$0.00 | \$884,186.00 | N/A |
| Columbia Avenue | \$145,617.25 | \$0.00 | -100% |
| Park Plaza Fund | \$0.00 | \$250,000.00 | N/A |
| Total: | \$165,617.25 | \$1,154,186.00 | 596.9% |

Revenues by Source

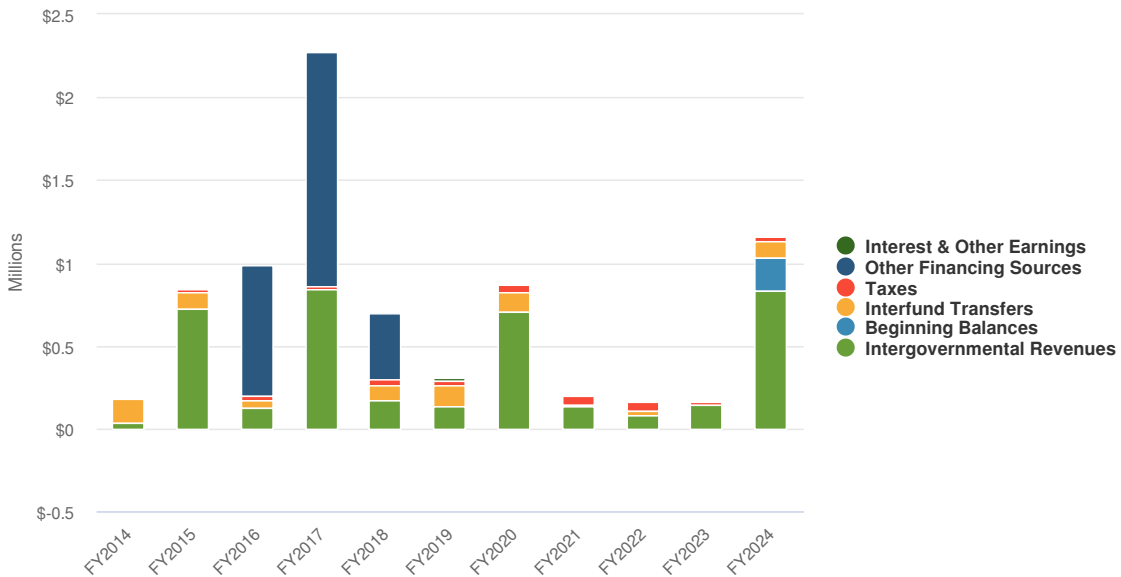
The majority of revenues for capital projects are grants from state or federal agencies. In 2024, there are currently two projects with grants-the First Street Pedestrian Overlook project, and the Park Plaza project. Additionally, the Columbia Avenue and Cascade Avenue Projects may have funds later in 2024 as contracts for grants and loans are secured.

The Interfund Transfer is from the Capital Improvement Fund to the First Street project to bridge the funding gap and meet matching requirements.

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



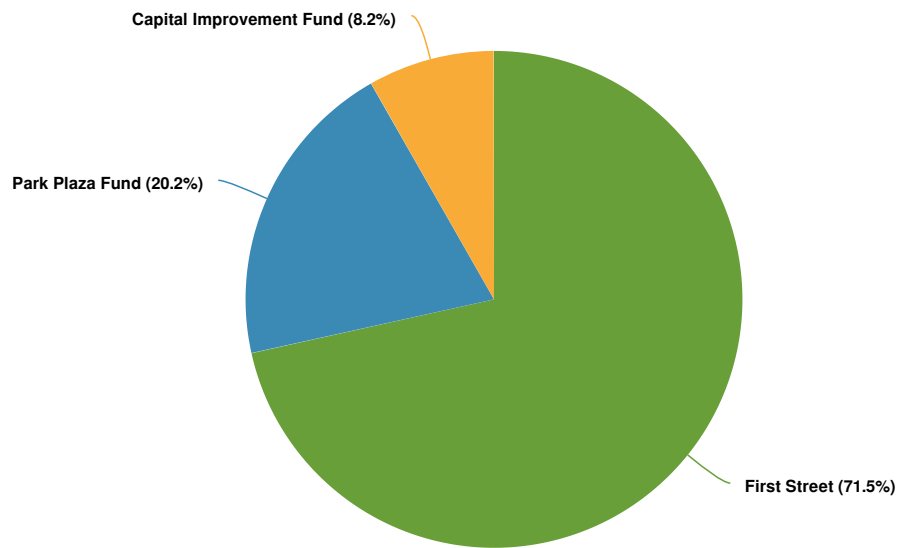
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------|-----------------|-----------------|--|
|------|-----------------|-----------------|--|



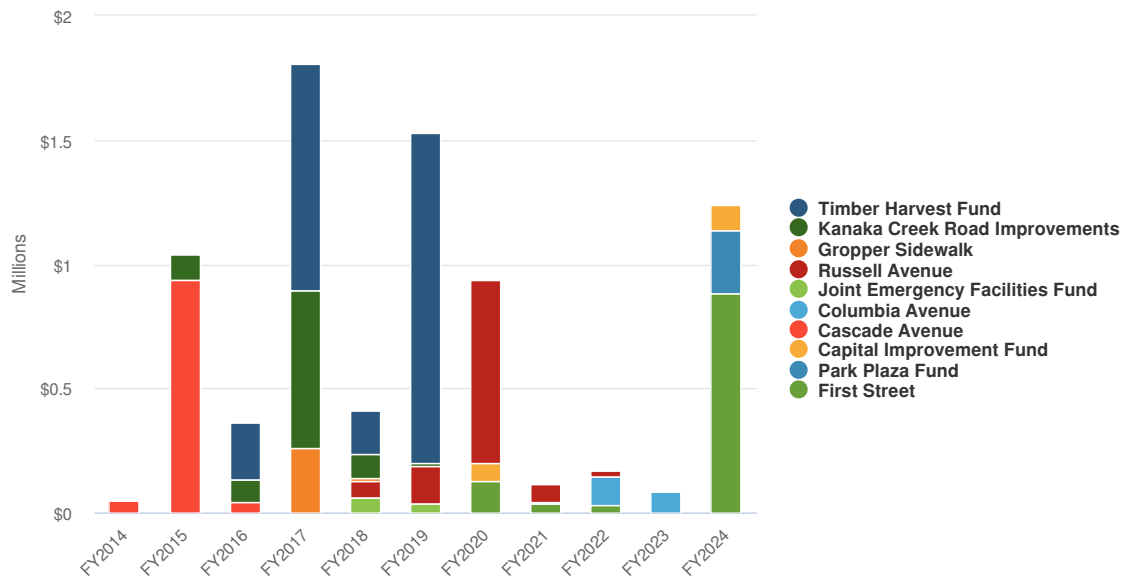
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|---------------------|-----------------------|--|
| Revenue Source | | | |
| Beginning Balances | | \$200,000.00 | N/A |
| Taxes | \$20,000.00 | \$20,000.00 | 0% |
| Intergovernmental Revenues | \$145,617.25 | \$832,364.00 | 471.6% |
| Interfund Transfers | \$0.00 | \$101,822.00 | N/A |
| Total Revenue Source: | \$165,617.25 | \$1,154,186.00 | 596.9% |

Expenditures by Fund

2024 Expenditures by Fund



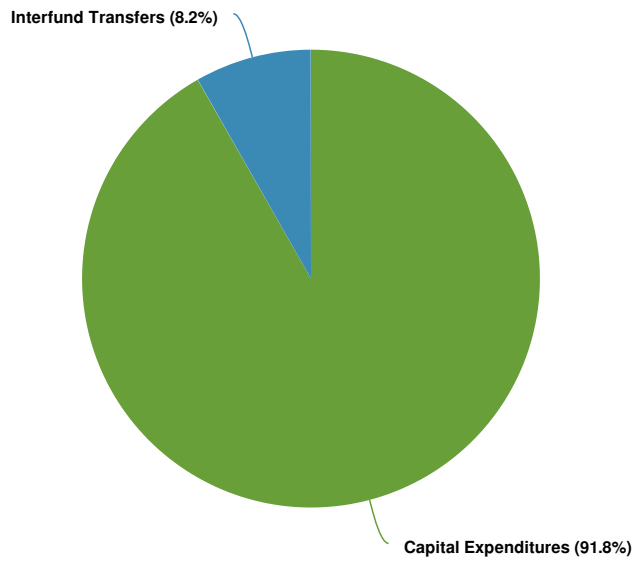
Budgeted and Historical 2024 Expenditures by Fund



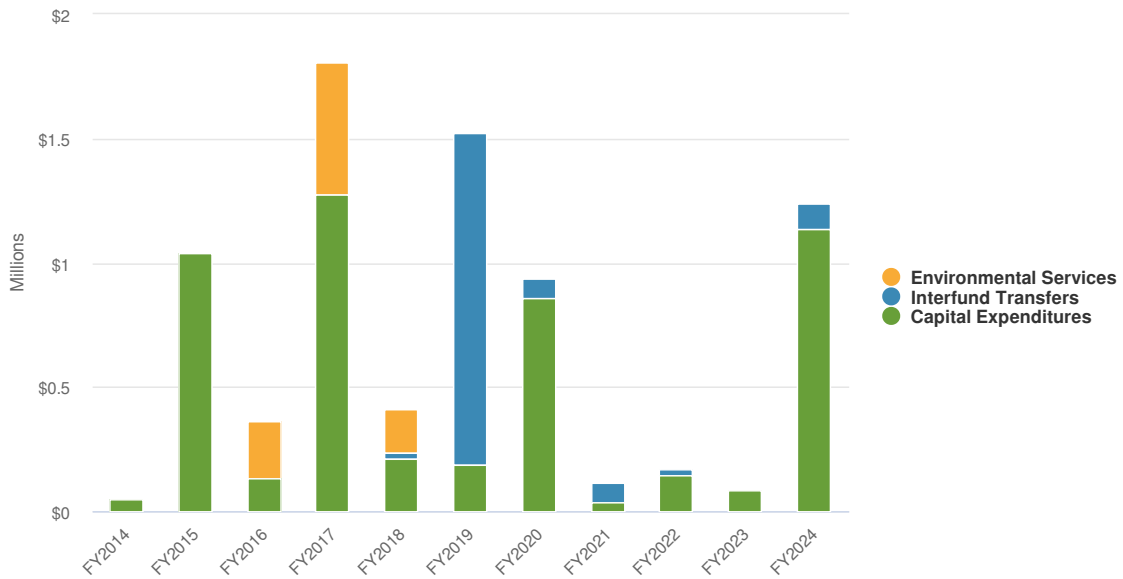
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|--------------------------|--------------------|-----------------------|--|
| Capital Improvement Fund | \$0.00 | \$101,822.00 | N/A |
| First Street | \$0.00 | \$884,186.00 | N/A |
| Columbia Avenue | \$82,329.77 | \$0.00 | -100% |
| Park Plaza Fund | \$0.00 | \$250,000.00 | N/A |
| Total: | \$82,329.77 | \$1,236,008.00 | 1,401.3% |

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



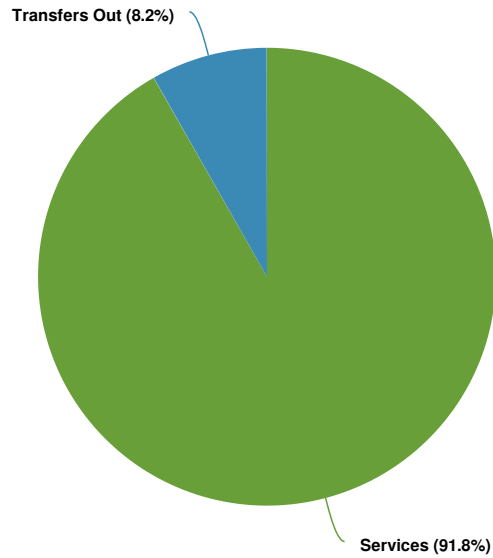
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|----------------------|-----------------|-----------------|--|
| Expenditures | | | |
| Capital Expenditures | \$82,329.77 | \$1,134,186.00 | 1,277.6% |
| Interfund Transfers | \$0.00 | \$101,822.00 | N/A |



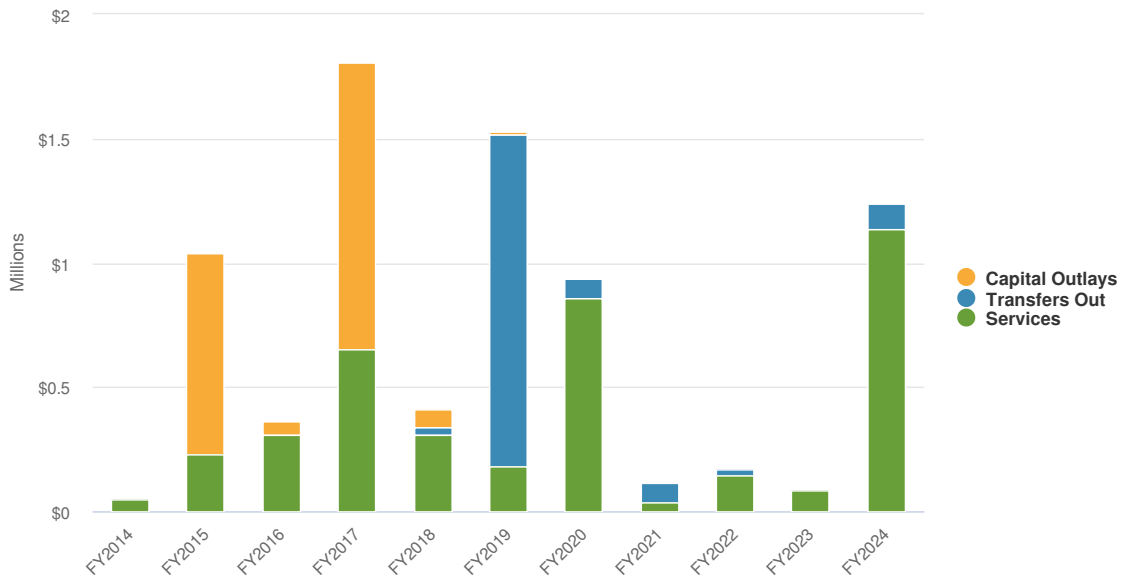
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|---------------------|-----------------|-----------------|--|
| Total Expenditures: | \$82,329.77 | \$1,236,008.00 | 1,401.3% |

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|-------------------------------|--------------------|-----------------------|--|
| Expense Objects | | | |
| Transfers Out | \$0.00 | \$101,822.00 | N/A |
| Services | \$82,329.77 | \$1,134,186.00 | 1,277.6% |
| Total Expense Objects: | \$82,329.77 | \$1,236,008.00 | 1,401.3% |

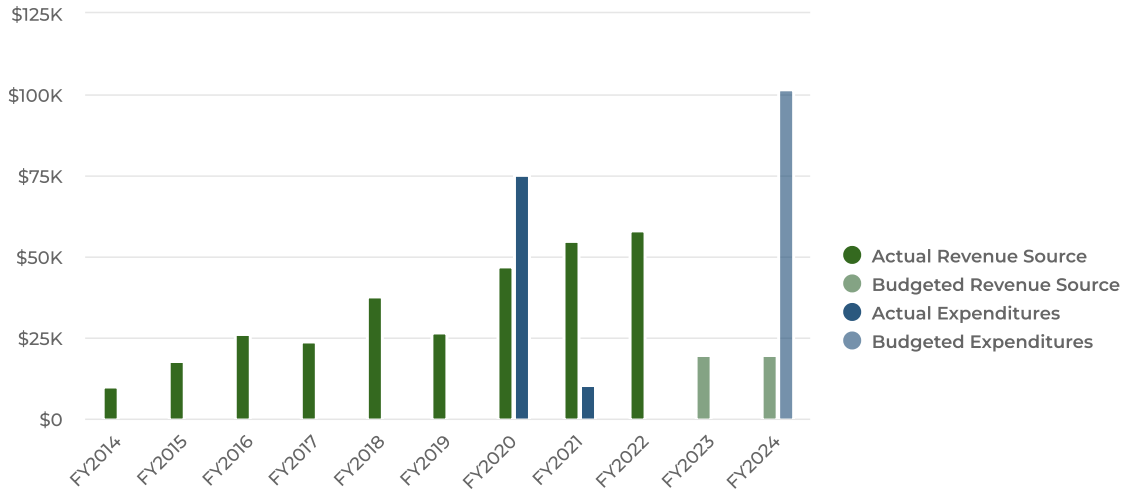




Capital Improvement Fund

Summary

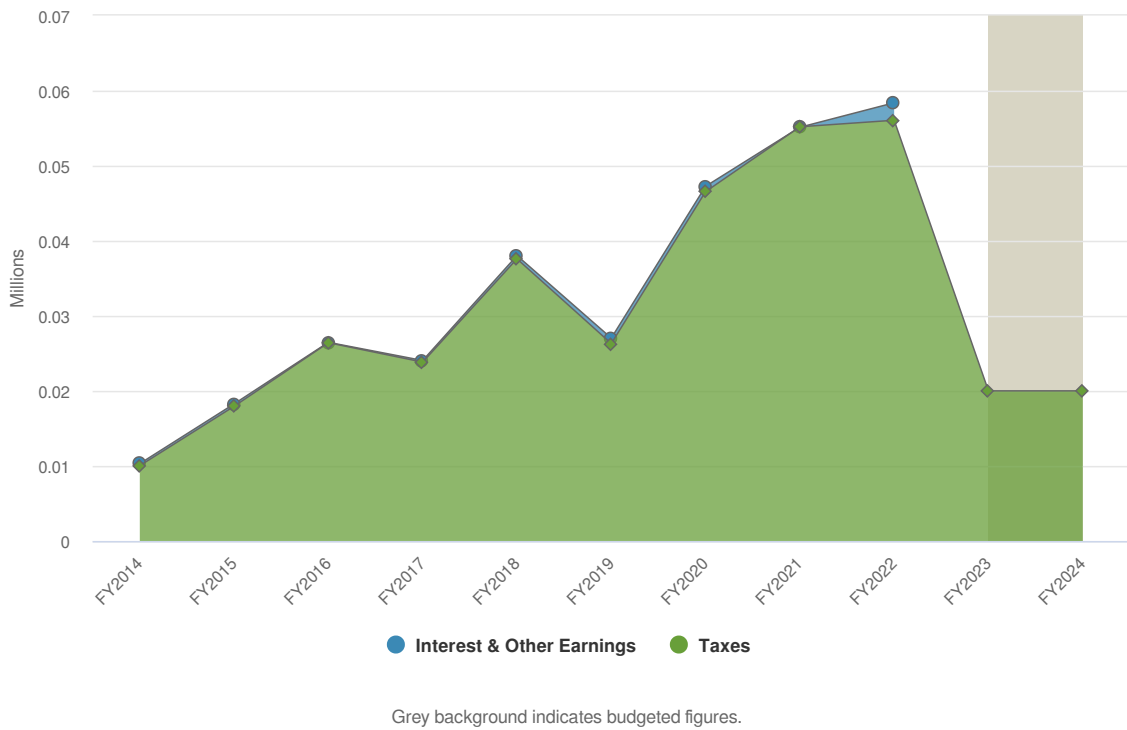
The City of Stevenson is projecting \$20K of revenue in FY2024, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by % or \$101.82K to \$101.82K in FY2024.



Revenues by Source



Budgeted and Historical 2024 Revenues by Source



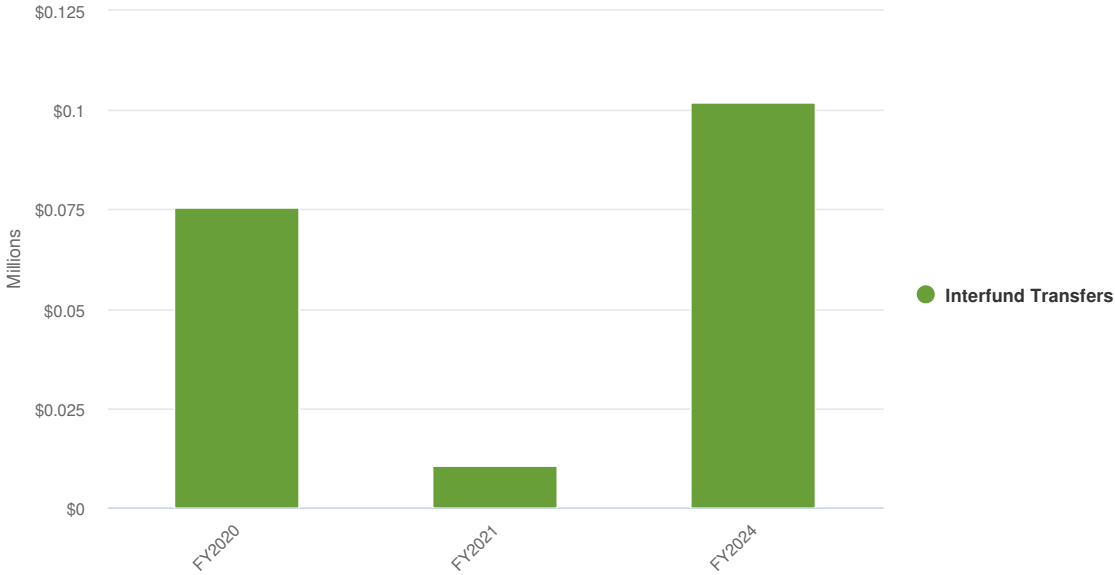
The revenues for the Capital Improvement Fund come from the .25% Real Estate Excise Tax and can only be used for capital projects as outlined in the city's Capital Improvement Program.

These funds are also invested and earn a small amount of interest annually.

| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|--------------------|--------------------|--|
| Revenue Source | | | |
| Taxes | \$20,000.00 | \$20,000.00 | 0% |
| Total Revenue Source: | \$20,000.00 | \$20,000.00 | 0% |

Expenditures by Function

Budgeted and Historical Expenditures by Function

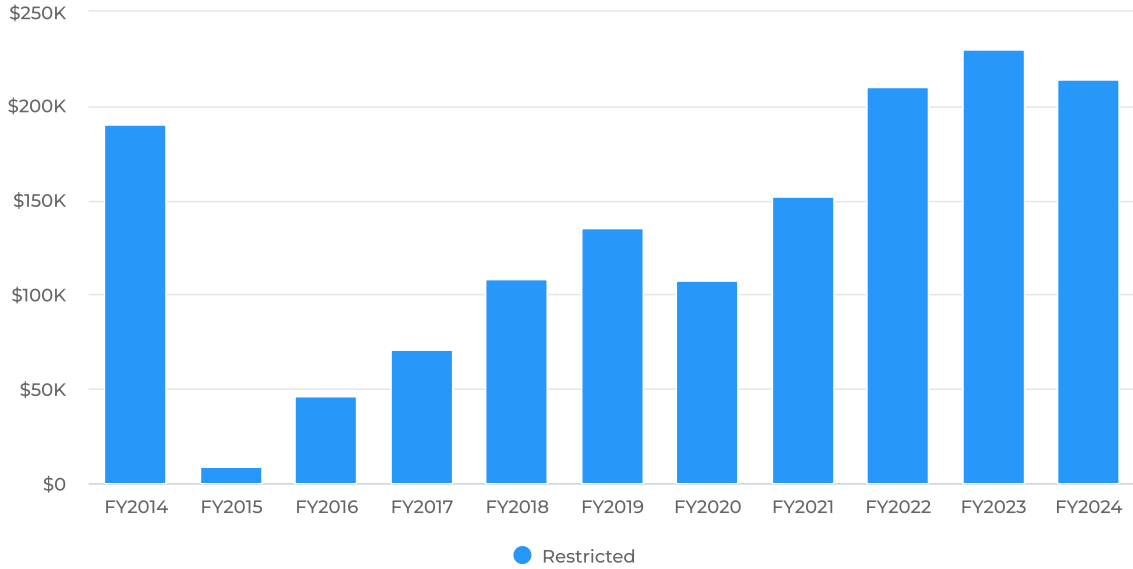


| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|----------------------------|-----------------|---------------------|--|
| Expenditures | | | |
| Interfund Transfers | \$0.00 | \$101,822.00 | N/A |
| Total Expenditures: | \$0.00 | \$101,822.00 | N/A |

Fund Balance

After years of building up the fund, there will be a transfer to the First Street project to cover a gap in funding. Staff continues to mitigate the impact to try to reduce the amount of the transfer.

Projections



| | FY2023 | FY2024 | % Change |
|----------------------------|------------------|------------------|--------------|
| Fund Balance | — | — | |
| Restricted | \$230,190 | \$213,934 | -7.1% |
| Total Fund Balance: | \$230,190 | \$213,934 | -7.1% |

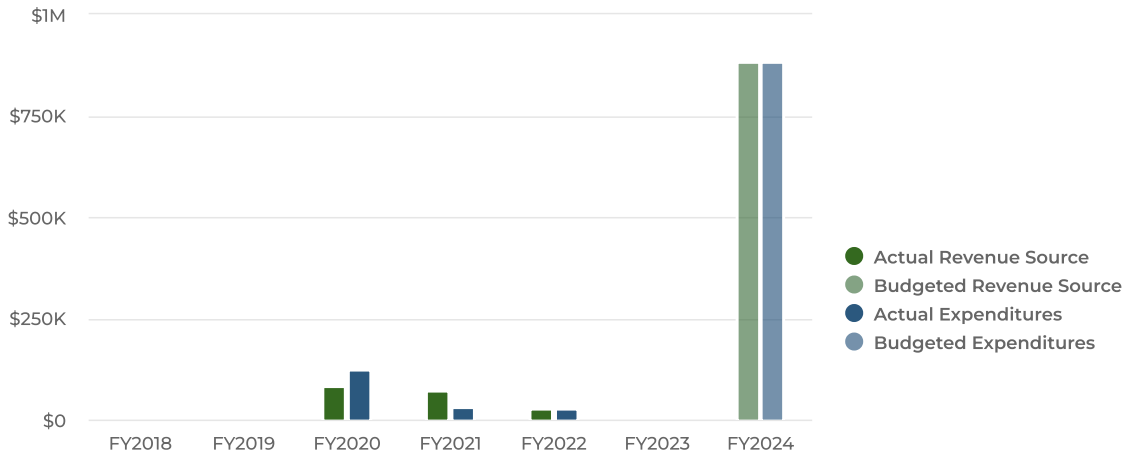


First Street

This fund is for the 1st Street Pedestrian Overlook project funded by the Transportation Alternatives Program. The project began design in 2020 and ran into a delay when it was discovered WSDOT still owned the First Street Right of Way from the couplet project in the 1990s. The issue has been resolved and construction is set for 2024.

Summary

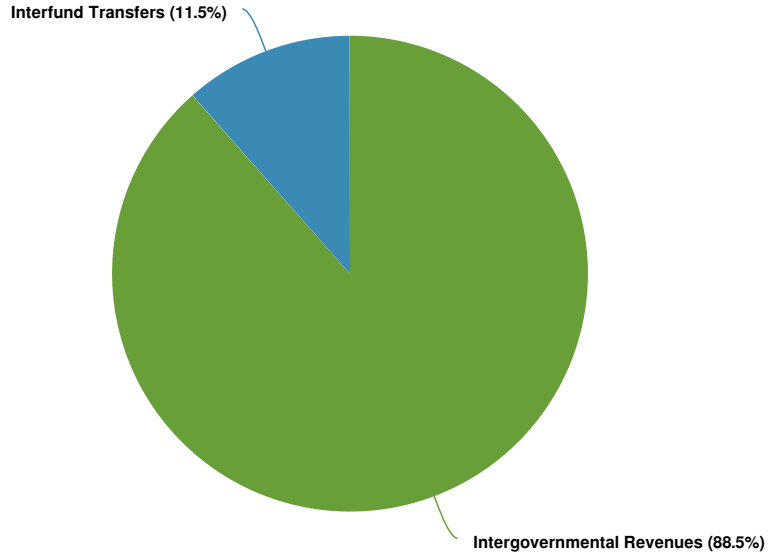
The City of Stevenson is projecting \$884.19K of revenue in FY2024, which represents a % increase over the prior year. Budgeted expenditures are projected to increase by % or \$884.19K to \$884.19K in FY2024.



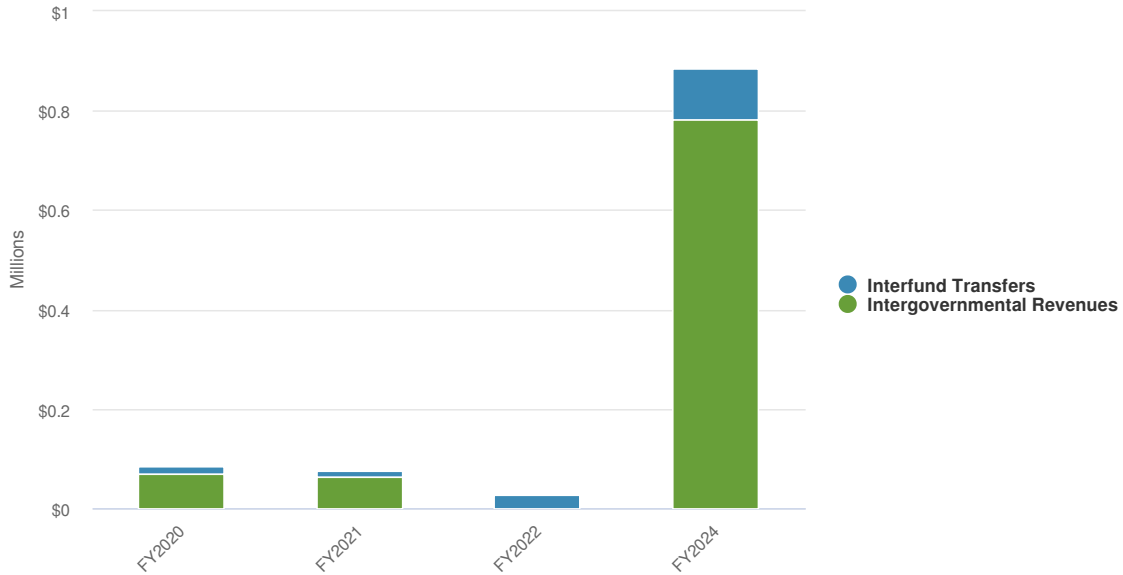
Revenues by Source

The revenues are from a federal transportation grant, passed through the state, and a partial grant to cover matching fund from the Transportation Improvement Board. Additional revenues to cover fundign gaps are internal transferred from the Street and Capital Improvement funds.

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



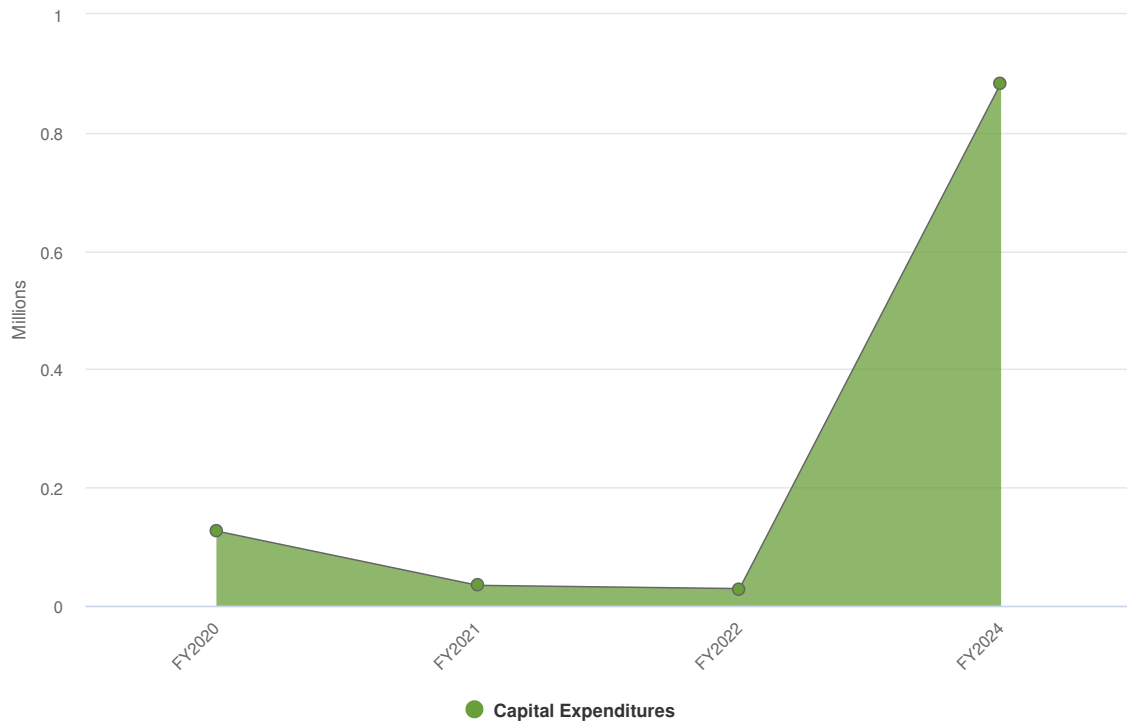
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|----------------------------|-----------------|-----------------|--|
| Revenue Source | | | |
| Intergovernmental Revenues | \$0.00 | \$782,364.00 | N/A |



| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|-----------------|---------------------|--|
| Interfund Transfers | \$0.00 | \$101,822.00 | N/A |
| Total Revenue Source: | \$0.00 | \$884,186.00 | N/A |

Expenditures by Function

Budgeted and Historical Expenditures by Function



| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|----------------------------|-----------------|---------------------|--|
| Expenditures | | | |
| Capital Expenditures | \$0.00 | \$884,186.00 | N/A |
| Total Expenditures: | \$0.00 | \$884,186.00 | N/A |

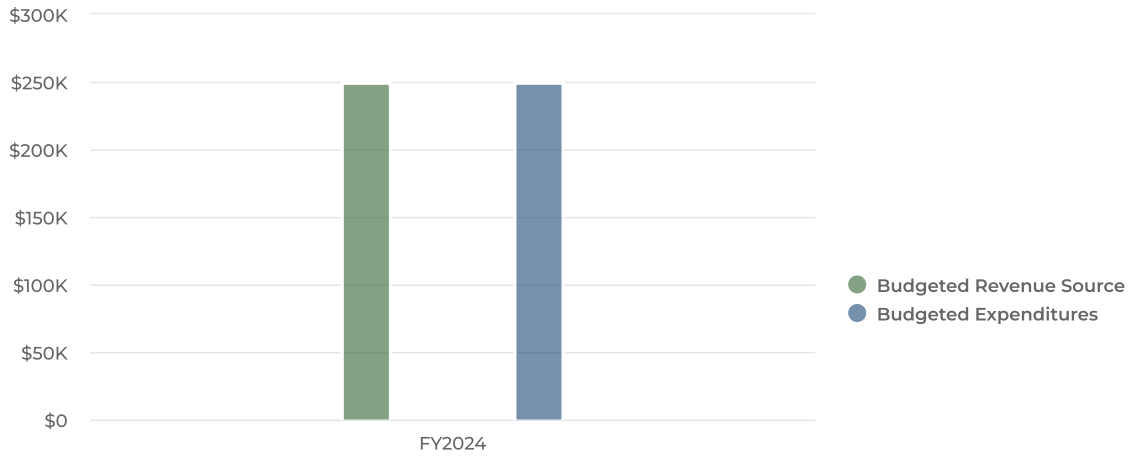


Park Plaza Fund

This is for the design and construction of the Park Plaza project. In 2024 there are grant funds from the Department of Commerce and a transfer from the Tourism Fund to create a shovel-ready project by the end of the year.

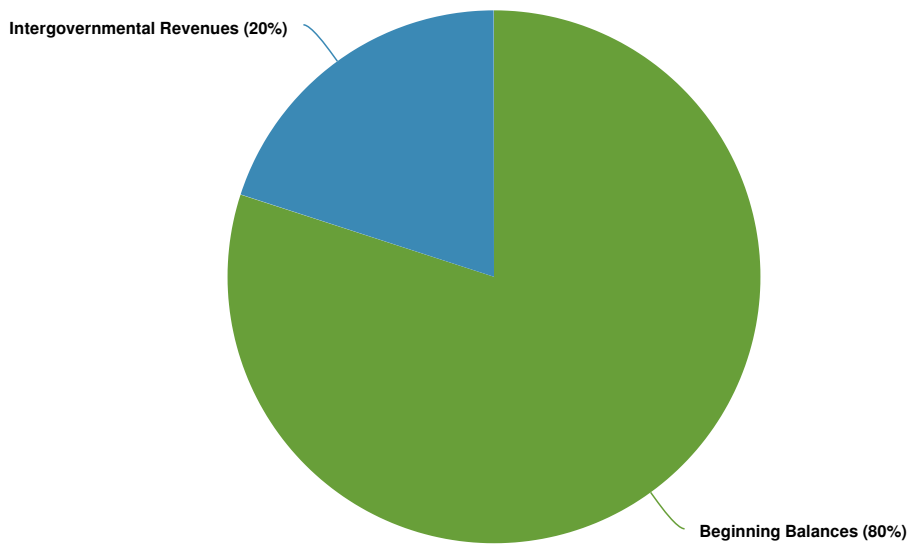
Summary

The City of Stevenson is projecting \$250K of revenue in FY2024, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to \$250K in FY2024.

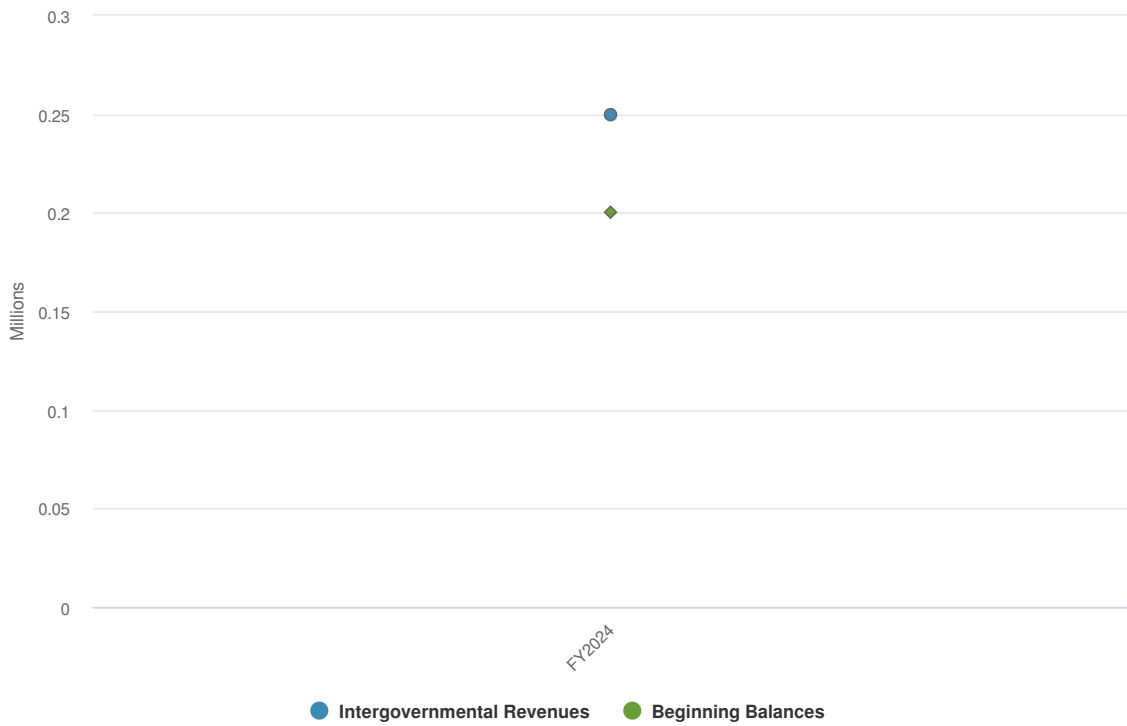


Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source

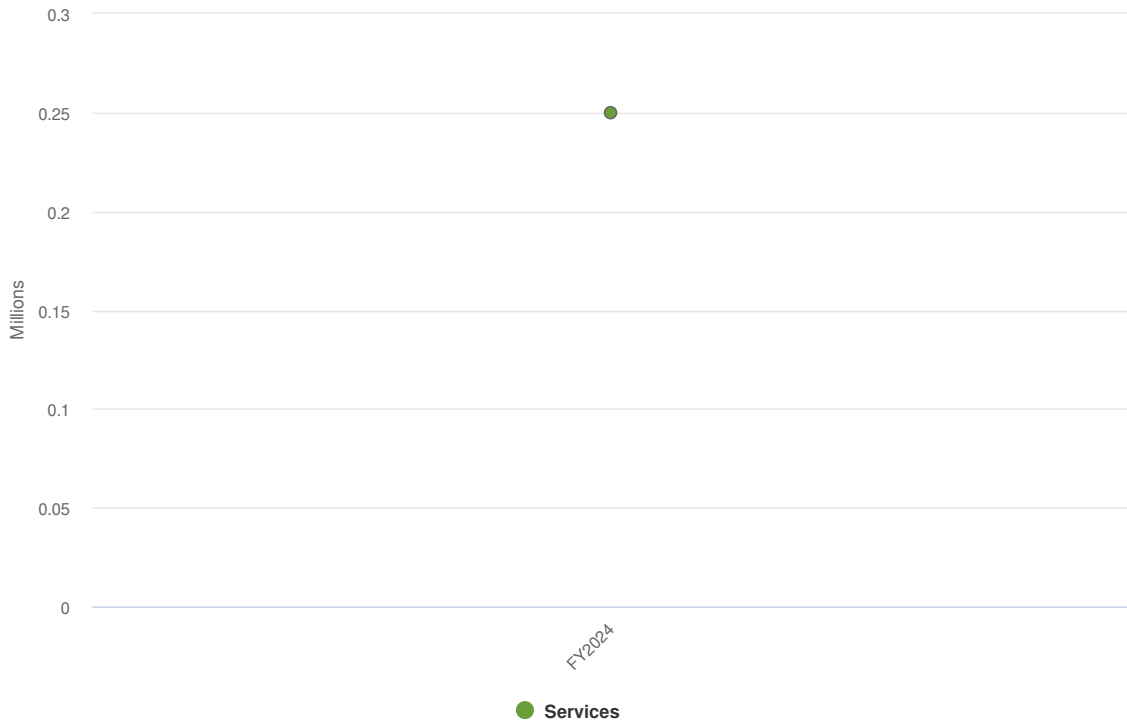


| Name | FY2024 Budgeted | FY2023 undefined vs. FY2024 Budgeted (% Change) |
|------------------------------|---------------------|---|
| Revenue Source | | |
| Beginning Balances | \$200,000.00 | N/A |
| Intergovernmental Revenues | \$50,000.00 | N/A |
| Total Revenue Source: | \$250,000.00 | N/A |

Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



| Name | FY2024 Budgeted | FY2023 undefined vs. FY2024 Budgeted (% Change) |
|-------------------------------|---------------------|---|
| Expense Objects | | |
| Services | \$250,000.00 | N/A |
| Total Expense Objects: | \$250,000.00 | N/A |

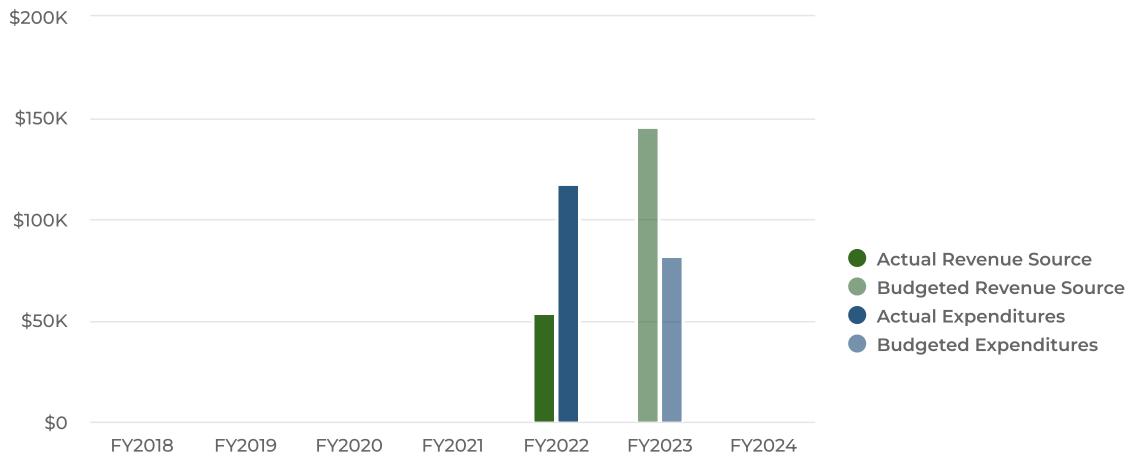


Columbia Avenue

This project is to look at the feasibility of realigning Columbia Avenue along Second Street. Costs in 2022 and 2023 are part of an Integrated Planning Grant from the Department of Ecology due to the brownfields identified along the property. If the project is deemed feasible, staff will apply for additional funding to move the project forward to construction. There are no project costs anticipated for 2024 at this time.

Summary

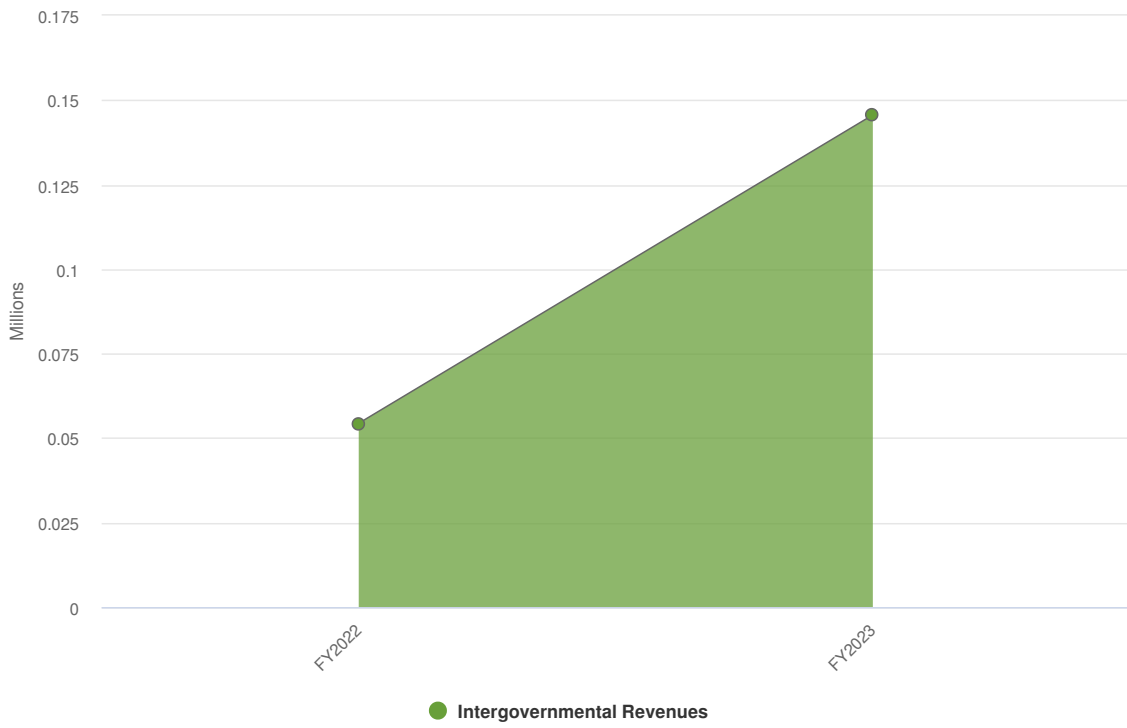
The City of Stevenson is projecting N/A of revenue in FY2024, which represents a 100% decrease over the prior year. Budgeted expenditures are projected to decrease by 100% or \$82.33K to N/A in FY2024.



Revenues by Source



Budgeted and Historical 2024 Revenues by Source

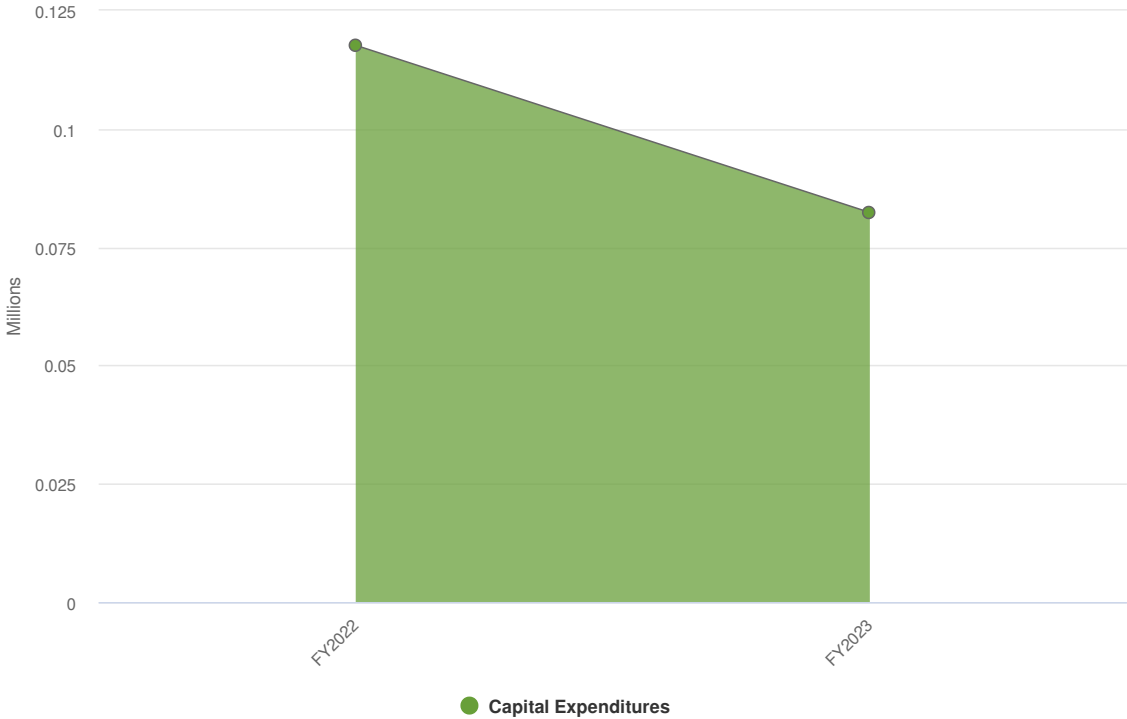


| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|---------------------|-----------------|--|
| Revenue Source | | | |
| Intergovernmental Revenues | \$145,617.25 | \$0.00 | -100% |
| Total Revenue Source: | \$145,617.25 | \$0.00 | -100% |

Expenditures by Function



Budgeted and Historical Expenditures by Function

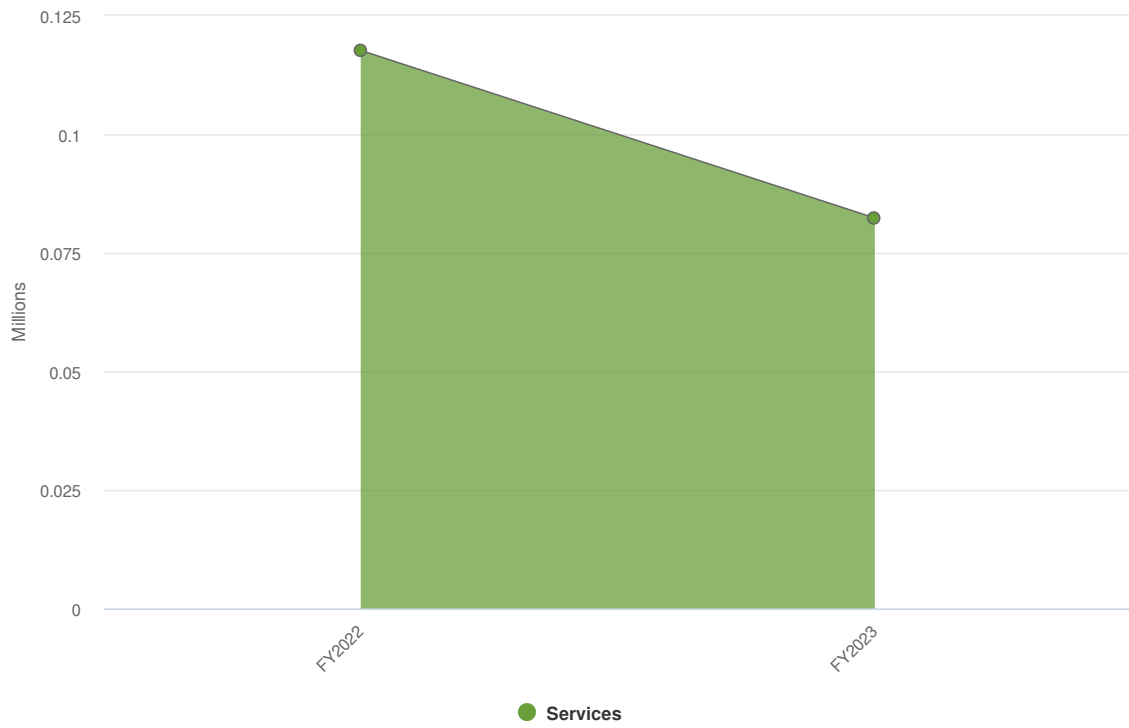


| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|----------------------------|--------------------|-----------------|--|
| Expenditures | | | |
| Capital Expenditures | \$82,329.77 | \$0.00 | -100% |
| Total Expenditures: | \$82,329.77 | \$0.00 | -100% |

Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type

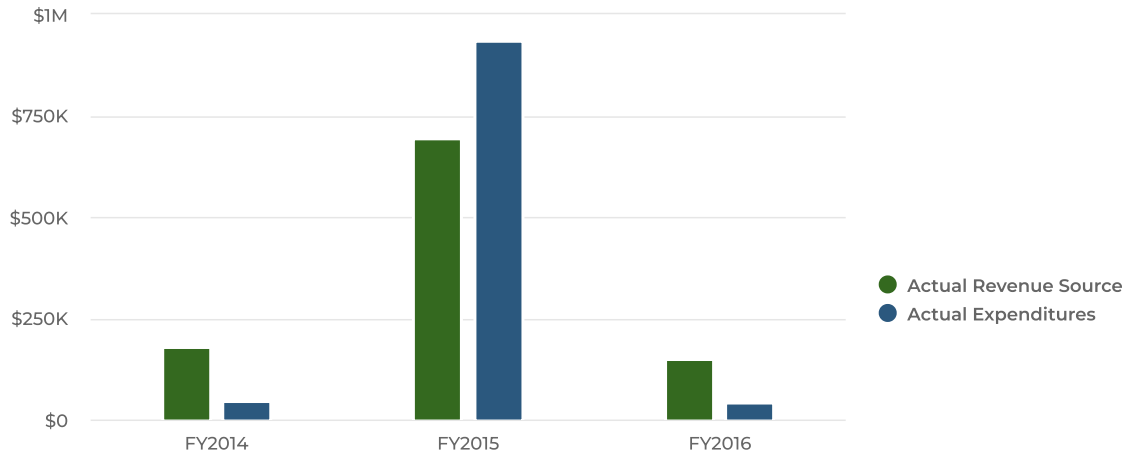


| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|-------------------------------|--------------------|-----------------|--|
| Expense Objects | | | |
| Services | \$82,329.77 | \$0.00 | -100% |
| Total Expense Objects: | \$82,329.77 | \$0.00 | -100% |



Summary

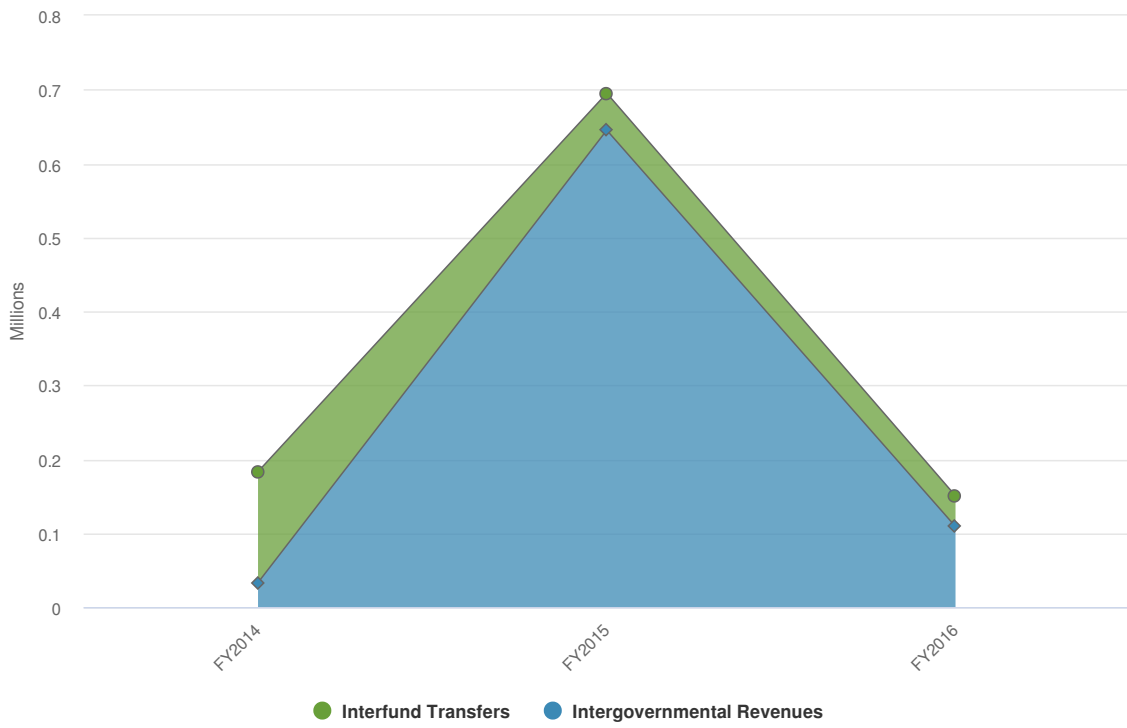
The City of Stevenson is projecting N/A of revenue in FY2024, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to N/A in FY2024.



Revenues by Source

Projected 2024 Revenues by Source

Budgeted and Historical 2024 Revenues by Source

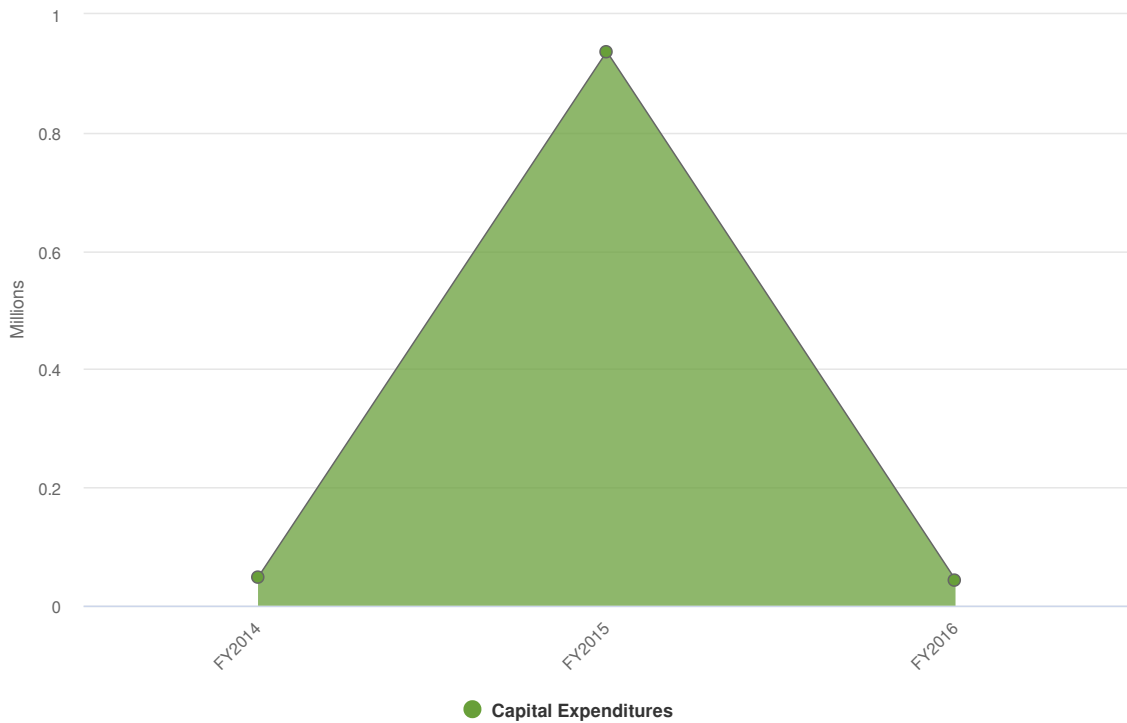


| Name | FY2023 undefined vs. FY2024 Budgeted (% Change) |
|--------------------|---|
| No Data To Display | |

Expenditures by Function

Budgeted Expenditures by Function

Budgeted and Historical Expenditures by Function



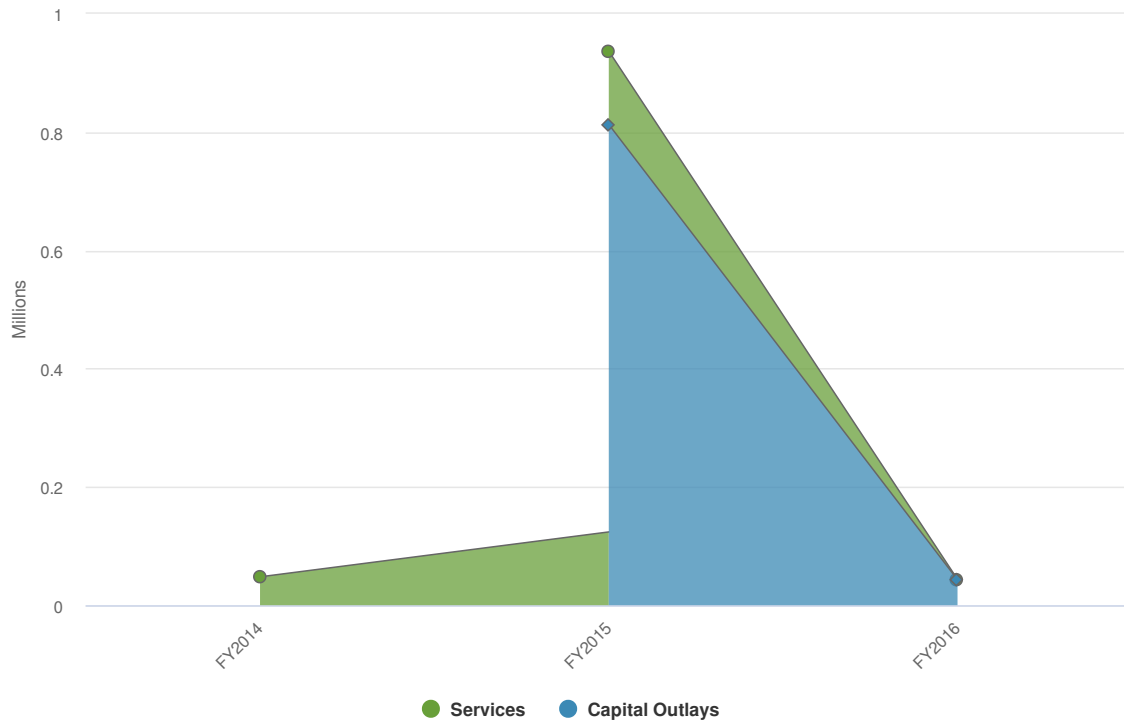
| | |
|------|---|
| Name | FY2023 undefined vs. FY2024 Budgeted (% Change) |
|------|---|



| | |
|--------------------|---|
| Name | FY2023 undefined vs. FY2024 Budgeted (% Change) |
| No Data To Display | |

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



| | |
|--------------------|---|
| Name | FY2023 undefined vs. FY2024 Budgeted (% Change) |
| No Data To Display | |



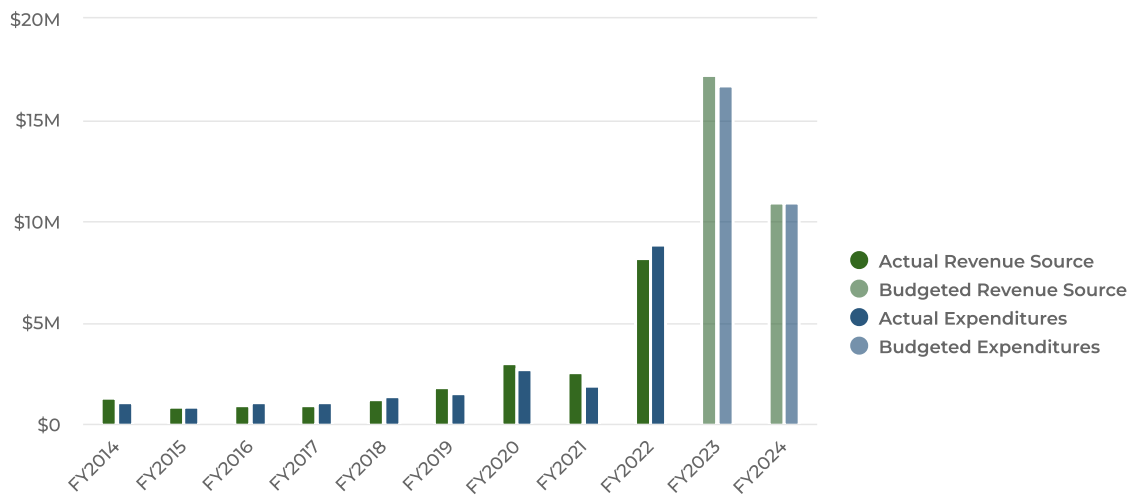
Proprietary Funds

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges. The City has the combined Water/Sewer Fund to account for the operations, maintenance, and capital expenses to support the water and sewer utilities. Additional funds include the Wastewater Short Lived Asset and Wastewater Debt Reserve funds required as part of a financing package.

The main capital project within the proprietary funds is the Wastewater Ssystem Upgrades Fund. The upgrade of the Wastewater Treatment Plant and Collection System are funded through loans, grants, and interfund transfers to this Fund.

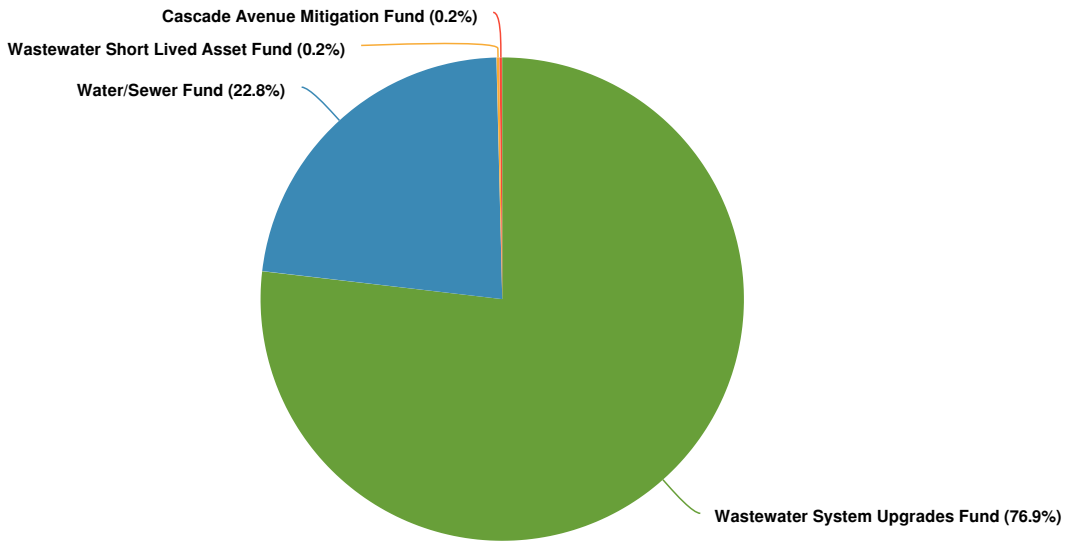
Summary

The City of Stevenson is projecting \$10.99M of revenue in FY2024, which represents a 36.4% decrease over the prior year. Budgeted expenditures are projected to decrease by 34.3% or \$5.73M to \$10.99M in FY2024.

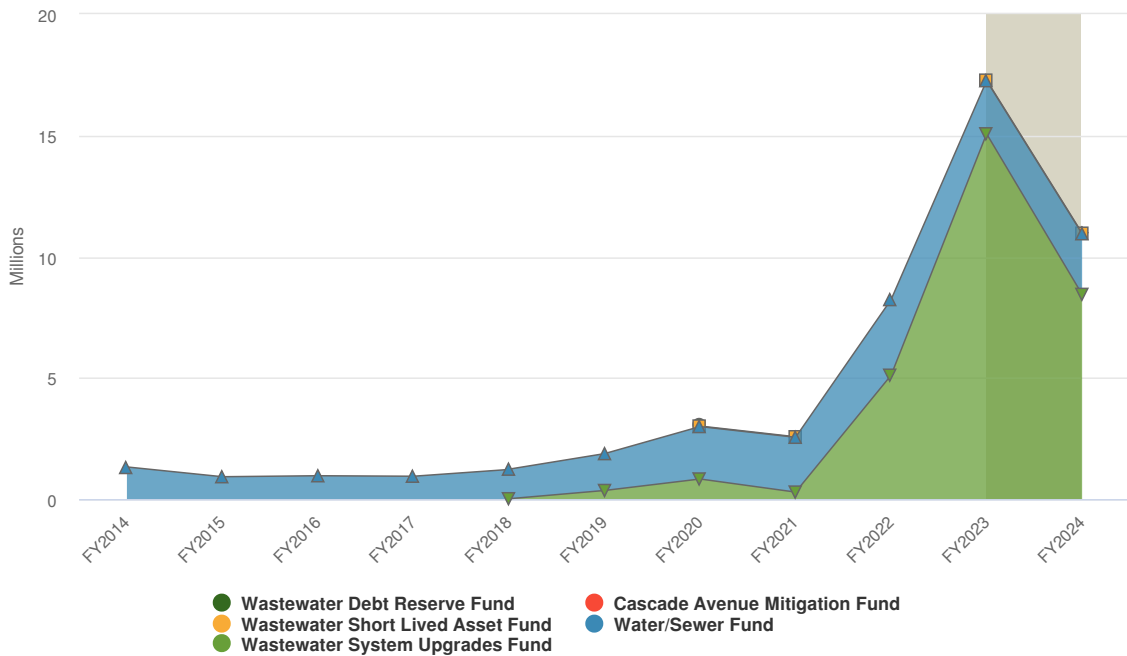


Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund



Grey background indicates budgeted figures.

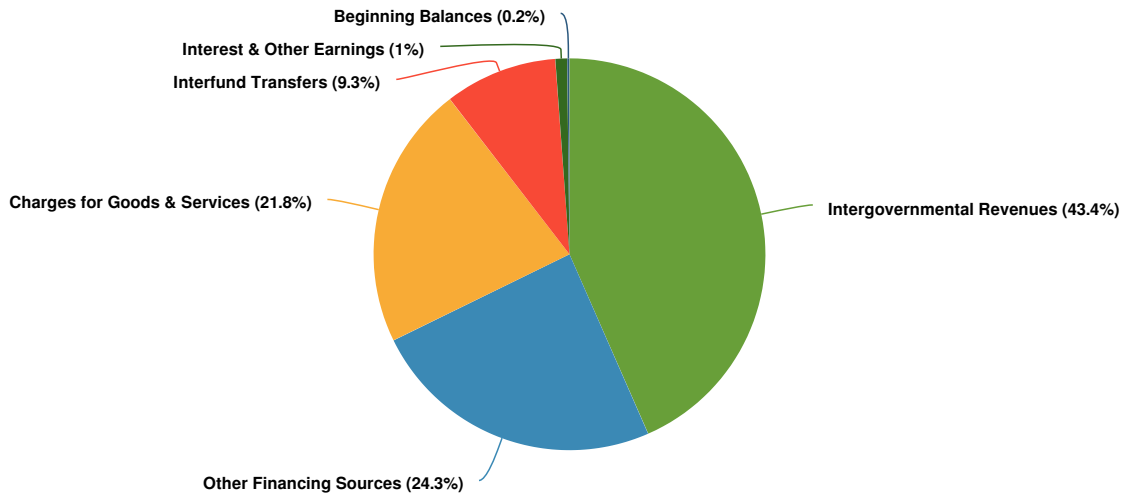
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------|-----------------|-----------------|--|
| Water/Sewer Fund | \$2,191,189.13 | \$2,501,176.59 | 14.1% |



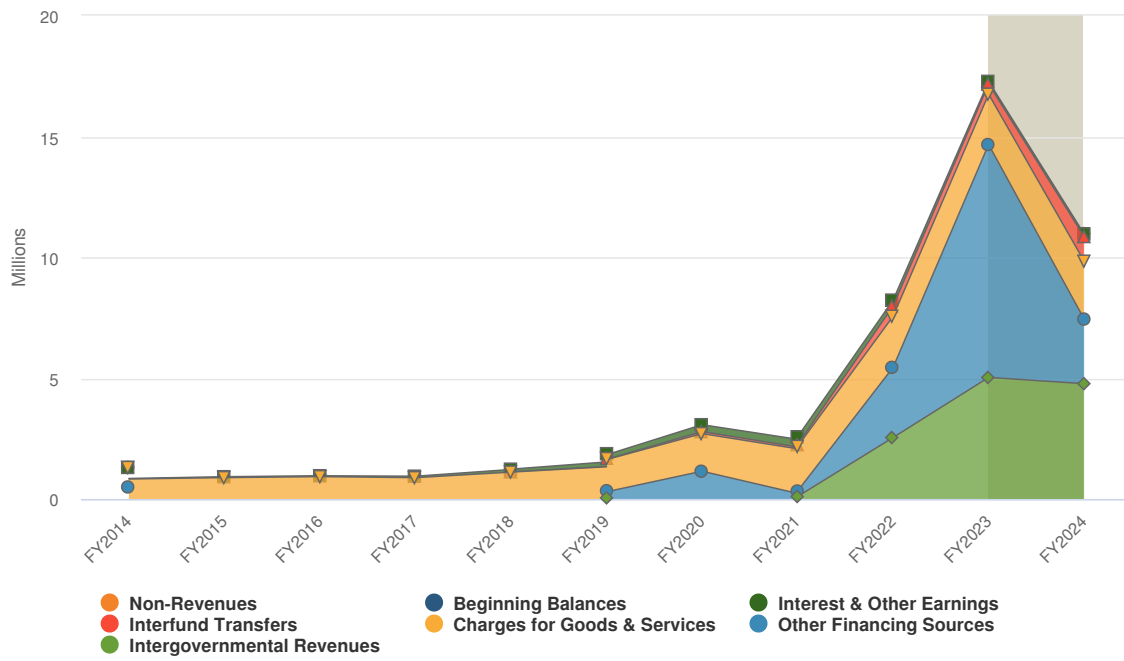
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|-----------------------------------|------------------------|------------------------|--|
| Wastewater Short Lived Asset Fund | \$21,779.00 | \$21,779.00 | 0% |
| Wastewater System Upgrades Fund | \$15,066,109.71 | \$8,442,566.48 | -44% |
| Cascade Avenue Mitigation Fund | \$0.00 | \$19,550.00 | N/A |
| Total: | \$17,279,077.84 | \$10,985,072.07 | -36.4% |

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source

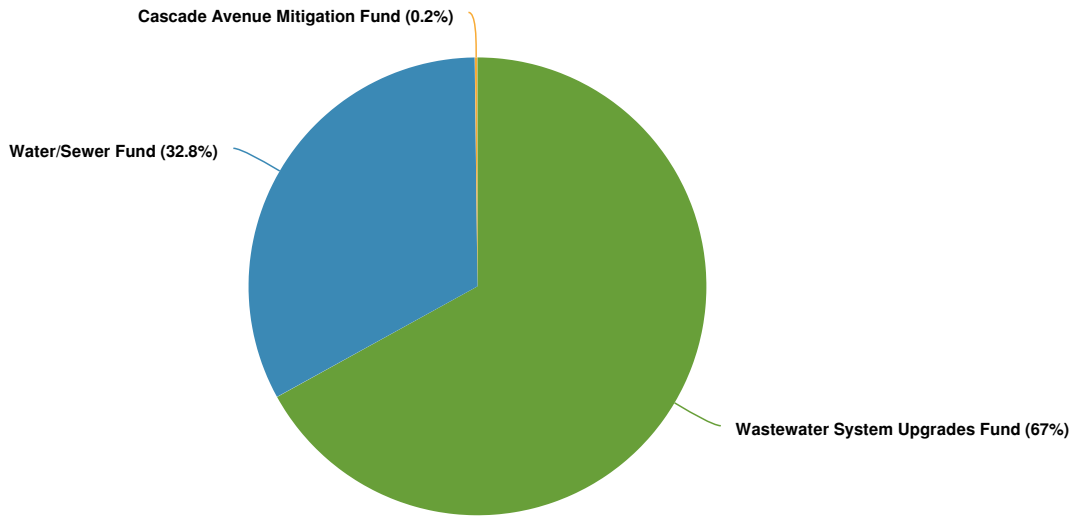


Grey background indicates budgeted figures.

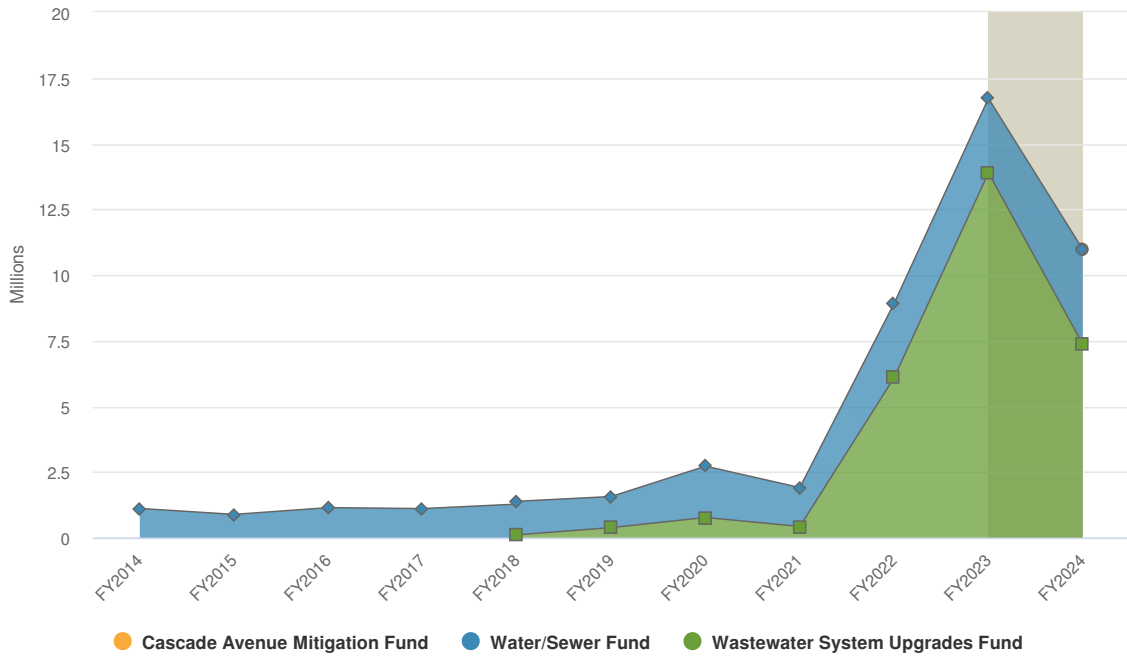
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|------------------------|------------------------|--|
| Revenue Source | | | |
| Beginning Balances | | \$19,550.00 | N/A |
| Intergovernmental Revenues | \$5,028,740.07 | \$4,771,374.53 | -5.1% |
| Charges for Goods & Services | \$2,083,983.13 | \$2,393,970.59 | 14.9% |
| Interest & Other Earnings | \$107,206.00 | \$107,206.00 | 0% |
| Other Financing Sources | \$9,637,369.64 | \$2,672,048.05 | -72.3% |
| Interfund Transfers | \$421,779.00 | \$1,020,922.90 | 142.1% |
| Total Revenue Source: | \$17,279,077.84 | \$10,985,072.07 | -36.4% |

Expenditures by Fund

2024 Expenditures by Fund



Budgeted and Historical 2024 Expenditures by Fund



Grey background indicates budgeted figures.

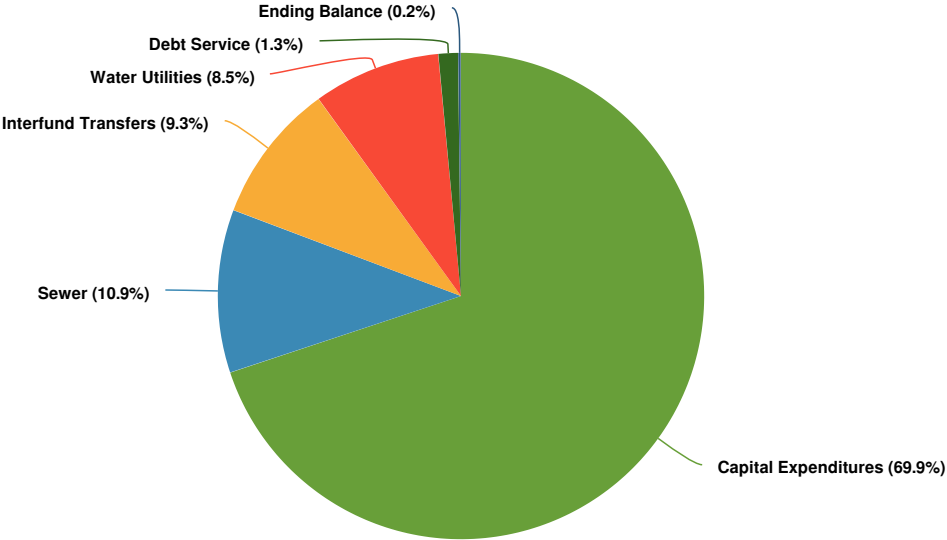
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------|-----------------|-----------------|--|
| Water/Sewer Fund | \$2,830,804.21 | \$3,608,143.30 | 27.5% |



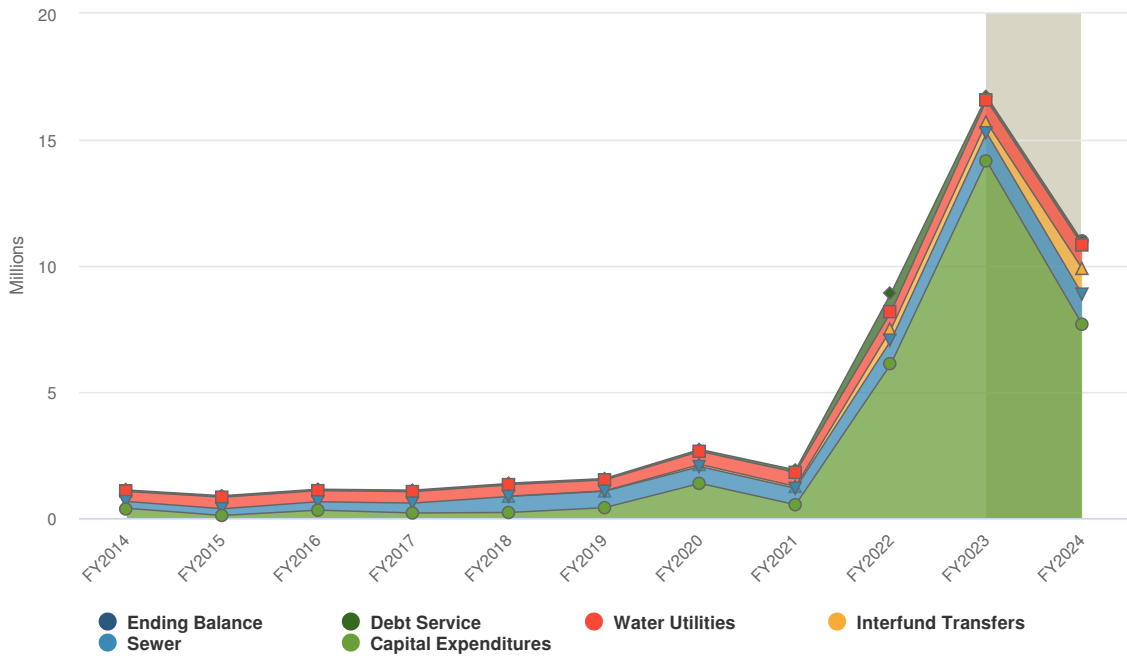
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|---------------------------------|------------------------|------------------------|--|
| Wastewater System Upgrades Fund | \$13,886,930.00 | \$7,361,965.95 | -47% |
| Cascade Avenue Mitigation Fund | | \$19,550.00 | N/A |
| Total: | \$16,717,734.21 | \$10,989,659.25 | -34.3% |

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function

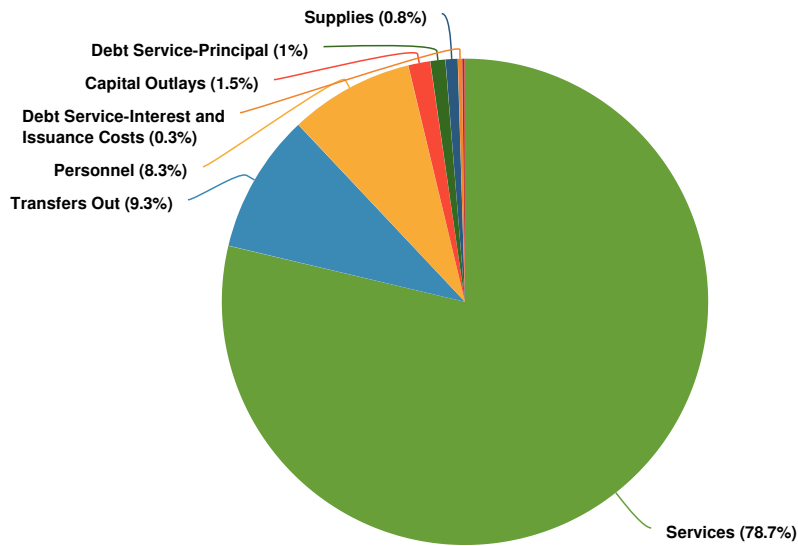


Grey background indicates budgeted figures.

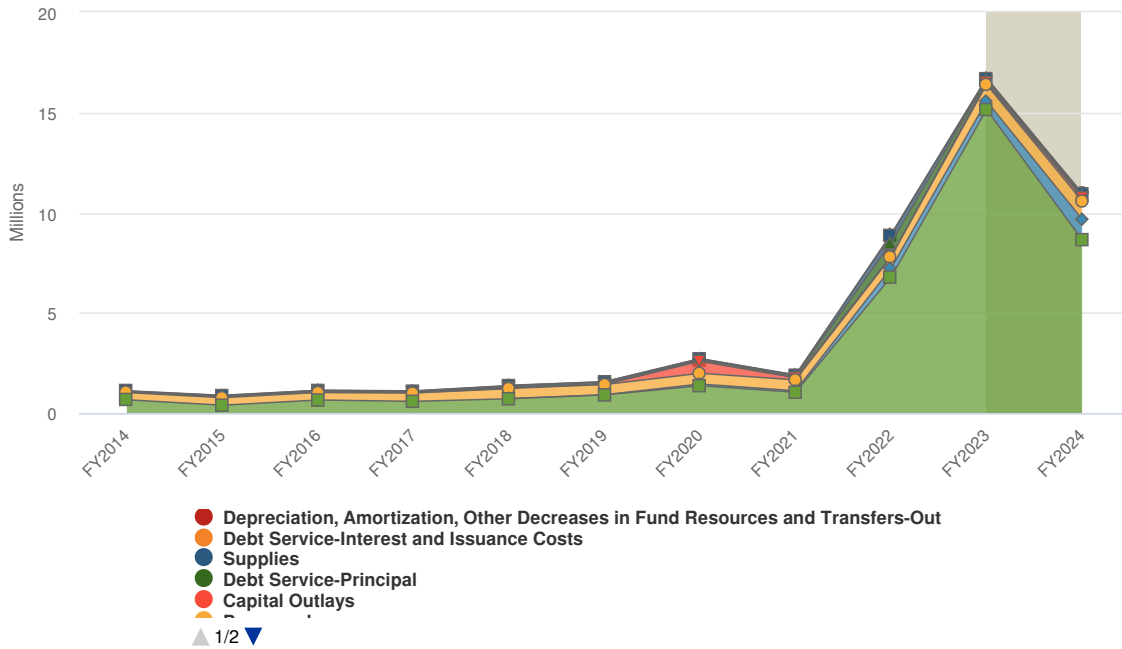
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|----------------------------|------------------------|------------------------|--|
| Expenditures | | | |
| Water Utilities | \$876,312.89 | \$931,036.15 | 6.2% |
| Sewer | \$1,117,448.58 | \$1,192,732.10 | 6.7% |
| Debt Service | \$143,103.74 | \$142,987.35 | -0.1% |
| Capital Expenditures | \$14,159,090.00 | \$7,682,430.75 | -45.7% |
| Interfund Transfers | \$421,779.00 | \$1,020,922.90 | 142.1% |
| Ending Balance | | \$19,550.00 | N/A |
| Total Expenditures: | \$16,717,734.21 | \$10,989,659.25 | -34.3% |

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

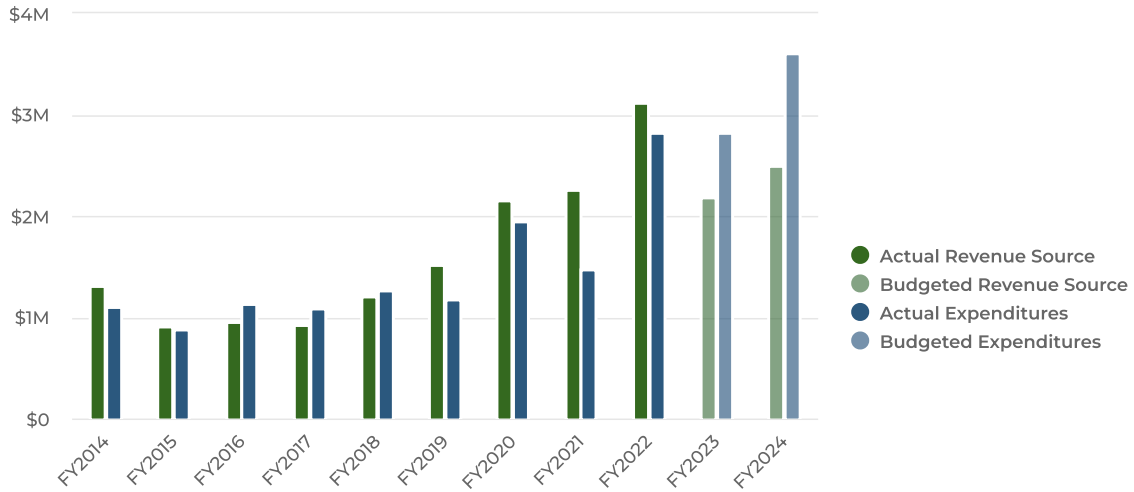
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|---|------------------------|------------------------|--|
| Expense Objects | | | |
| Depreciation, Amortization, Other Decreases in Fund Resources and Transfers-Out | \$0.00 | \$19,550.00 | N/A |
| Transfers Out | \$421,779.00 | \$1,020,922.90 | 142.1% |
| Personnel | \$831,434.40 | \$907,877.43 | 9.2% |
| Supplies | \$78,949.50 | \$88,388.42 | 12% |
| Services | \$15,142,467.57 | \$8,649,933.15 | -42.9% |
| Capital Outlays | \$100,000.00 | \$160,000.00 | 60% |
| Debt Service-Principal | \$109,603.93 | \$111,169.45 | 1.4% |
| Debt Service-Interest and Issuance Costs | \$33,499.81 | \$31,817.90 | -5% |
| Total Expense Objects: | \$16,717,734.21 | \$10,989,659.25 | -34.3% |





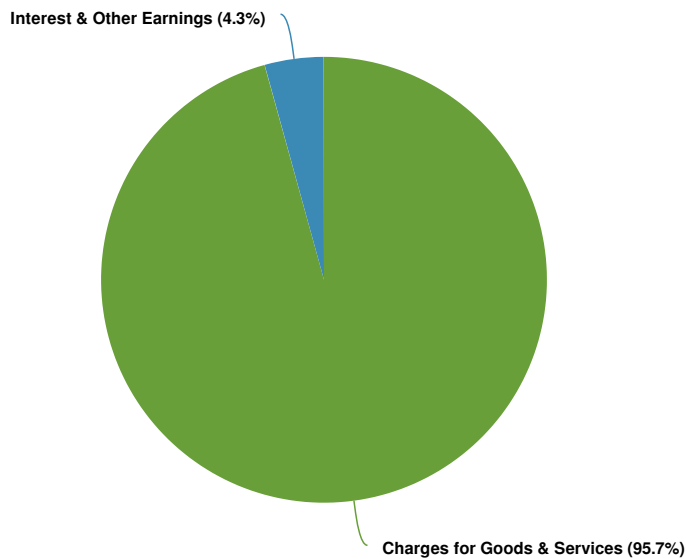
Summary

The City of Stevenson is projecting \$2.5M of revenue in FY2024, which represents a 14.1% increase over the prior year. Budgeted expenditures are projected to increase by 27.5% or \$777.34K to \$3.61M in FY2024.

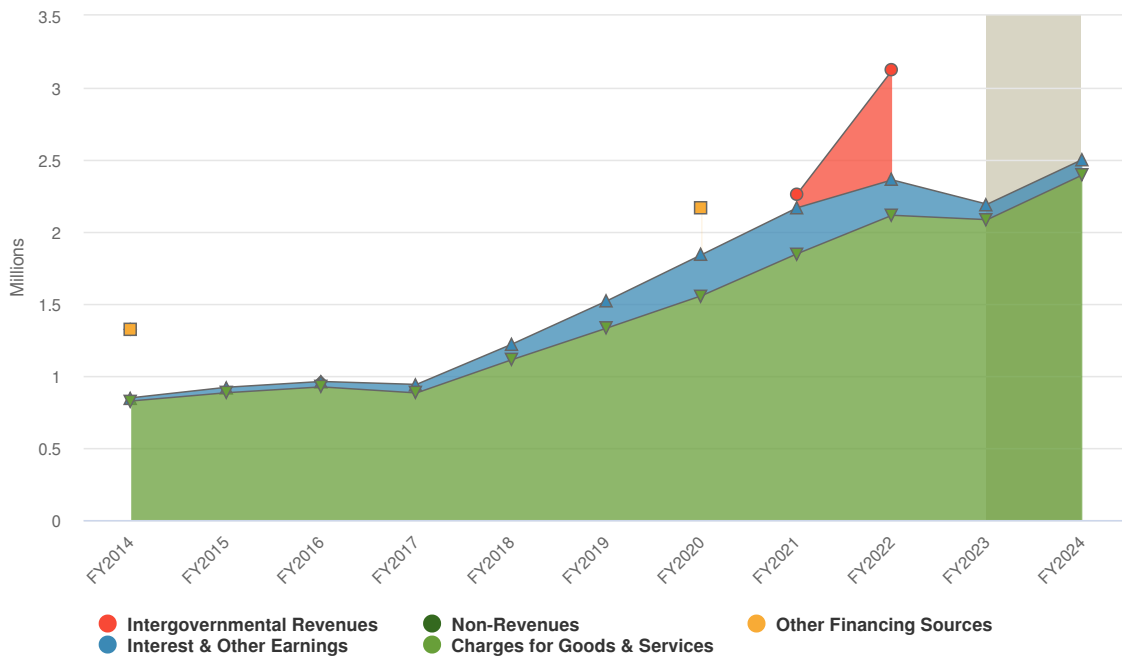


Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source

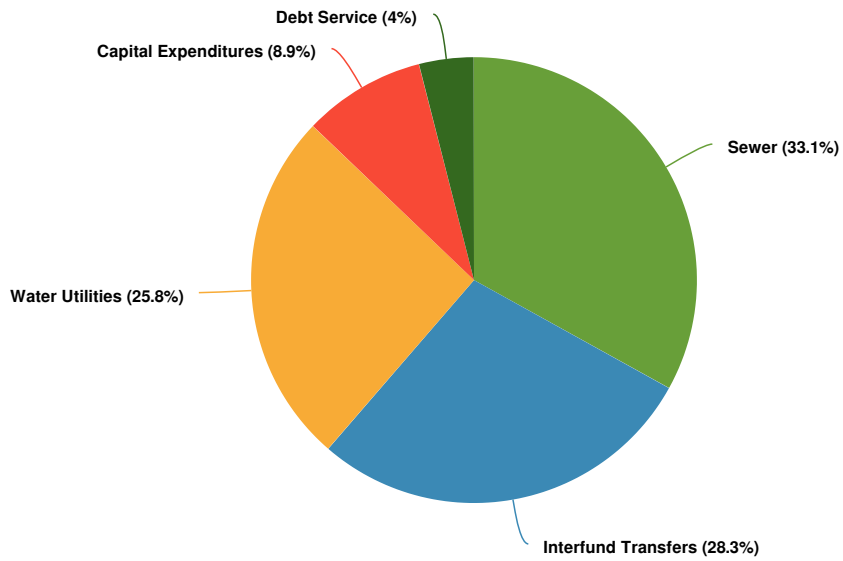


Grey background indicates budgeted figures.

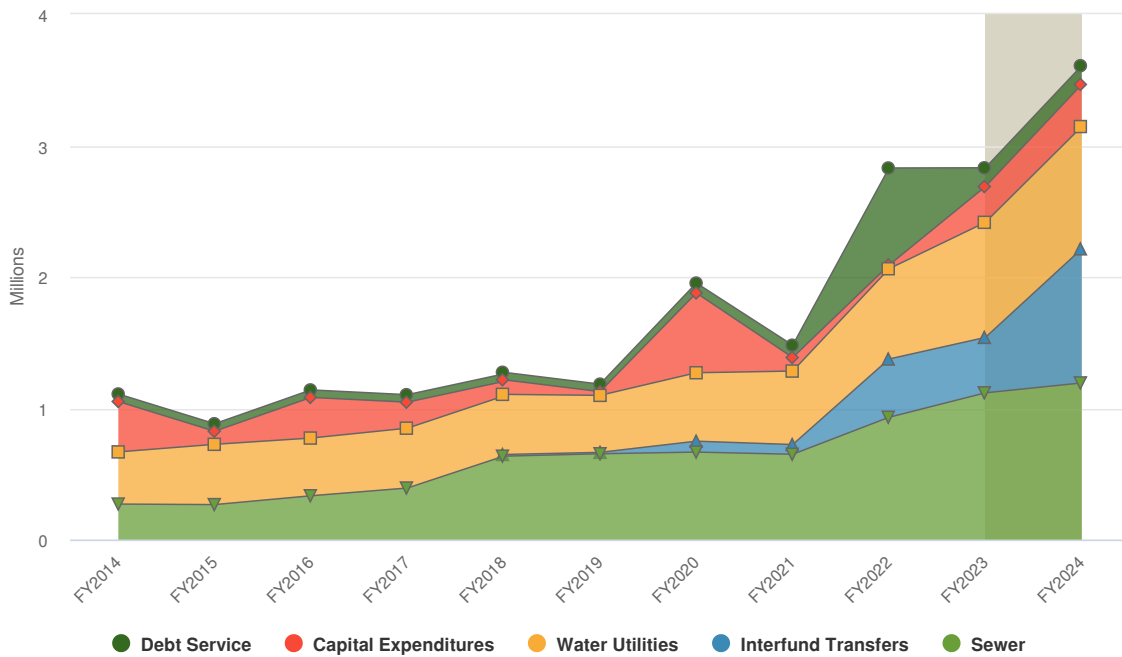
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|-----------------------|-----------------------|--|
| Revenue Source | | | |
| Charges for Goods & Services | \$2,083,983.13 | \$2,393,970.59 | 14.9% |
| Interest & Other Earnings | \$107,206.00 | \$107,206.00 | 0% |
| Total Revenue Source: | \$2,191,189.13 | \$2,501,176.59 | 14.1% |

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function

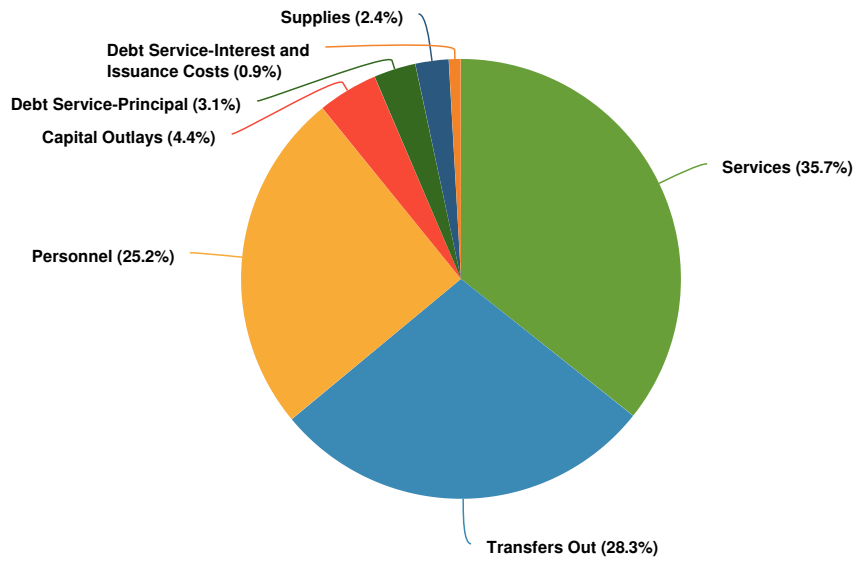


Grey background indicates budgeted figures.

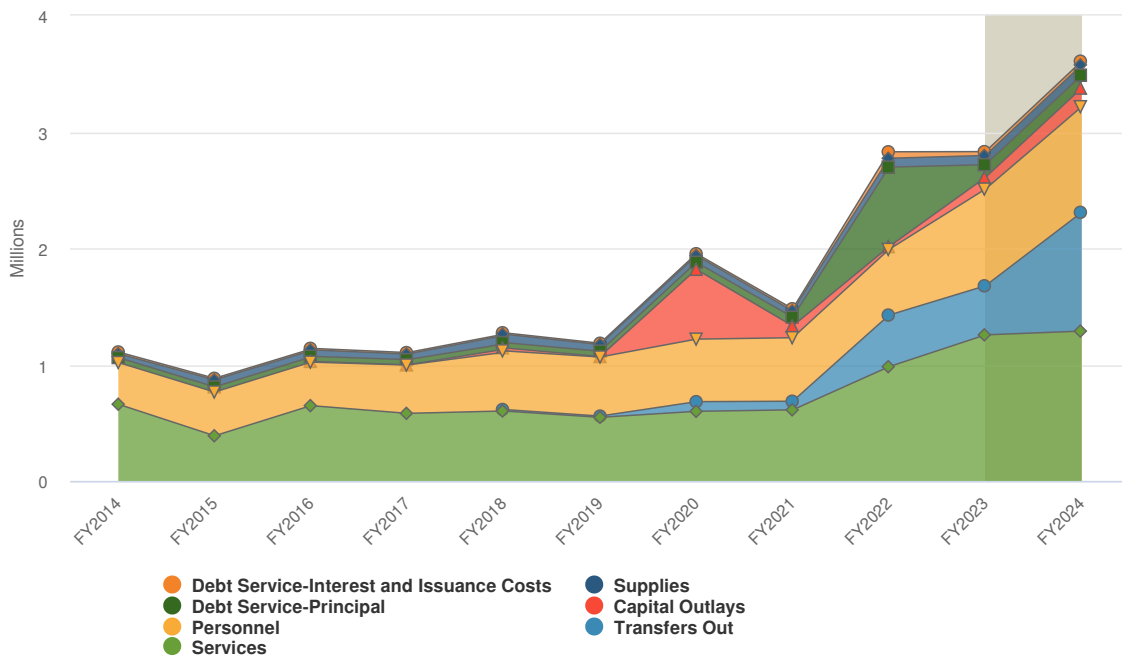
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|----------------------------|-----------------------|-----------------------|--|
| Expenditures | | | |
| Water Utilities | \$876,312.89 | \$931,036.15 | 6.2% |
| Sewer | \$1,117,448.58 | \$1,192,732.10 | 6.7% |
| Debt Service | \$143,103.74 | \$142,987.35 | -0.1% |
| Capital Expenditures | \$272,160.00 | \$320,464.80 | 17.7% |
| Interfund Transfers | \$421,779.00 | \$1,020,922.90 | 142.1% |
| Total Expenditures: | \$2,830,804.21 | \$3,608,143.30 | 27.5% |

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



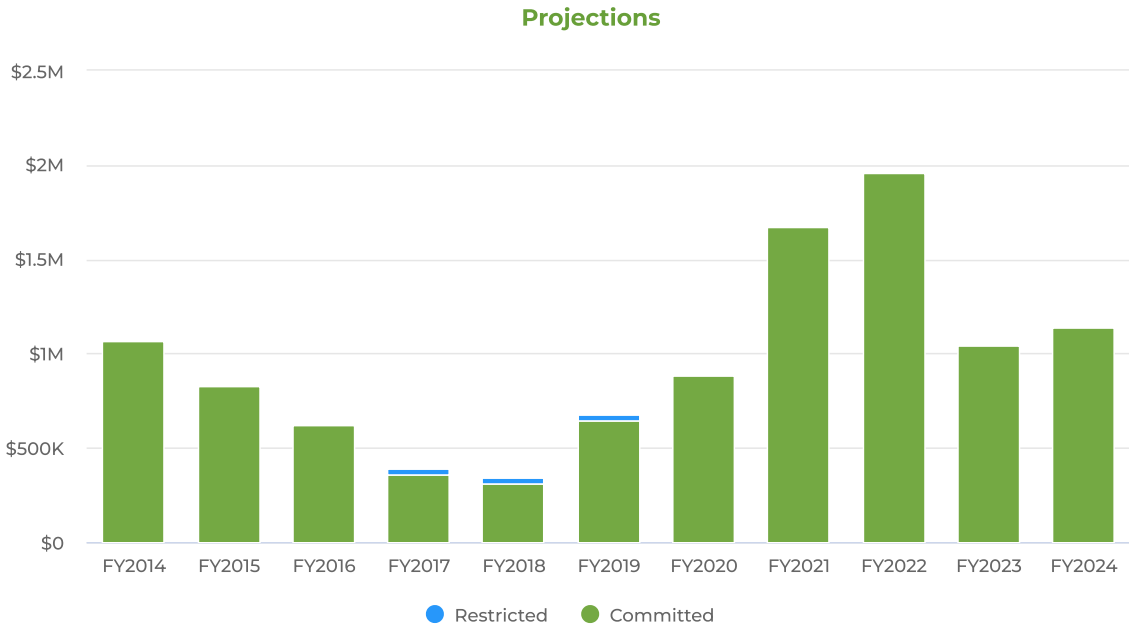
Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|--|-----------------------|-----------------------|--|
| Expense Objects | | | |
| Transfers Out | \$421,779.00 | \$1,020,922.90 | 142.1% |
| Personnel | \$831,434.40 | \$907,877.43 | 9.2% |
| Supplies | \$78,949.50 | \$88,388.42 | 12% |
| Services | \$1,255,537.57 | \$1,287,967.20 | 2.6% |
| Capital Outlays | \$100,000.00 | \$160,000.00 | 60% |
| Debt Service-Principal | \$109,603.93 | \$111,169.45 | 1.4% |
| Debt Service-Interest and Issuance Costs | \$33,499.81 | \$31,817.90 | -5% |
| Total Expense Objects: | \$2,830,804.21 | \$3,608,143.30 | 27.5% |

Fund Balance



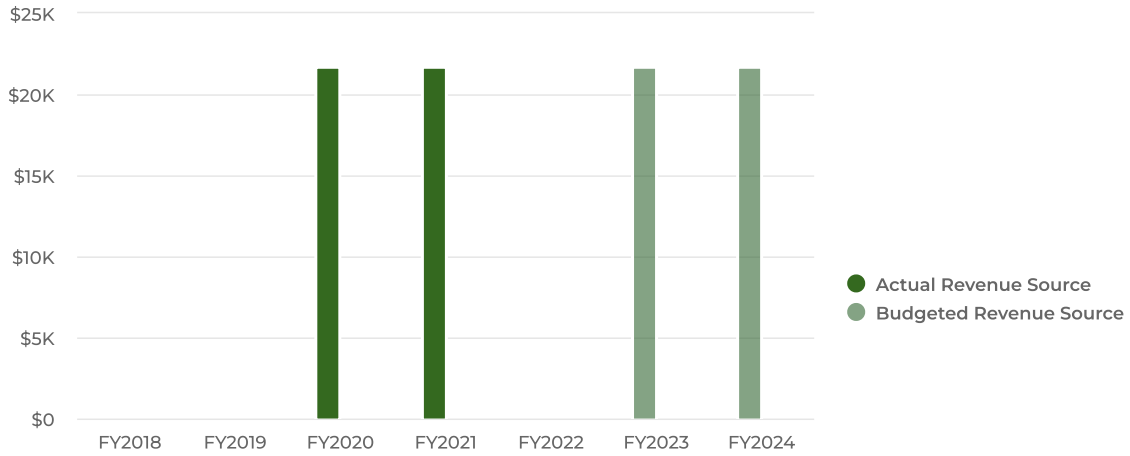
| | FY2023 | FY2024 | % Change |
|----------------------------|--------------------|--------------------|-------------|
| Fund Balance | — | — | |
| Committed | \$1,041,881 | \$1,141,035 | 9.5% |
| Restricted | \$0 | \$0 | 0% |
| Total Fund Balance: | \$1,041,881 | \$1,141,035 | 9.5% |



Wastewater Short Lived Asset Fund

Summary

The City of Stevenson is projecting \$21.78K of revenue in FY2024, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to N/A in FY2024.

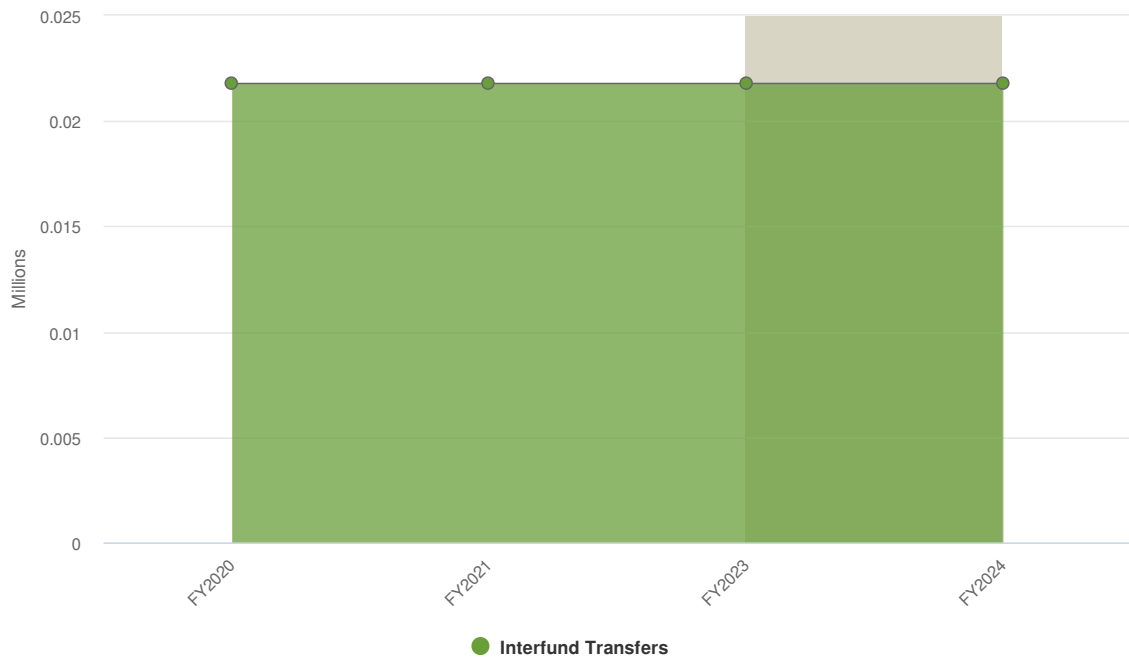


Revenues by Source

Projected 2024 Revenues by Source



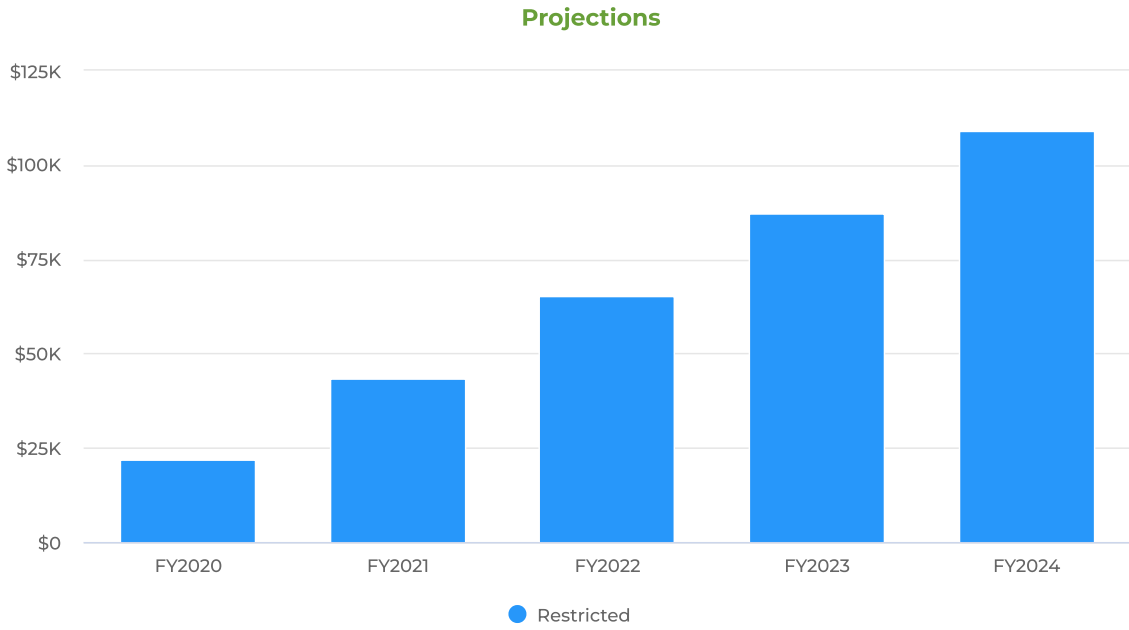
Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|--------------------|--------------------|--|
| Revenue Source | | | |
| Interfund Transfers | \$21,779.00 | \$21,779.00 | 0% |
| Total Revenue Source: | \$21,779.00 | \$21,779.00 | 0% |

Fund Balance



| | FY2023 | FY2024 | % Change |
|----------------------------|-----------------|------------------|-----------------|
| Fund Balance | — | — | |
| Restricted | \$87,116 | \$108,895 | 25% |
| Total Fund Balance: | \$87,116 | \$108,895 | 25% |

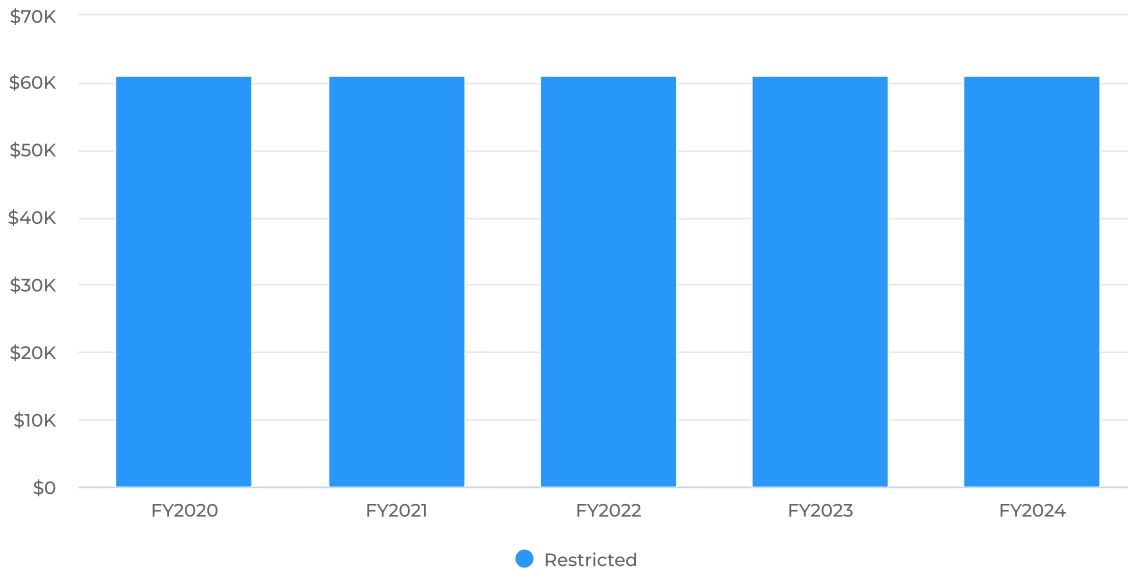


Wastewater Debt Reserve Fund

This fund is to hold a balance equal to one year's debt service for outstanding loans. When the loans are paid off, the balance can be reduced.

Fund Balance

Projections



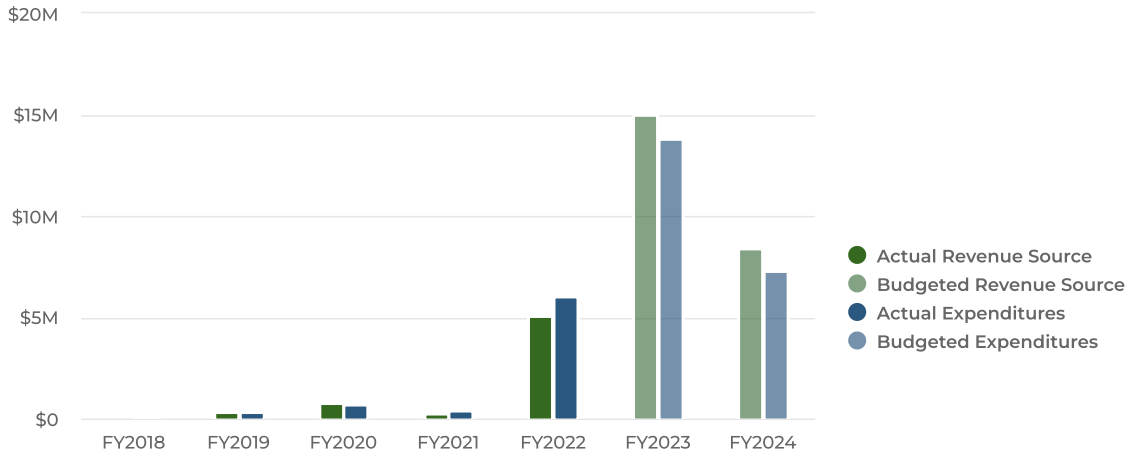
| | FY2023 | FY2024 | % Change |
|----------------------------|-----------------|-----------------|-----------|
| Fund Balance | — | — | |
| Restricted | \$61,191 | \$61,191 | 0% |
| Total Fund Balance: | \$61,191 | \$61,191 | 0% |



Wastewater System Upgrades Fund

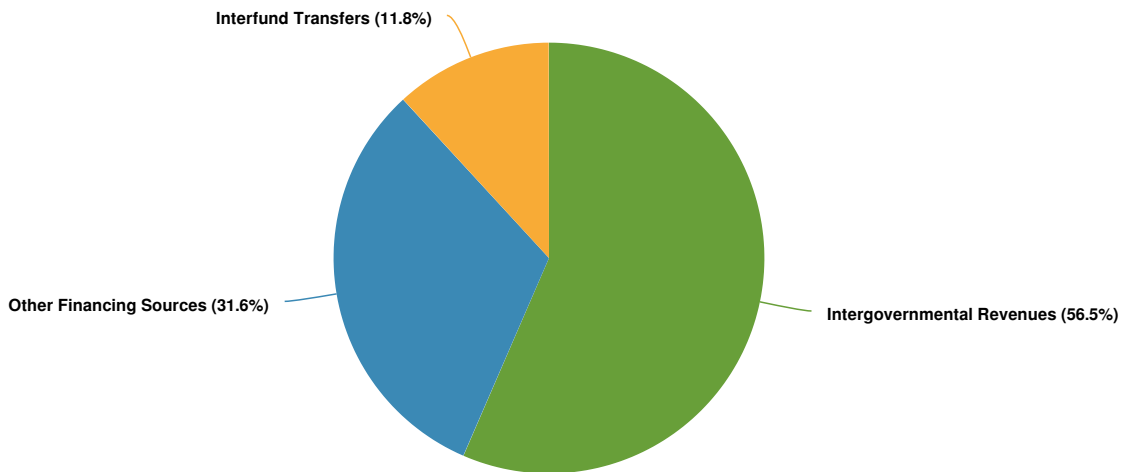
Summary

The City of Stevenson is projecting \$8.44M of revenue in FY2024, which represents a 44% decrease over the prior year. Budgeted expenditures are projected to decrease by 47% or \$6.52M to \$7.36M in FY2024.

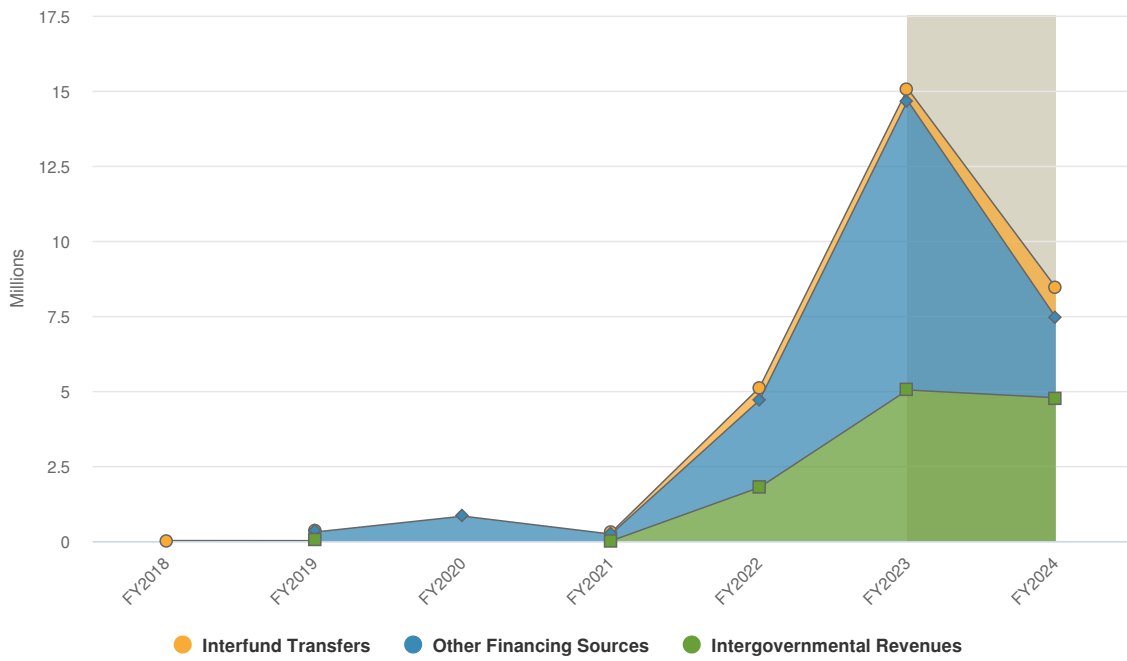


Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source

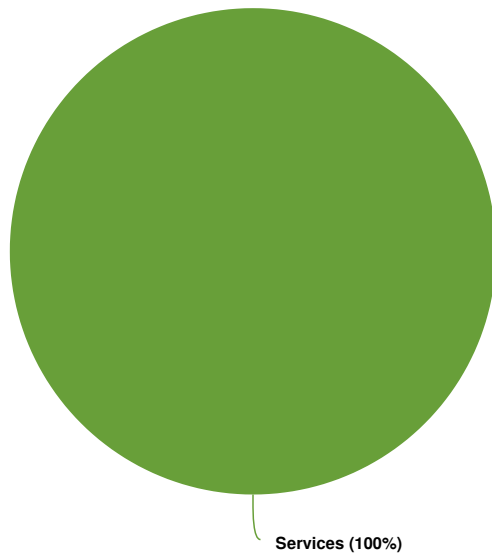


Grey background indicates budgeted figures.

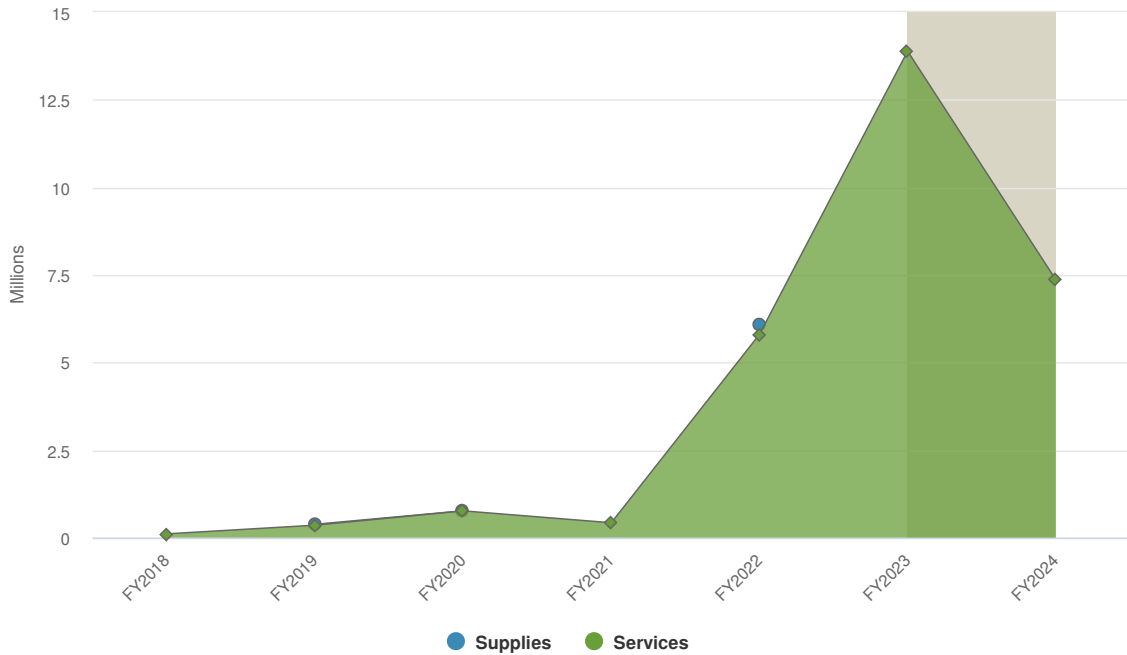
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|------------------------|-----------------------|--|
| Revenue Source | | | |
| Intergovernmental Revenues | \$5,028,740.07 | \$4,771,374.53 | -5.1% |
| Other Financing Sources | \$9,637,369.64 | \$2,672,048.05 | -72.3% |
| Interfund Transfers | \$400,000.00 | \$999,143.90 | 149.8% |
| Total Revenue Source: | \$15,066,109.71 | \$8,442,566.48 | -44% |

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|-------------------------------|------------------------|-----------------------|--|
| Expense Objects | | | |
| Services | \$13,886,930.00 | \$7,361,965.95 | -47% |
| Total Expense Objects: | \$13,886,930.00 | \$7,361,965.95 | -47% |



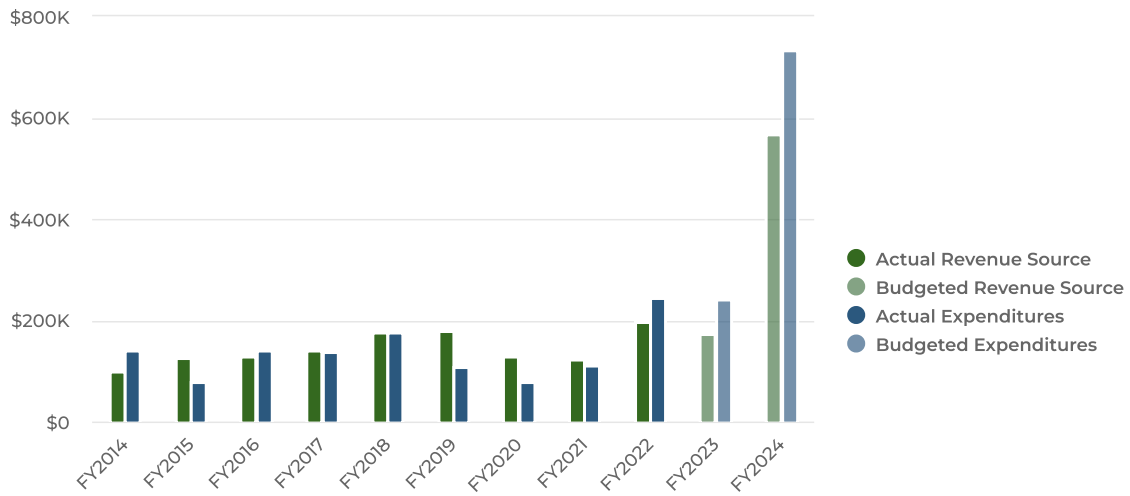


Equipment Service Fund

The Equipment Service Fund is an internal service fund and accounts for the operations that provides goods and services to other departments or funds on a cost reimbursement basis. There is a fee structure adopted by resolution and reviewed regularly to keep up with changes in the fund.

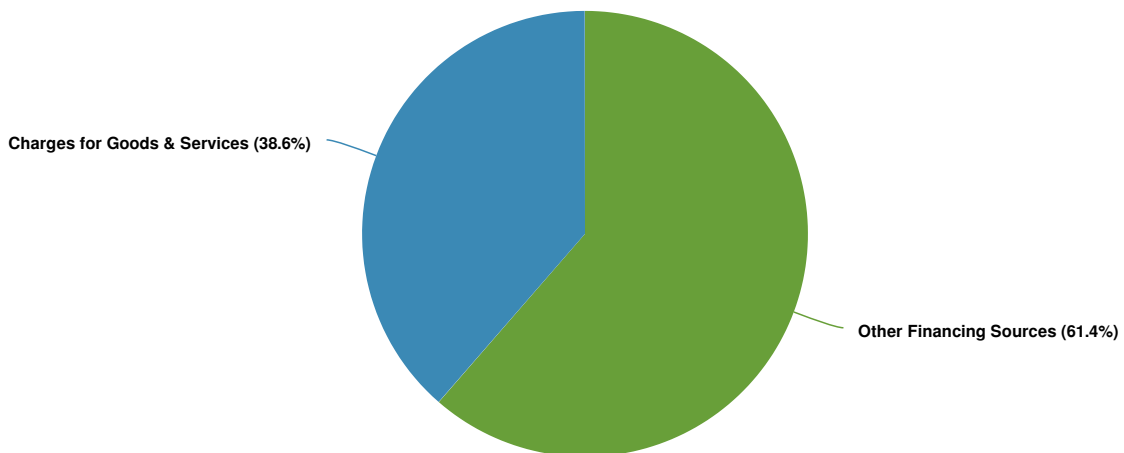
Summary

The City of Stevenson is projecting \$570K of revenue in FY2024, which represents a 225.7% increase over the prior year. Budgeted expenditures are projected to increase by 204.4% or \$493.73K to \$735.27K in FY2024.

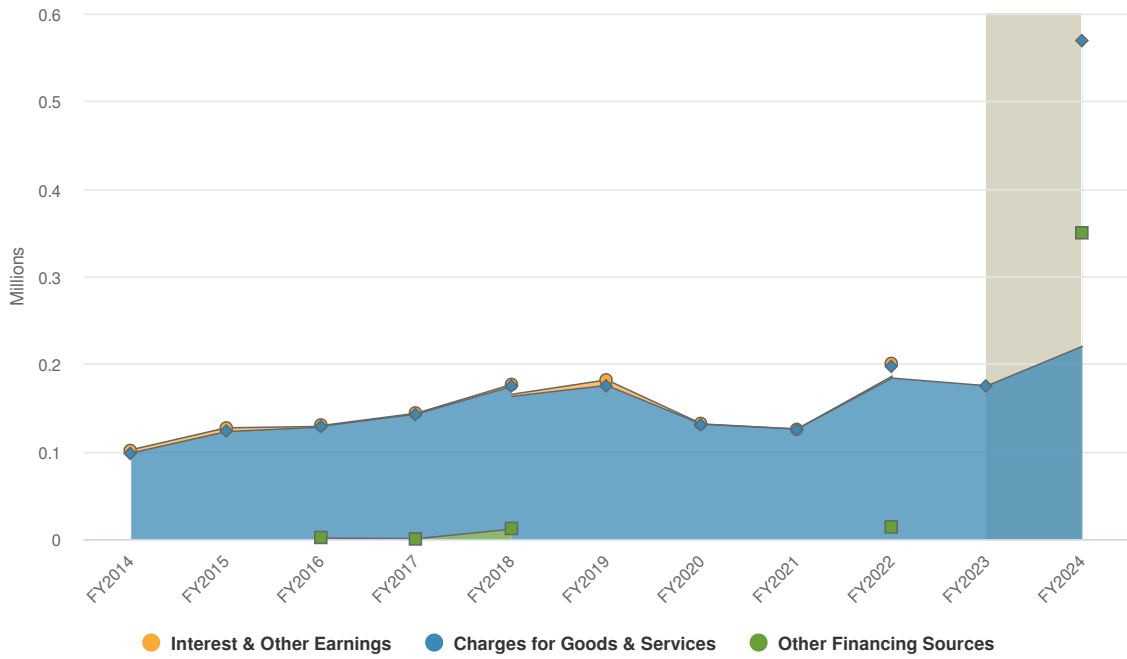


Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source

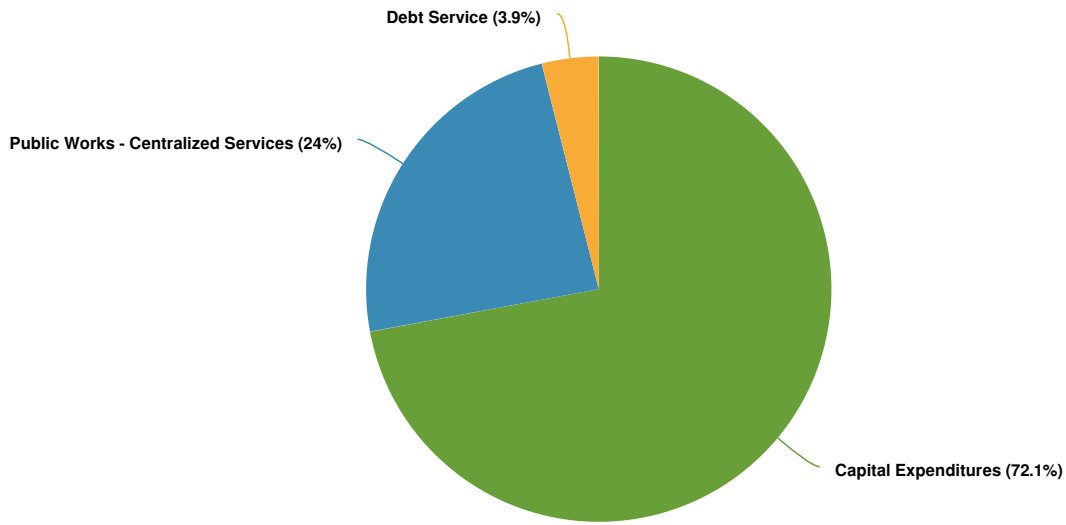


Grey background indicates budgeted figures.

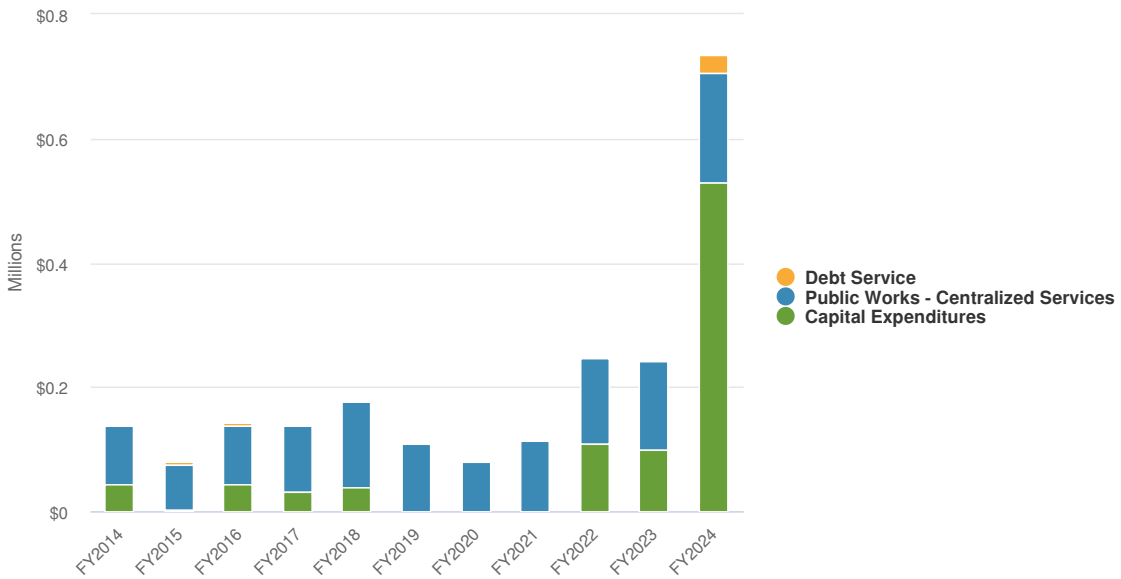
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|------------------------------|---------------------|---------------------|--|
| Revenue Source | | | |
| Charges for Goods & Services | \$175,000.00 | \$220,000.00 | 25.7% |
| Other Financing Sources | \$0.00 | \$350,000.00 | N/A |
| Total Revenue Source: | \$175,000.00 | \$570,000.00 | 225.7% |

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



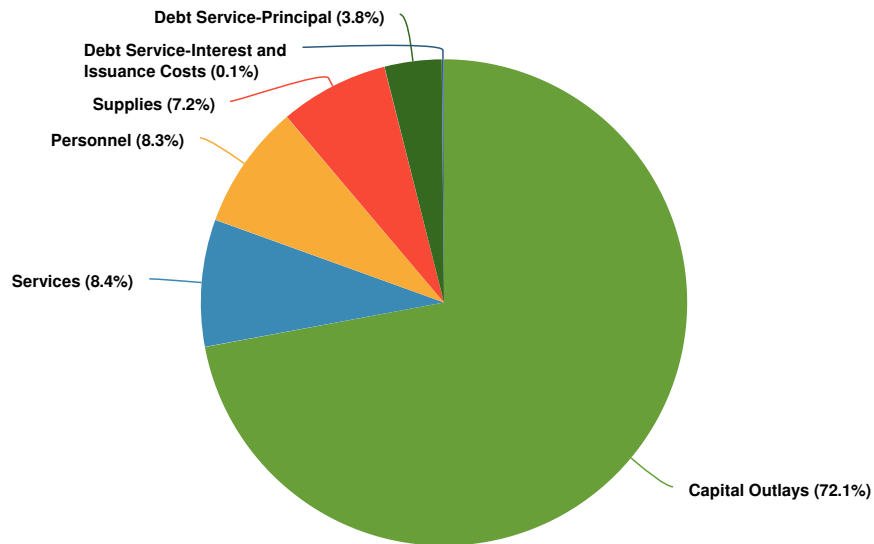
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|-------------------------------------|-----------------|-----------------|--|
| Expenditures | | | |
| Public Works - Centralized Services | \$141,544.23 | \$176,272.10 | 24.5% |
| Debt Service | \$0.00 | \$29,000.00 | N/A |



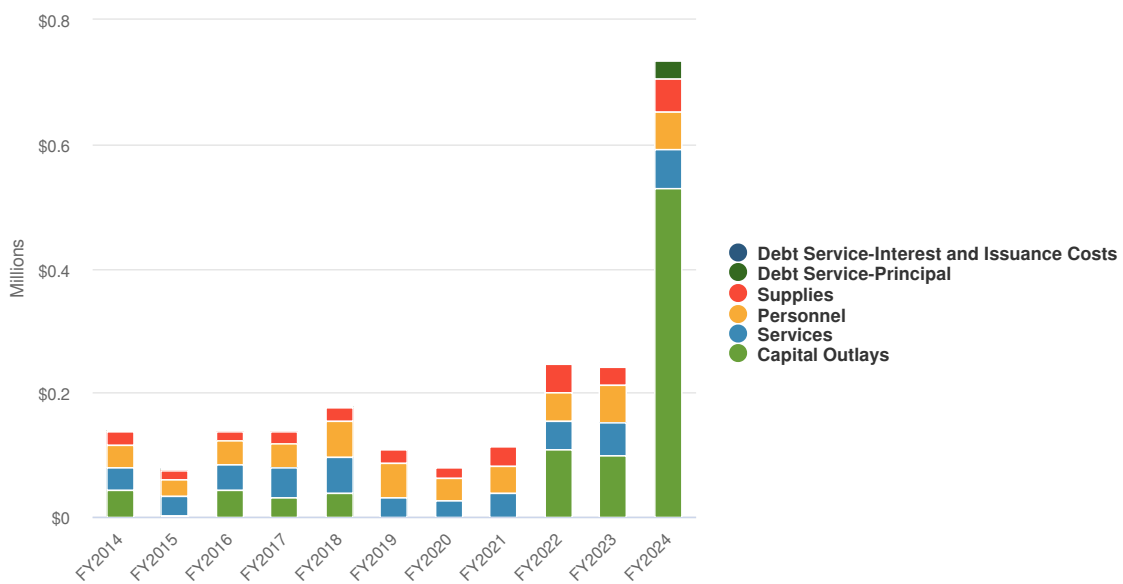
| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|----------------------------|---------------------|---------------------|--|
| Capital Expenditures | \$100,000.00 | \$530,000.00 | 430% |
| Total Expenditures: | \$241,544.23 | \$735,272.10 | 204.4% |

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



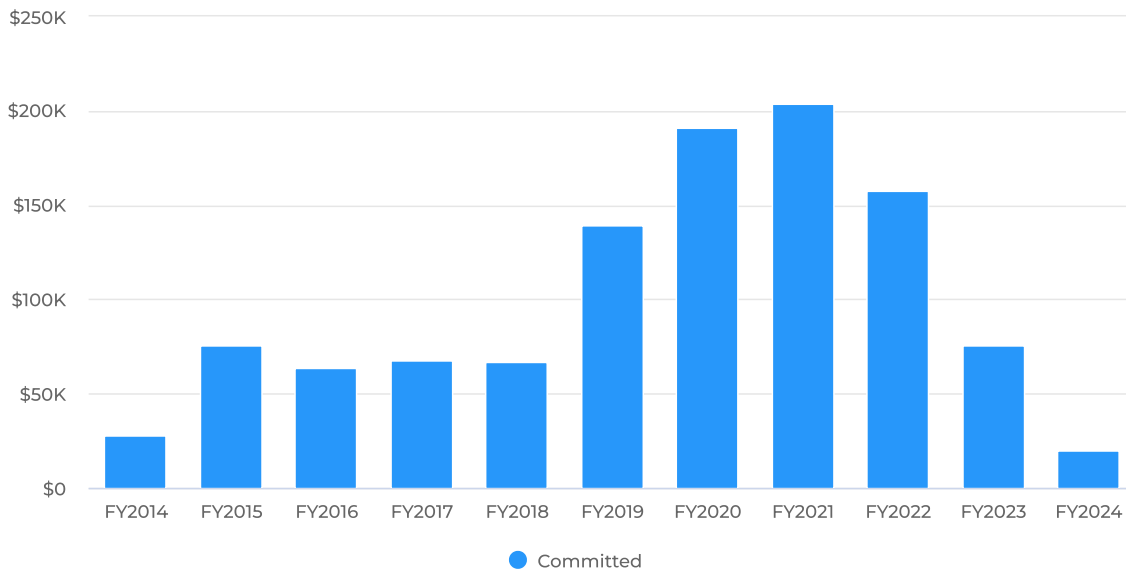
Budgeted and Historical Expenditures by Expense Type



| Name | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) |
|--|---------------------|---------------------|--|
| Expense Objects | | | |
| Personnel | \$58,160.00 | \$60,968.00 | 4.8% |
| Supplies | \$30,000.00 | \$53,200.00 | 77.3% |
| Services | \$53,384.23 | \$62,104.10 | 16.3% |
| Capital Outlays | \$100,000.00 | \$530,000.00 | 430% |
| Debt Service-Principal | | \$28,000.00 | N/A |
| Debt Service-Interest and Issuance Costs | | \$1,000.00 | N/A |
| Total Expense Objects: | \$241,544.23 | \$735,272.10 | 204.4% |

Fund Balance

Projections



| | FY2023 | FY2024 | % Change |
|----------------------------|-----------------|-----------------|---------------|
| Fund Balance | — | — | |
| Committed | \$75,768 | \$20,046 | -73.5% |
| Total Fund Balance: | \$75,768 | \$20,046 | -73.5% |

DEPARTMENTS



Public Works

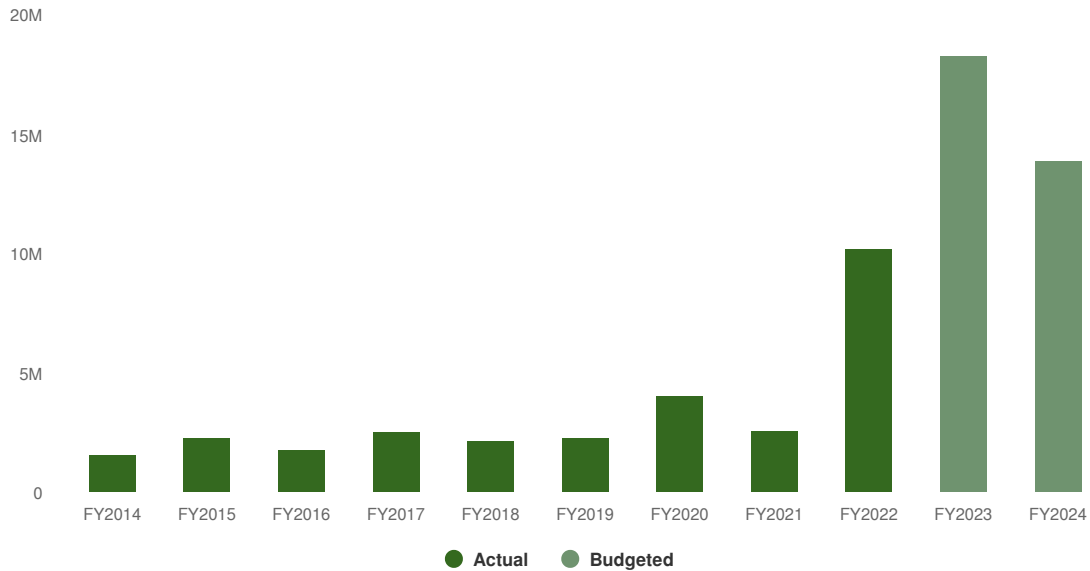
Carolyn Sourek
Public Works Director

The Stevenson Public Works Department is responsible for five separate utilities within the City - Water, Sewer, Streets, Stormwater, and Parks. Additionally, the Department is responsible for Facilities maintenance at City-owned and operated buildings - City Hall, Public Works Shop, and Fire Hall - as well as grounds at major facilities - Wastewater Treatment Plant, Water Treatment Plant, Hegawald Well, Rock Creek and LaBong Creek Intakes, (3) Water Reservoirs, and (4) Pump Stations.

Expenditures Summary

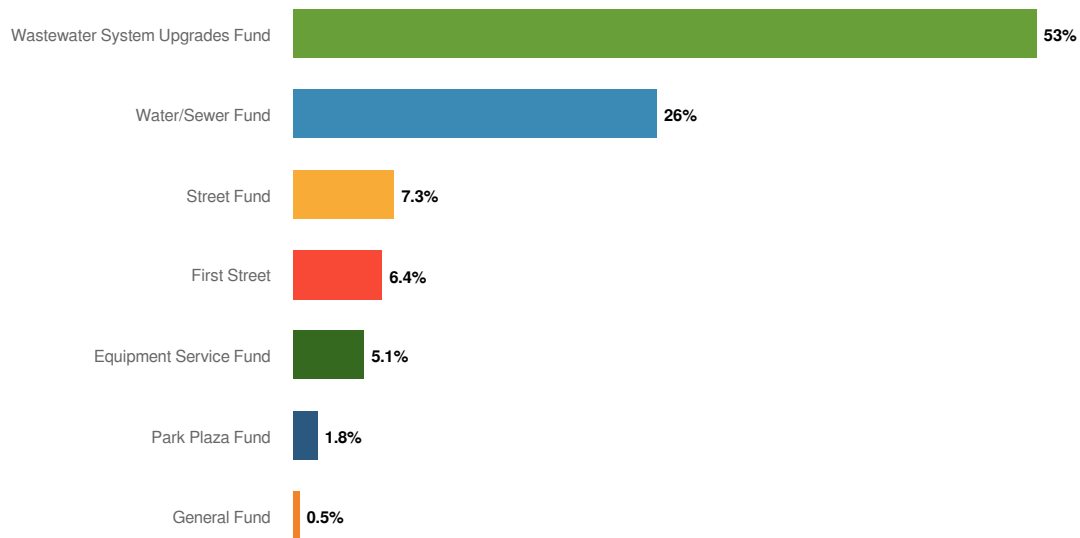
\$13,892,883 **-\$4,401,022**
(-24.06% vs. prior year)

Public Works Proposed and Historical Budget vs. Actual

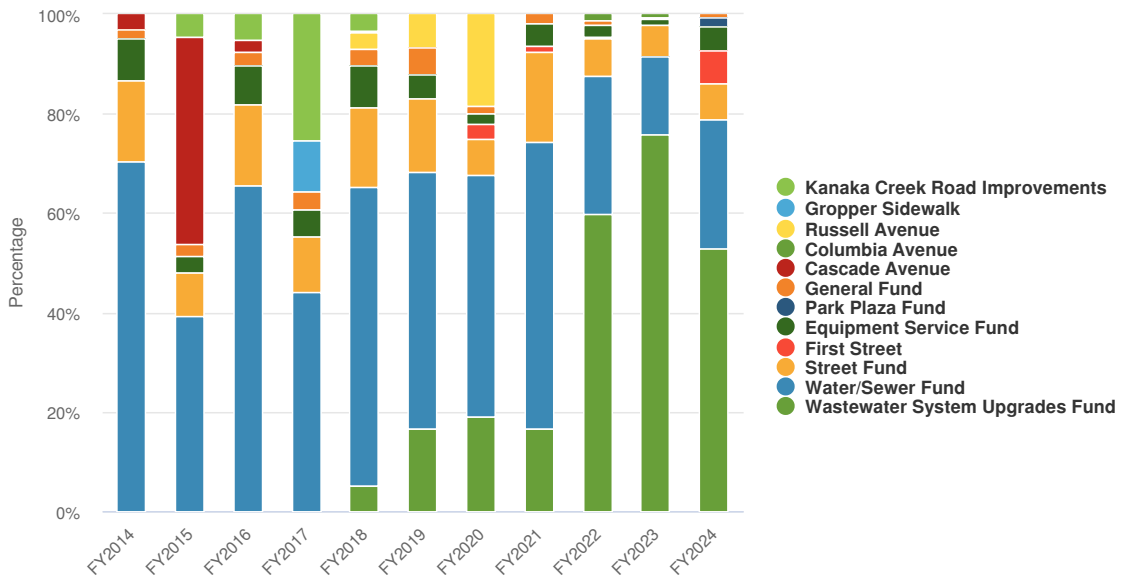


Expenditures by Fund

2024 Expenditures by Fund



Budgeted and Historical 2024 Expenditures by Fund



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|-------------------------|------------------------------|-----------------|-----------------|--|-------|
| General Fund | | | | | |
| Park Maintenance Salary | 001-0-576-000-576-80-10-0000 | \$27,000.00 | \$28,350.00 | 5% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|-----------------------------------|------------------------------|--------------------|--------------------|--|-------|
| Park Maintenance Benefits | 001-0-576-000-576-80-20-0000 | \$14,040.00 | \$14,742.00 | 5% | |
| Parks Supplies | 001-0-576-000-576-80-31-0000 | \$2,000.00 | \$5,000.00 | 150% | |
| Eq Rental - Parks | 001-0-576-000-576-80-45-0099 | \$12,360.00 | \$20,000.00 | 61.8% | |
| Parks Electricity | 001-0-576-000-576-80-47-0000 | \$500.00 | \$500.00 | 0% | |
| Parks Water | 001-0-576-000-576-80-47-0001 | \$1,800.00 | \$1,800.00 | 0% | |
| Total General Fund: | | \$57,700.00 | \$70,392.00 | 22% | |
| | | | | | |
| Street Fund | | | | | |
| Road Maintenance - Salaries | 100-0-542-542-542-39-10-0000 | \$80,113.05 | \$140,113.05 | 74.9% | |
| Road Maintenance - Benefits | 100-0-542-542-542-39-20-0000 | \$27,824.75 | \$67,824.75 | 143.8% | |
| Storm Drain Maint - Salaries | 100-0-542-543-542-40-10-0000 | \$12,000.00 | \$12,600.00 | 5% | |
| Storm Drain Maint - Benefits | 100-0-542-543-542-40-20-0000 | \$7,000.00 | \$7,350.00 | 5% | |
| Snow Removal - Salary | 100-0-542-546-542-66-10-0000 | \$19,620.00 | \$20,601.00 | 5% | |
| Snow Removal - Benefits | 100-0-542-546-542-66-20-0000 | \$8,720.00 | \$9,156.00 | 5% | |
| General Administration Salaries | 100-0-543-000-543-10-10-0000 | \$52,180.00 | \$54,789.00 | 5% | |
| General Administration Benefits | 100-0-543-000-543-10-20-0000 | \$20,817.50 | \$21,858.38 | 5% | |
| General Services Salaries | 100-0-543-000-543-31-10-0000 | \$5,450.00 | \$5,722.50 | 5% | |
| General Services Benefits | 100-0-543-000-543-31-20-0000 | \$1,635.00 | \$1,716.75 | 5% | |
| Supplies | 100-0-542-542-542-39-31-0000 | \$15,000.00 | \$15,000.00 | 0% | |
| Chip Sealing and Overlay Supplies | 100-0-542-542-542-39-31-0001 | | \$35,000.00 | N/A | |
| Storm Drain Maint - Supplies | 100-0-542-543-542-40-31-0000 | \$2,000.00 | \$2,000.00 | 0% | |
| Traffic Devices | 100-0-542-545-542-64-31-0000 | \$12,000.00 | \$12,000.00 | 0% | |
| Snow Removal - Supplies | 100-0-542-546-542-66-31-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| General Admin Fees | 100-0-542-000-542-39-41-0000 | \$54,056.06 | | N/A | |
| Street Services | 100-0-542-000-542-39-41-0001 | \$4,400.00 | | N/A | |
| Street Water | 100-0-542-000-542-63-47-0001 | \$3,000.00 | | N/A | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---------------------------------------|------------------------------|-----------------|-----------------|--|-------|
| General Admin Fees- Internal | 100-0-542-542-542-39-41-0000 | | \$56,109.63 | N/A | |
| Street Services- Roadway | 100-0-542-542-542-39-41-0001 | | \$16,200.00 | N/A | |
| Telephone | 100-0-542-542-542-39-42-0000 | \$200.00 | \$200.00 | 0% | |
| Eq Rental - Road Maintenance | 100-0-542-542-542-39-45-0099 | \$25,000.00 | \$51,700.00 | 106.8% | |
| Contracted Labor | 100-0-542-542-542-39-48-0000 | \$172,534.00 | \$101,143.00 | -41.4% | |
| Chip Sealing and Overlay Services | 100-0-542-542-542-39-48-0001 | | \$82,000.00 | N/A | |
| Road Striping | 100-0-542-542-542-64-48-0000 | \$6,000.00 | \$8,400.00 | 40% | |
| Litter Clean-Up | 100-0-542-542-542-67-47-0000 | \$3,500.00 | \$3,500.00 | 0% | |
| Eq Rental - Storm Drain Maint | 100-0-542-543-542-40-45-0099 | \$3,000.00 | \$10,000.00 | 233.3% | |
| Dewatering Electricity Chesser | 100-0-542-543-542-40-47-0000 | \$1,300.00 | \$1,680.00 | 29.2% | |
| Storm Drain Maint - Contrlabor | 100-0-542-543-542-40-48-0000 | \$700.00 | \$700.00 | 0% | |
| #14 ST Planning Professional Services | 100-0-542-544-544-20-41-0100 | \$25,000.00 | \$25,000.00 | 0% | |
| Electricity - Street Lights | 100-0-542-545-542-63-47-0000 | \$16,000.00 | \$21,000.00 | 31.3% | |
| Street Landscaping Water | 100-0-542-545-542-63-47-0001 | | \$3,150.00 | N/A | |
| Repair/maintenance - ST Lights | 100-0-542-545-542-63-48-0000 | \$3,000.00 | \$3,000.00 | 0% | |
| Eq Rental - Snow Removal | 100-0-542-546-542-66-45-0099 | \$4,000.00 | \$4,200.00 | 5% | |
| Computer Services | 100-0-543-000-543-31-41-0000 | \$600.00 | \$2,220.00 | 270% | |
| Contracted Servcies | 100-0-543-000-543-31-41-0001 | \$25,000.00 | \$50,000.00 | 100% | |
| Audit Fee | 100-0-543-000-543-31-41-0022 | \$3,000.00 | \$3,000.00 | 0% | |
| Travel - Streets | 100-0-543-000-543-31-43-0000 | \$500.00 | \$500.00 | 0% | |
| Insurance | 100-0-543-000-543-31-46-0000 | \$10,900.00 | \$14,990.00 | 37.5% | |
| Training - Streets | 100-0-543-000-543-31-49-0000 | \$500.00 | \$500.00 | 0% | |
| Misc/Recording Fees/Dues | 100-0-543-000-543-31-49-0001 | \$1,000.00 | \$1,000.00 | 0% | |
| Lakeview Road Paving | 100-0-594-000-595-30-41-0002 | | \$145,000.00 | N/A | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---|------------------------------|-----------------------|-----------------------|--|-------|
| McEvoy Overlay | 100-0-594-000-595-30-41-0000 | \$78,049.00 | | N/A | |
| Loop Road Rebuild | 100-0-594-000-595-30-41-0001 | \$287,998.00 | | N/A | |
| Loop Rd. Sidewalk | 100-0-594-000-595-61-41-0001 | \$200,000.00 | | N/A | |
| Total Street Fund: | | \$1,194,597.36 | \$1,011,924.06 | -15.3% | |
| First Street | | | | | |
| First St-Construction | 311-0-594-000-595-10-41-0001 | | \$884,186.00 | N/A | |
| Total First Street: | | \$0.00 | \$884,186.00 | N/A | |
| Columbia Avenue | | | | | |
| Columbia Ave-Consultant Services | 312-0-594-000-594-54-41-0312 | \$82,329.77 | \$0.00 | -100% | |
| Total Columbia Avenue: | | \$82,329.77 | \$0.00 | -100% | |
| Park Plaza Fund | | | | | |
| Park Plaza-Design Consultant | 313-0-594-000-594-54-41-0313 | | \$250,000.00 | N/A | |
| Total Park Plaza Fund: | | | \$250,000.00 | N/A | |
| Water/Sewer Fund | | | | | |
| Transfer Out to 410 WW Sys. Upgrades | 400-0-597-535-597-10-00-0000 | \$400,000.00 | \$999,143.90 | 149.8% | |
| Transfer Out To 406 WW Short Lived Assets | 400-0-597-535-597-10-00-0406 | \$21,779.00 | \$21,779.00 | 0% | |
| WA-Administrative Salary | 400-0-534-000-534-10-10-0000 | \$52,943.00 | \$54,531.29 | 3% | |
| WA-Administrative Benefits | 400-0-534-000-534-10-20-0000 | \$21,177.20 | \$21,812.52 | 3% | |
| WA-Customer Services Salary | 400-0-534-000-534-70-10-0000 | \$54,020.40 | \$55,641.01 | 3% | |
| WA-Customer Services Benefits | 400-0-534-000-534-70-20-0000 | \$17,363.70 | \$17,884.61 | 3% | |
| WA-Operations Plant Salary | 400-0-534-000-534-84-10-0000 | \$82,404.00 | \$84,876.12 | 3% | |
| WA-Operations Plant Benefits | 400-0-534-000-534-84-20-0000 | \$41,202.00 | \$42,438.06 | 3% | |
| WA-Operations T & D Salary | 400-0-534-000-534-85-10-0000 | \$70,632.00 | \$72,750.96 | 3% | |
| WA-Operations T & D Benefits | 400-0-534-000-534-85-20-0000 | \$35,316.00 | \$36,375.48 | 3% | |
| WW-Administrative Salary | 400-0-535-000-535-10-10-0000 | \$78,252.80 | \$80,600.38 | 3% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--------------------------------------|------------------------------|-----------------|-----------------|--|-------|
| WW-Administrative Benefits | 400-0-535-000-535-10-20-0000 | \$32,949.20 | \$33,937.68 | 3% | |
| WW-Customer Service Salary | 400-0-535-000-535-70-10-0000 | \$54,020.40 | \$55,641.01 | 3% | |
| WW-Customer Service Benefits | 400-0-535-000-535-70-20-0000 | \$17,363.70 | \$17,884.61 | 3% | |
| WW-Operations Coll. Salary | 400-0-535-000-535-81-10-0000 | \$42,324.00 | \$43,593.72 | 3% | |
| WW-Operations Coll. Benefits | 400-0-535-000-535-81-20-0000 | \$15,662.00 | \$16,131.86 | 3% | |
| WW-Operations Plant Salary | 400-0-535-000-535-84-10-0000 | \$124,200.00 | \$169,126.00 | 36.2% | |
| WW-Operations Plant Benefits | 400-0-535-000-535-84-20-0000 | \$77,004.00 | \$89,614.12 | 16.4% | |
| WW Sampling Salary | 400-0-535-000-535-85-10-0000 | \$4,000.00 | \$4,120.00 | 3% | |
| WW Sampling Benefits | 400-0-535-000-535-85-20-0000 | \$2,500.00 | \$2,575.00 | 3% | |
| Water Connections - Salary | 400-0-594-534-594-34-10-4006 | \$5,400.00 | \$5,562.00 | 3% | |
| Water Connections - Benefits | 400-0-594-534-594-34-20-4006 | \$2,700.00 | \$2,781.00 | 3% | |
| WA-Small Tools/Minor Equipment | 400-0-534-000-534-50-35-0000 | \$2,575.00 | \$10,000.00 | 288.3% | |
| WA-Office Supplies And Postage | 400-0-534-000-534-70-31-0000 | \$4,171.50 | \$4,296.65 | 3% | |
| WA-Operating Supplies | 400-0-534-000-534-80-31-0000 | \$36,050.00 | \$37,131.50 | 3% | |
| WA-Chemicals Plant | 400-0-534-000-534-84-31-0000 | \$10,609.00 | \$10,927.27 | 3% | |
| WW-Maintenance Supplies | 400-0-535-000-535-51-31-0000 | \$10,300.00 | \$10,609.00 | 3% | |
| WW-Office Supplies & Postage | 400-0-535-000-535-70-31-0000 | \$4,429.00 | \$4,300.00 | -2.9% | |
| WW-Operating Supplies | 400-0-535-000-535-80-31-0000 | \$10,300.00 | \$10,609.00 | 3% | |
| WW Sampling Supplies | 400-0-535-000-535-85-31-0000 | \$515.00 | \$515.00 | 0% | |
| General Admin Fee | 400-0-534-000-534-10-41-0001 | \$93,675.52 | \$97,264.00 | 3.8% | |
| WA-Audit Fee | 400-0-534-000-534-10-41-0022 | \$6,180.00 | \$6,365.40 | 3% | |
| WA-Op. Permit(DOH)/Other Fees | 400-0-534-000-534-10-42-0000 | \$5,304.50 | \$5,463.64 | 3% | |
| WA-Dues & Membership/Filing Fees | 400-0-534-000-534-10-49-0001 | \$2,060.00 | \$2,121.80 | 3% | |
| WA-Admin Planning Water - Consulting | 400-0-534-000-534-20-41-0000 | \$52,000.00 | \$79,310.00 | 52.5% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--------------------------------------|------------------------------|-----------------|-----------------|--|-------|
| WA-Travel | 400-0-534-000-534-40-43-0000 | \$2,060.00 | \$3,151.80 | 53% | |
| WA-Training | 400-0-534-000-534-40-49-0001 | \$2,060.00 | \$10,000.00 | 385.4% | |
| WA-Repair-Contracted Labor | 400-0-534-000-534-50-48-0000 | \$20,600.00 | \$31,518.00 | 53% | |
| WA-Computer Services/Repair | 400-0-534-000-534-70-41-0000 | \$6,180.00 | \$20,394.00 | 230% | |
| WA-EBPP Fees | 400-0-534-000-534-70-41-0001 | \$3,090.00 | \$3,182.70 | 3% | |
| WA-Testing | 400-0-534-000-534-80-41-0000 | \$5,150.00 | \$5,304.50 | 3% | |
| Water-Services | 400-0-534-000-534-80-41-0001 | \$4,900.00 | \$17,824.00 | 263.8% | |
| WA-Telephone | 400-0-534-000-534-80-42-0000 | \$2,060.00 | \$2,121.80 | 3% | |
| WA-Telemetry/Meter Services | 400-0-534-000-534-80-45-0001 | \$4,120.00 | \$6,000.00 | 45.6% | |
| WA-Eq Rental - Water | 400-0-534-000-534-80-45-0099 | \$54,590.00 | \$56,227.70 | 3% | |
| WA-Insurance | 400-0-534-000-534-80-46-0000 | \$32,630.00 | \$45,668.90 | 40% | |
| WA-Electricity | 400-0-534-000-534-80-47-0000 | \$24,720.00 | \$28,000.00 | 13.3% | |
| WA-Prof Services - General | 400-0-534-000-534-81-41-0000 | \$85,253.10 | \$20,000.00 | -76.5% | |
| WA-Taxes | 400-0-534-000-534-90-44-0000 | \$41,215.97 | \$42,452.44 | 3% | |
| WW-General Admin Fee | 400-0-535-000-535-10-41-0001 | \$105,720.73 | \$109,738.68 | 3.8% | |
| WW-Audit Fee | 400-0-535-000-535-10-41-0022 | \$8,240.00 | \$8,487.20 | 3% | |
| WW-Permit Fees/DOE | 400-0-535-000-535-10-42-0000 | \$2,575.00 | \$2,652.25 | 3% | |
| WW-Dues & Membership/filing Fees | 400-0-535-000-535-10-49-0001 | \$1,030.00 | \$1,060.90 | 3% | |
| WW-Admin Planning Sewer - Consulting | 400-0-535-000-535-20-41-0000 | \$55,900.00 | \$80,000.00 | 43.1% | |
| WW-Travel | 400-0-535-000-535-40-43-0000 | \$1,545.00 | \$2,000.00 | 29.4% | |
| WW-Training | 400-0-535-000-535-40-49-0001 | \$3,090.00 | \$8,000.00 | 158.9% | |
| WW-Repair (Contract Serv) T&D | 400-0-535-000-535-51-48-0000 | \$123,600.00 | \$80,000.00 | -35.3% | |
| WW-Solids Hauling & Disposal | 400-0-535-000-535-51-48-0001 | \$123,600.00 | \$127,308.00 | 3% | |
| WW-Computer Services/Repair | 400-0-535-000-535-70-41-0000 | \$5,150.00 | \$10,454.50 | 103% | |

| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|-------------------------------------|------------------------------|-----------------|-----------------|--|-------|
| WW-EBPP Fees Sewer | 400-0-535-000-535-70-41-0001 | \$3,090.00 | \$3,182.70 | 3% | |
| Sewer Operations Testing | 400-0-535-000-535-80-41-0000 | \$21,630.00 | \$22,278.90 | 3% | |
| Sewer Operations-Services | 400-0-535-000-535-80-41-0001 | \$4,800.00 | \$11,724.00 | 144.3% | |
| Sewer Telephone | 400-0-535-000-535-80-42-0000 | \$4,738.00 | \$4,880.14 | 3% | |
| Eq Rental - Sewer | 400-0-535-000-535-80-45-0099 | \$46,350.00 | \$47,740.50 | 3% | |
| Sewer Insurance | 400-0-535-000-535-80-46-0000 | \$25,758.75 | \$35,621.51 | 38.3% | |
| WW-Coll Electricity | 400-0-535-000-535-81-47-0000 | \$5,150.00 | \$5,304.50 | 3% | |
| WW-Coll. Water | 400-0-535-000-535-81-47-0001 | \$463.50 | \$477.41 | 3% | |
| WW-Electricity | 400-0-535-000-535-84-47-0000 | \$26,780.00 | \$27,583.40 | 3% | |
| WW-Plant Water | 400-0-535-000-535-84-47-0001 | \$21,630.00 | \$22,278.90 | 3% | |
| WW Sampling Professional Services | 400-0-535-000-535-85-41-0000 | \$7,210.00 | \$0.00 | -100% | |
| WW Industrial Pretreatment Services | 400-0-535-000-535-85-41-0002 | \$4,120.00 | \$0.00 | -100% | |
| Sewer Taxes | 400-0-535-000-535-90-44-0000 | \$41,457.50 | \$42,701.23 | 3% | |
| Eq Rental - Water Connections | 400-0-594-534-594-34-45-0400 | \$2,060.00 | \$2,121.80 | 3% | |
| #42 Loop Rd Waterline ContrLbr | 400-0-594-534-594-34-48-0000 | \$162,000.00 | | N/A | |
| WW-Line Extensions Contracted | 400-0-594-535-594-35-41-0100 | | \$150,000.00 | N/A | |
| Water Plant Improvements-Contracted | 400-0-594-534-594-34-62-4009 | \$100,000.00 | \$160,000.00 | 60% | |
| WA-SMART Meter Lease-Principial | 400-0-591-534-591-34-70-0000 | \$30,275.15 | \$31,138.00 | 2.9% | |
| Base Res PWTF Loan Principal | 400-0-591-534-591-34-78-0000 | \$23,273.39 | \$23,273.39 | 0% | |
| Sewer Outfall - USDA RDA Principal | 400-0-591-535-591-35-72-0000 | \$25,377.34 | \$26,080.01 | 2.8% | |
| WWTP Design-DOE Principal | 400-0-591-535-591-35-72-0001 | \$30,678.05 | \$30,678.05 | 0% | |
| WA-SMART Meter Lease-Interest | 400-0-591-534-592-34-80-0000 | \$6,840.53 | \$5,977.68 | -12.6% | |
| Base Reservoir PWTF Loan Interest | 400-0-591-534-592-34-83-0000 | \$465.47 | \$349.10 | -25% | |
| Sewer Outfall - USDA RDA Interest | 400-0-591-535-592-35-83-0000 | \$7,292.66 | \$6,589.99 | -9.6% | |



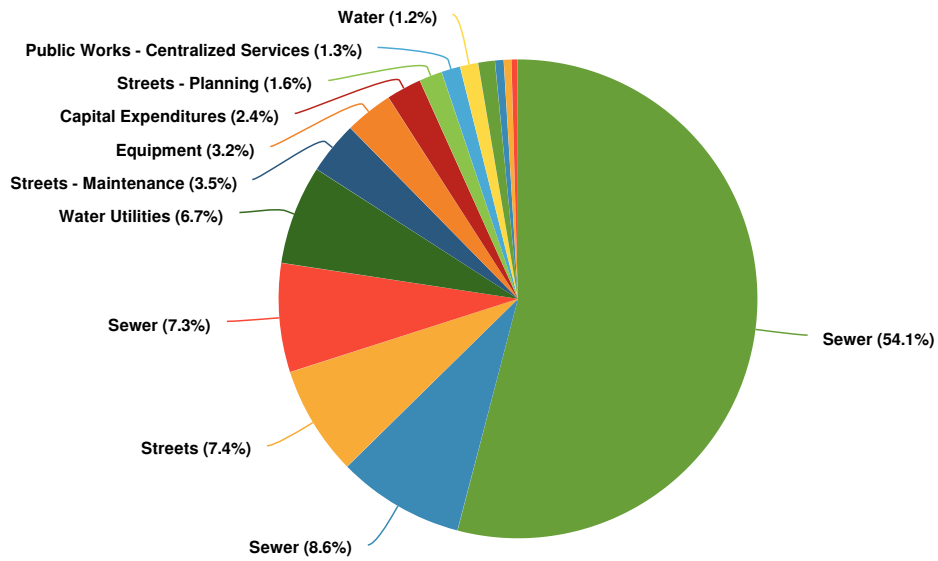
| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---|------------------------------|------------------------|-----------------------|--|---|
| WWTP Design-DOE Interest | 400-0-591-535-592-35-83-0001 | \$18,901.15 | \$18,901.13 | 0% | |
| Total Water/Sewer Fund: | | \$2,830,804.21 | \$3,608,143.30 | 27.5% | |
| Wastewater System Upgrades Fund | | | | | |
| Coll. Sys. Upgrades Consultant Svs | 410-0-594-000-594-35-41-4104 | \$155,016.00 | \$190,000.00 | 22.6% | |
| Coll. Sys. Upgrades Construction Svs | 410-0-594-000-594-35-41-4105 | \$2,731,914.00 | \$2,706,863.97 | -0.9% | Assume retainage paid in 2025. |
| Collection Sys. Upgrades-PUD | 410-0-594-000-594-35-41-4106 | \$0.00 | \$40,000.00 | N/A | |
| WWTP-Consultant Services | 410-0-594-000-594-35-41-4110 | \$0.00 | \$632,370.00 | N/A | |
| WWTP-Construction Services | 410-0-594-000-594-35-41-4111 | \$11,000,000.00 | \$3,600,000.00 | -67.3% | |
| WWTP-Deferred Maintenance | 410-0-594-000-594-35-41-4114 | | \$192,731.98 | N/A | |
| Total Wastewater System Upgrades Fund: | | \$13,886,930.00 | \$7,361,965.95 | -47% | |
| Equipment Service Fund | | | | | |
| Maintenance Salary | 500-0-548-000-548-65-10-0000 | \$37,800.00 | \$39,690.00 | 5% | |
| Maintenance Benefits | 500-0-548-000-548-65-20-0000 | \$18,360.00 | \$19,278.00 | 5% | |
| Medical Physicals-Required | 500-0-548-000-548-65-25-0000 | \$2,000.00 | \$2,000.00 | 0% | |
| Tires | 500-0-548-000-548-65-31-0000 | \$2,000.00 | \$5,200.00 | 160% | |
| Gas and Oil | 500-0-548-000-548-65-32-0000 | \$25,000.00 | \$35,000.00 | 40% | |
| Supplies | 500-0-548-000-548-65-33-0000 | \$3,000.00 | \$13,000.00 | 333.3% | |
| General Gov. Admin | 500-0-548-000-548-65-41-0001 | \$13,134.23 | \$13,654.10 | 4% | |
| Insurance | 500-0-548-000-548-65-46-0000 | \$10,000.00 | \$12,500.00 | 25% | |
| Heat & Lights | 500-0-548-000-548-65-47-0000 | \$3,000.00 | \$5,700.00 | 90% | |
| Repairs/Supplies Contracted | 500-0-548-000-548-65-48-0000 | \$20,000.00 | \$25,000.00 | 25% | |
| Training | 500-0-548-000-548-65-49-0000 | \$7,250.00 | \$5,250.00 | -27.6% | |
| Public Works Shop | 500-0-594-000-594-38-62-0001 | | \$80,000.00 | N/A | |
| Equipment Purchase | 500-0-594-000-594-48-64-0000 | \$100,000.00 | \$450,000.00 | 350% | Updated to include cost of fully outfitted vehicle, taxes, licenses and fees. |



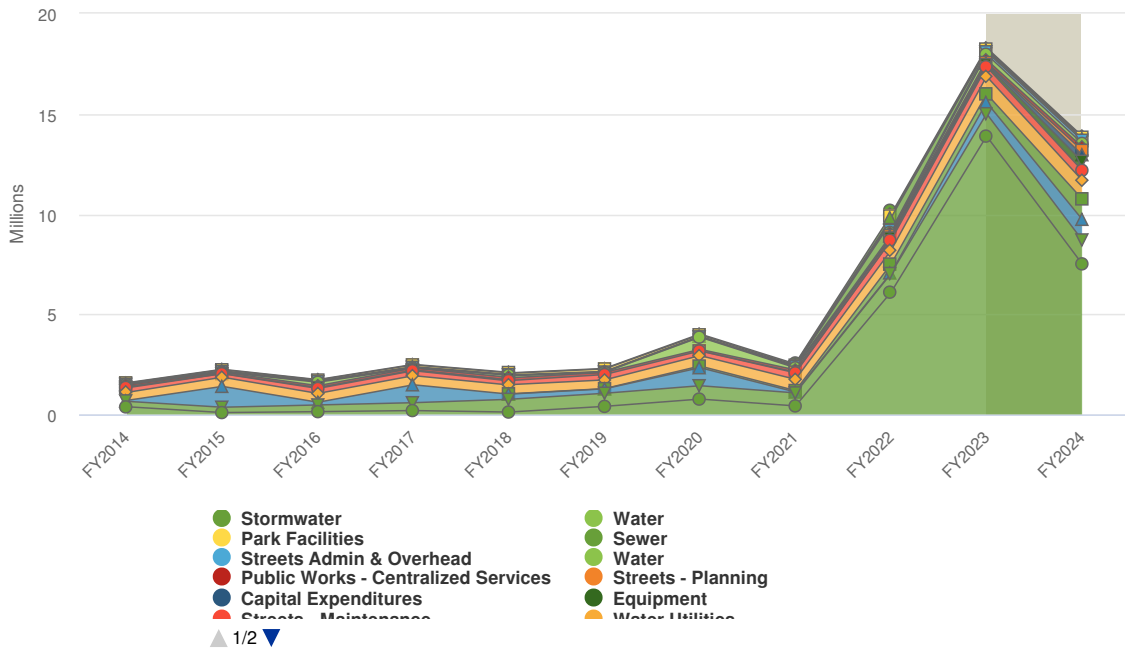
| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|-------------------------------|------------|------------------------|------------------------|--|-------|
| Total Equipment Service Fund: | | \$241,544.23 | \$706,272.10 | 192.4% | |
| Total: | | \$18,293,905.57 | \$13,892,883.41 | -24.1% | |

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.

| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--------------------------------|------------------------------|-----------------|-----------------|--|-------|
| Expenditures | | | | | |
| Water Utilities | | | | | |
| Admin & Operations | | | | | |
| WA-Administrative Salary | 400-0-534-000-534-10-10-0000 | \$52,943.00 | \$54,531.29 | 3% | |
| WA-Administrative Benefits | 400-0-534-000-534-10-20-0000 | \$21,177.20 | \$21,812.52 | 3% | |
| WA-Customer Services Salary | 400-0-534-000-534-70-10-0000 | \$54,020.40 | \$55,641.01 | 3% | |
| WA-Customer Services Benefits | 400-0-534-000-534-70-20-0000 | \$17,363.70 | \$17,884.61 | 3% | |
| WA-Office Supplies And Postage | 400-0-534-000-534-70-31-0000 | \$4,171.50 | \$4,296.65 | 3% | |
| WA-Operating Supplies | 400-0-534-000-534-80-31-0000 | \$36,050.00 | \$37,131.50 | 3% | |
| General Admin Fee | 400-0-534-000-534-10-41-0001 | \$93,675.52 | \$97,264.00 | 3.8% | |
| WA-Audit Fee | 400-0-534-000-534-10-41-0022 | \$6,180.00 | \$6,365.40 | 3% | |

| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--|------------------------------|---------------------|---------------------|--|-------|
| WA-Op. Permit(DOH)/Other Fees | 400-0-534-000-534-10-42-0000 | \$5,304.50 | \$5,463.64 | 3% | |
| WA-Dues & Membership/Filing Fees | 400-0-534-000-534-10-49-0001 | \$2,060.00 | \$2,121.80 | 3% | |
| WA-Admin Planning Water - Consulting | 400-0-534-000-534-20-41-0000 | \$52,000.00 | \$79,310.00 | 52.5% | |
| WA-Travel | 400-0-534-000-534-40-43-0000 | \$2,060.00 | \$3,151.80 | 53% | |
| WA-Training | 400-0-534-000-534-40-49-0001 | \$2,060.00 | \$10,000.00 | 385.4% | |
| WA-Computer Services/Repair | 400-0-534-000-534-70-41-0000 | \$6,180.00 | \$20,394.00 | 230% | |
| WA-EBPP Fees | 400-0-534-000-534-70-41-0001 | \$3,090.00 | \$3,182.70 | 3% | |
| Water-Services | 400-0-534-000-534-80-41-0001 | \$4,900.00 | \$17,824.00 | 263.8% | |
| WA-Telephone | 400-0-534-000-534-80-42-0000 | \$2,060.00 | \$2,121.80 | 3% | |
| WA-Telemetry/Meter Services | 400-0-534-000-534-80-45-0001 | \$4,120.00 | \$6,000.00 | 45.6% | |
| WA-Insurance | 400-0-534-000-534-80-46-0000 | \$32,630.00 | \$45,668.90 | 40% | |
| WA-Electricity | 400-0-534-000-534-80-47-0000 | \$24,720.00 | \$28,000.00 | 13.3% | |
| WA-Prof Services - General | 400-0-534-000-534-81-41-0000 | \$85,253.10 | \$20,000.00 | -76.5% | |
| WA-Taxes | 400-0-534-000-534-90-44-0000 | \$41,215.97 | \$42,452.44 | 3% | |
| Total Admin & Operations: | | \$553,234.89 | \$580,618.06 | 4.9% | |
| | | | | | |
| Plant | | | | | |
| WA-Operations Plant Salary | 400-0-534-000-534-84-10-0000 | \$82,404.00 | \$84,876.12 | 3% | |
| WA-Operations Plant Benefits | 400-0-534-000-534-84-20-0000 | \$41,202.00 | \$42,438.06 | 3% | |
| WA-Chemicals Plant | 400-0-534-000-534-84-31-0000 | \$10,609.00 | \$10,927.27 | 3% | |
| Total Plant: | | \$134,215.00 | \$138,241.45 | 3% | |
| | | | | | |
| Transmission & Distribution | | | | | |
| WA-Operations T & D Salary | 400-0-534-000-534-85-10-0000 | \$70,632.00 | \$72,750.96 | 3% | |
| WA-Operations T & D Benefits | 400-0-534-000-534-85-20-0000 | \$35,316.00 | \$36,375.48 | 3% | |

| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---|------------------------------|---------------------|---------------------|--|-------|
| WA-Small Tools/Minor Equipment | 400-0-534-000-534-50-35-0000 | \$2,575.00 | \$10,000.00 | 288.3% | |
| WA-Repair-Contracted Labor | 400-0-534-000-534-50-48-0000 | \$20,600.00 | \$31,518.00 | 53% | |
| WA-Testing | 400-0-534-000-534-80-41-0000 | \$5,150.00 | \$5,304.50 | 3% | |
| WA-Eq Rental - Water | 400-0-534-000-534-80-45-0099 | \$54,590.00 | \$56,227.70 | 3% | |
| Total Transmission & Distribution: | | \$188,863.00 | \$212,176.64 | 12.3% | |
| Total Water Utilities: | | \$876,312.89 | \$931,036.15 | 6.2% | |
| | | | | | |
| Sewer | | | | | |
| Admin & Operations | | | | | |
| WW-Administrative Salary | 400-0-535-000-535-10-10-0000 | \$78,252.80 | \$80,600.38 | 3% | |
| WW-Administrative Benefits | 400-0-535-000-535-10-20-0000 | \$32,949.20 | \$33,937.68 | 3% | |
| WW-Customer Service Salary | 400-0-535-000-535-70-10-0000 | \$54,020.40 | \$55,641.01 | 3% | |
| WW-Customer Service Benefits | 400-0-535-000-535-70-20-0000 | \$17,363.70 | \$17,884.61 | 3% | |
| WW-Office Supplies & Postage | 400-0-535-000-535-70-31-0000 | \$4,429.00 | \$4,300.00 | -2.9% | |
| WW-General Admin Fee | 400-0-535-000-535-10-41-0001 | \$105,720.73 | \$109,738.68 | 3.8% | |
| WW-Audit Fee | 400-0-535-000-535-10-41-0022 | \$8,240.00 | \$8,487.20 | 3% | |
| WW-Permit Fees/DOE | 400-0-535-000-535-10-42-0000 | \$2,575.00 | \$2,652.25 | 3% | |
| WW-Dues & Membership/filing Fees | 400-0-535-000-535-10-49-0001 | \$1,030.00 | \$1,060.90 | 3% | |
| WW-Admin Planning Sewer - Consulting | 400-0-535-000-535-20-41-0000 | \$55,900.00 | \$80,000.00 | 43.1% | |
| WW-Travel | 400-0-535-000-535-40-43-0000 | \$1,545.00 | \$2,000.00 | 29.4% | |
| WW-Training | 400-0-535-000-535-40-49-0001 | \$3,090.00 | \$8,000.00 | 158.9% | |
| WW-Computer Services/Repair | 400-0-535-000-535-70-41-0000 | \$5,150.00 | \$10,454.50 | 103% | |
| WW-EBPP Fees Sewer | 400-0-535-000-535-70-41-0001 | \$3,090.00 | \$3,182.70 | 3% | |
| Sewer Operations-Services | 400-0-535-000-535-80-41-0001 | \$4,800.00 | \$11,724.00 | 144.3% | |
| Sewer Telephone | 400-0-535-000-535-80-42-0000 | \$4,738.00 | \$4,880.14 | 3% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---|------------------------------|---------------------|---------------------|--|-------|
| Sewer Insurance | 400-0-535-000-535-80-46-0000 | \$25,758.75 | \$35,621.51 | 38.3% | |
| Sewer Taxes | 400-0-535-000-535-90-44-0000 | \$41,457.50 | \$42,701.23 | 3% | |
| Total Admin & Operations: | | \$450,110.08 | \$512,866.79 | 13.9% | |
| | | | | | |
| Industrial Pretreatment Program | | | | | |
| WW Sampling Salary | 400-0-535-000-535-85-10-0000 | \$4,000.00 | \$4,120.00 | 3% | |
| WW Sampling Benefits | 400-0-535-000-535-85-20-0000 | \$2,500.00 | \$2,575.00 | 3% | |
| WW Sampling Supplies | 400-0-535-000-535-85-31-0000 | \$515.00 | \$515.00 | 0% | |
| WW Sampling Professional Services | 400-0-535-000-535-85-41-0000 | \$7,210.00 | \$0.00 | -100% | |
| WW Industrial Pretreatment Services | 400-0-535-000-535-85-41-0002 | \$4,120.00 | \$0.00 | -100% | |
| Total Industrial Pretreatment Program: | | \$18,345.00 | \$7,210.00 | -60.7% | |
| | | | | | |
| Plant | | | | | |
| WW-Operations Plant Salary | 400-0-535-000-535-84-10-0000 | \$124,200.00 | \$169,126.00 | 36.2% | |
| WW-Operations Plant Benefits | 400-0-535-000-535-84-20-0000 | \$77,004.00 | \$89,614.12 | 16.4% | |
| WW-Operating Supplies | 400-0-535-000-535-80-31-0000 | \$10,300.00 | \$10,609.00 | 3% | |
| WW-Solids Hauling & Disposal | 400-0-535-000-535-51-48-0001 | \$123,600.00 | \$127,308.00 | 3% | |
| Sewer Operations Testing | 400-0-535-000-535-80-41-0000 | \$21,630.00 | \$22,278.90 | 3% | |
| WW-Electricity | 400-0-535-000-535-84-47-0000 | \$26,780.00 | \$27,583.40 | 3% | |
| WW-Plant Water | 400-0-535-000-535-84-47-0001 | \$21,630.00 | \$22,278.90 | 3% | |
| Total Plant: | | \$405,144.00 | \$468,798.32 | 15.7% | |
| | | | | | |
| Collections | | | | | |
| WW-Operations Coll. Salary | 400-0-535-000-535-81-10-0000 | \$42,324.00 | \$43,593.72 | 3% | |
| WW-Operations Coll. Benefits | 400-0-535-000-535-81-20-0000 | \$15,662.00 | \$16,131.86 | 3% | |
| WW-Maintenance Supplies | 400-0-535-000-535-51-31-0000 | \$10,300.00 | \$10,609.00 | 3% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---|------------------------------|-----------------------|-----------------------|--|-------|
| WW-Repair (Contract Serv) T&D | 400-0-535-000-535-51-48-0000 | \$123,600.00 | \$80,000.00 | -35.3% | |
| Eq Rental - Sewer | 400-0-535-000-535-80-45-0099 | \$46,350.00 | \$47,740.50 | 3% | |
| WW-Coll Electricity | 400-0-535-000-535-81-47-0000 | \$5,150.00 | \$5,304.50 | 3% | |
| WW-Coll. Water | 400-0-535-000-535-81-47-0001 | \$463.50 | \$477.41 | 3% | |
| Total Collections: | | \$243,849.50 | \$203,856.99 | -16.4% | |
| Total Sewer: | | \$1,117,448.58 | \$1,192,732.10 | 6.7% | |
| | | | | | |
| Streets - Maintenance | | | | | |
| Snow Removal | | | | | |
| Snow Removal - Salary | 100-0-542-546-542-66-10-0000 | \$19,620.00 | \$20,601.00 | 5% | |
| Snow Removal - Benefits | 100-0-542-546-542-66-20-0000 | \$8,720.00 | \$9,156.00 | 5% | |
| Snow Removal - Supplies | 100-0-542-546-542-66-31-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Eq Rental - Snow Removal | 100-0-542-546-542-66-45-0099 | \$4,000.00 | \$4,200.00 | 5% | |
| Total Snow Removal: | | \$33,340.00 | \$34,957.00 | 4.9% | |
| | | | | | |
| Lights, Signs, Paths, Landscaping | | | | | |
| Traffic Devices | 100-0-542-545-542-64-31-0000 | \$12,000.00 | \$12,000.00 | 0% | |
| Street Water | 100-0-542-000-542-63-47-0001 | \$3,000.00 | | N/A | |
| Electricity - Street Lights | 100-0-542-545-542-63-47-0000 | \$16,000.00 | \$21,000.00 | 31.3% | |
| Repair/maintenance - ST Lights | 100-0-542-545-542-63-48-0000 | \$3,000.00 | \$3,000.00 | 0% | |
| Total Lights, Signs, Paths, Landscaping: | | \$34,000.00 | \$36,000.00 | 5.9% | |
| | | | | | |
| Stormwater | | | | | |
| Storm Drain Maint - Salaries | 100-0-542-543-542-40-10-0000 | \$12,000.00 | \$12,600.00 | 5% | |
| Storm Drain Maint - Benefits | 100-0-542-543-542-40-20-0000 | \$7,000.00 | \$7,350.00 | 5% | |
| Storm Drain Maint - Supplies | 100-0-542-543-542-40-31-0000 | \$2,000.00 | \$2,000.00 | 0% | |
| Eq Rental - Storm Drain Maint | 100-0-542-543-542-40-45-0099 | \$3,000.00 | \$10,000.00 | 233.3% | |
| Dewatering Electricity Chesser | 100-0-542-543-542-40-47-0000 | \$1,300.00 | \$1,680.00 | 29.2% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--|----------------------------------|---------------------|---------------------|---|-------|
| Storm Drain Maint - Contrlabor | 100-0-542-543- 542-40-48-0000 | \$700.00 | \$700.00 | 0% | |
| Total Stormwater: | | \$26,000.00 | \$34,330.00 | 32% | |
| | | | | | |
| Roadway | | | | | |
| Road Maintenance - Salaries | 100-0-542-542- 542-39-10-0000 | \$80,113.05 | \$140,113.05 | 74.9% | |
| Road Maintenance - Benefits | 100-0-542-542- 542-39-20-0000 | \$27,824.75 | \$67,824.75 | 143.8% | |
| Supplies | 100-0-542-542- 542-39-31-0000 | \$15,000.00 | \$15,000.00 | 0% | |
| General Admin Fees | 100-0-542-000- 542-39-41-0000 | \$54,056.06 | | N/A | |
| Street Services | 100-0-542-000- 542-39-41-0001 | \$4,400.00 | | N/A | |
| Telephone | 100-0-542-542- 542-39-42-0000 | \$200.00 | \$200.00 | 0% | |
| Eq Rental - Road Maintenance | 100-0-542-542- 542-39-45-0099 | \$25,000.00 | \$51,700.00 | 106.8% | |
| Contracted Labor | 100-0-542-542- 542-39-48-0000 | \$172,534.00 | \$101,143.00 | -41.4% | |
| Road Striping | 100-0-542-542- 542-64-48-0000 | \$6,000.00 | \$8,400.00 | 40% | |
| Litter Clean-Up | 100-0-542-542- 542-67-47-0000 | \$3,500.00 | \$3,500.00 | 0% | |
| Total Roadway: | | \$388,627.86 | \$387,880.80 | -0.2% | |
| Total Streets - Maintenance: | | \$481,967.86 | \$493,167.80 | 2.3% | |
| | | | | | |
| Streets - Planning | | | | | |
| Chip Sealing and Overlay Supplies | 100-0-542-542- 542-39-31-0001 | | \$35,000.00 | N/A | |
| General Admin Fees- Internal | 100-0-542-542- 542-39-41-0000 | | \$56,109.63 | N/A | |
| Street Services- Roadway | 100-0-542-542- 542-39-41-0001 | | \$16,200.00 | N/A | |
| Chip Sealing and Overlay Services | 100-0-542-542- 542-39-48-0001 | | \$82,000.00 | N/A | |
| #14 ST Planning Professional Services | 100-0-542-544- 544-20-41-0100 | \$25,000.00 | \$25,000.00 | 0% | |
| Street Landscaping Water | 100-0-542-545- 542-63-47-0001 | | \$3,150.00 | N/A | |
| Total Streets - Planning: | | \$25,000.00 | \$217,459.63 | 769.8% | |
| | | | | | |
| Streets Admin & Overhead | | | | | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--|------------------------------|---------------------|---------------------|--|-------|
| General Administration Salaries | 100-0-543-000-543-10-10-0000 | \$52,180.00 | \$54,789.00 | 5% | |
| General Administration Benefits | 100-0-543-000-543-10-20-0000 | \$20,817.50 | \$21,858.38 | 5% | |
| General Services Salaries | 100-0-543-000-543-31-10-0000 | \$5,450.00 | \$5,722.50 | 5% | |
| General Services Benefits | 100-0-543-000-543-31-20-0000 | \$1,635.00 | \$1,716.75 | 5% | |
| Computer Services | 100-0-543-000-543-31-41-0000 | \$600.00 | \$2,220.00 | 270% | |
| Contracted Servcies | 100-0-543-000-543-31-41-0001 | \$25,000.00 | \$50,000.00 | 100% | |
| Audit Fee | 100-0-543-000-543-31-41-0022 | \$3,000.00 | \$3,000.00 | 0% | |
| Travel - Streets | 100-0-543-000-543-31-43-0000 | \$500.00 | \$500.00 | 0% | |
| Insurance | 100-0-543-000-543-31-46-0000 | \$10,900.00 | \$14,990.00 | 37.5% | |
| Training - Streets | 100-0-543-000-543-31-49-0000 | \$500.00 | \$500.00 | 0% | |
| Misc/Recording Fees/Dues | 100-0-543-000-543-31-49-0001 | \$1,000.00 | \$1,000.00 | 0% | |
| Total Streets Admin & Overhead: | | \$121,582.50 | \$156,296.63 | 28.6% | |
| | | | | | |
| Public Works - Centralized Services | | | | | |
| Maintenance Salary | 500-0-548-000-548-65-10-0000 | \$37,800.00 | \$39,690.00 | 5% | |
| Maintenance Benefits | 500-0-548-000-548-65-20-0000 | \$18,360.00 | \$19,278.00 | 5% | |
| Medical Physicals-Required | 500-0-548-000-548-65-25-0000 | \$2,000.00 | \$2,000.00 | 0% | |
| Tires | 500-0-548-000-548-65-31-0000 | \$2,000.00 | \$5,200.00 | 160% | |
| Gas and Oil | 500-0-548-000-548-65-32-0000 | \$25,000.00 | \$35,000.00 | 40% | |
| Supplies | 500-0-548-000-548-65-33-0000 | \$3,000.00 | \$13,000.00 | 333.3% | |
| General Gov. Admin | 500-0-548-000-548-65-41-0001 | \$13,134.23 | \$13,654.10 | 4% | |
| Insurance | 500-0-548-000-548-65-46-0000 | \$10,000.00 | \$12,500.00 | 25% | |
| Heat & Lights | 500-0-548-000-548-65-47-0000 | \$3,000.00 | \$5,700.00 | 90% | |
| Repairs/Supplies Contracted | 500-0-548-000-548-65-48-0000 | \$20,000.00 | \$25,000.00 | 25% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---|------------------------------|---------------------|---------------------|--|-------|
| Training | 500-0-548-000-548-65-49-0000 | \$7,250.00 | \$5,250.00 | -27.6% | |
| Total Public Works - Centralized Services: | | \$141,544.23 | \$176,272.10 | 24.5% | |
| | | | | | |
| Park Facilities | | | | | |
| Park Maintenance Salary | 001-0-576-000-576-80-10-0000 | \$27,000.00 | \$28,350.00 | 5% | |
| Park Maintenance Benefits | 001-0-576-000-576-80-20-0000 | \$14,040.00 | \$14,742.00 | 5% | |
| Parks Supplies | 001-0-576-000-576-80-31-0000 | \$2,000.00 | \$5,000.00 | 150% | |
| Eq Rental - Parks | 001-0-576-000-576-80-45-0099 | \$12,360.00 | \$20,000.00 | 61.8% | |
| Parks Electricity | 001-0-576-000-576-80-47-0000 | \$500.00 | \$500.00 | 0% | |
| Parks Water | 001-0-576-000-576-80-47-0001 | \$1,800.00 | \$1,800.00 | 0% | |
| Total Park Facilities: | | \$57,700.00 | \$70,392.00 | 22% | |
| | | | | | |
| Debt Service | | | | | |
| Water | | | | | |
| WA-SMART Meter Lease-Principal | 400-0-591-534-591-34-70-0000 | \$30,275.15 | \$31,138.00 | 2.9% | |
| Base Res PWTF Loan Principal | 400-0-591-534-591-34-78-0000 | \$23,273.39 | \$23,273.39 | 0% | |
| WA-SMART Meter Lease-Interest | 400-0-591-534-592-34-80-0000 | \$6,840.53 | \$5,977.68 | -12.6% | |
| Base Reservoir PWTF Loan Interest | 400-0-591-534-592-34-83-0000 | \$465.47 | \$349.10 | -25% | |
| Total Water: | | \$60,854.54 | \$60,738.17 | -0.2% | |
| | | | | | |
| Sewer | | | | | |
| Sewer Outfall - USDA RDA Principal | 400-0-591-535-591-35-72-0000 | \$25,377.34 | \$26,080.01 | 2.8% | |
| WWTP Design-DOE Principal | 400-0-591-535-591-35-72-0001 | \$30,678.05 | \$30,678.05 | 0% | |
| Sewer Outfall - USDA RDA Interest | 400-0-591-535-592-35-83-0000 | \$7,292.66 | \$6,589.99 | -9.6% | |
| WWTP Design-DOE Interest | 400-0-591-535-592-35-83-0001 | \$18,901.15 | \$18,901.13 | 0% | |
| Total Sewer: | | \$82,249.20 | \$82,249.18 | 0% | |
| Total Debt Service: | | \$143,103.74 | \$142,987.35 | -0.1% | |
| | | | | | |
| Capital Expenditures | | | | | |
| Capital Expenditures | | | | | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--------------------------------------|------------------------------|------------------------|-----------------------|--|---|
| Columbia Ave-Consultant Services | 312-0-594-000-594-54-41-0312 | \$82,329.77 | \$0.00 | -100% | |
| Park Plaza-Design Consultant | 313-0-594-000-594-54-41-0313 | | \$250,000.00 | N/A | |
| Public Works Shop | 500-0-594-000-594-38-62-0001 | | \$80,000.00 | N/A | |
| Total Capital Expenditures: | | \$82,329.77 | \$330,000.00 | 300.8% | |
| Streets | | | | | |
| Lakeview Road Paving | 100-0-594-000-595-30-41-0002 | | \$145,000.00 | N/A | |
| First St-Construction | 311-0-594-000-595-10-41-0001 | | \$884,186.00 | N/A | |
| McEvoy Overlay | 100-0-594-000-595-30-41-0000 | \$78,049.00 | | N/A | |
| Loop Road Rebuild | 100-0-594-000-595-30-41-0001 | \$287,998.00 | | N/A | |
| Loop Rd. Sidewalk | 100-0-594-000-595-61-41-0001 | \$200,000.00 | | N/A | |
| Total Streets: | | \$566,047.00 | \$1,029,186.00 | 81.8% | |
| Equipment | | | | | |
| Equipment Purchase | 500-0-594-000-594-48-64-0000 | \$100,000.00 | \$450,000.00 | 350% | Updated to include cost of fully outfitted vehicle, taxes, licenses and fees. |
| Total Equipment: | | \$100,000.00 | \$450,000.00 | 350% | |
| Sewer | | | | | |
| WW-Line Extensions Contracted | 400-0-594-535-594-35-41-0100 | | \$150,000.00 | N/A | |
| Coll. Sys. Upgrades Consultant Svs | 410-0-594-000-594-35-41-4104 | \$155,016.00 | \$190,000.00 | 22.6% | |
| Coll. Sys. Upgrades Construction Svs | 410-0-594-000-594-35-41-4105 | \$2,731,914.00 | \$2,706,863.97 | -0.9% | Assume retainage paid in 2025. |
| Collection Sys. Upgrades-PUD | 410-0-594-000-594-35-41-4106 | \$0.00 | \$40,000.00 | N/A | |
| WWTP-Consultant Services | 410-0-594-000-594-35-41-4110 | \$0.00 | \$632,370.00 | N/A | |
| WWTP-Construction Services | 410-0-594-000-594-35-41-4111 | \$11,000,000.00 | \$3,600,000.00 | -67.3% | |
| WWTP-Deferred Maintenance | 410-0-594-000-594-35-41-4114 | | \$192,731.98 | N/A | |
| Total Sewer: | | \$13,886,930.00 | \$7,511,965.95 | -45.9% | |
| Water | | | | | |
| Water Connections - Salary | 400-0-594-534-594-34-10-4006 | \$5,400.00 | \$5,562.00 | 3% | |

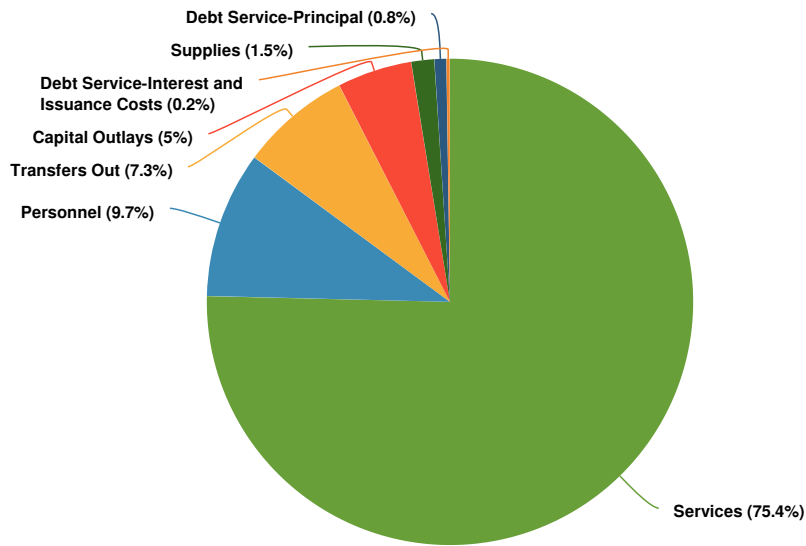


| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---|------------------------------|------------------------|------------------------|--|-------|
| Water Connections - Benefits | 400-0-594-534-594-34-20-4006 | \$2,700.00 | \$2,781.00 | 3% | |
| Eq Rental - Water Connections | 400-0-594-534-594-34-45-0400 | \$2,060.00 | \$2,121.80 | 3% | |
| #42 Loop Rd Waterline ContrLbr | 400-0-594-534-594-34-48-0000 | \$162,000.00 | | N/A | |
| Water Plant Improvements- Contracted | 400-0-594-534-594-34-62-4009 | \$100,000.00 | \$160,000.00 | 60% | |
| Total Water: | | \$272,160.00 | \$170,464.80 | -37.4% | |
| Total Capital Expenditures: | | \$14,907,466.77 | \$9,491,616.75 | -36.3% | |
| | | | | | |
| Interfund Transfers | | | | | |
| Sewer | | | | | |
| Transfer Out to 410 WW Sys. Upgrades | 400-0-597-535-597-10-00-0000 | \$400,000.00 | \$999,143.90 | 149.8% | |
| Transfer Out To 406 WW Short Lived Assets | 400-0-597-535-597-10-00-0406 | \$21,779.00 | \$21,779.00 | 0% | |
| Total Sewer: | | \$421,779.00 | \$1,020,922.90 | 142.1% | |
| Total Interfund Transfers: | | \$421,779.00 | \$1,020,922.90 | 142.1% | |
| Total Expenditures: | | \$18,293,905.57 | \$13,892,883.41 | -24.1% | |

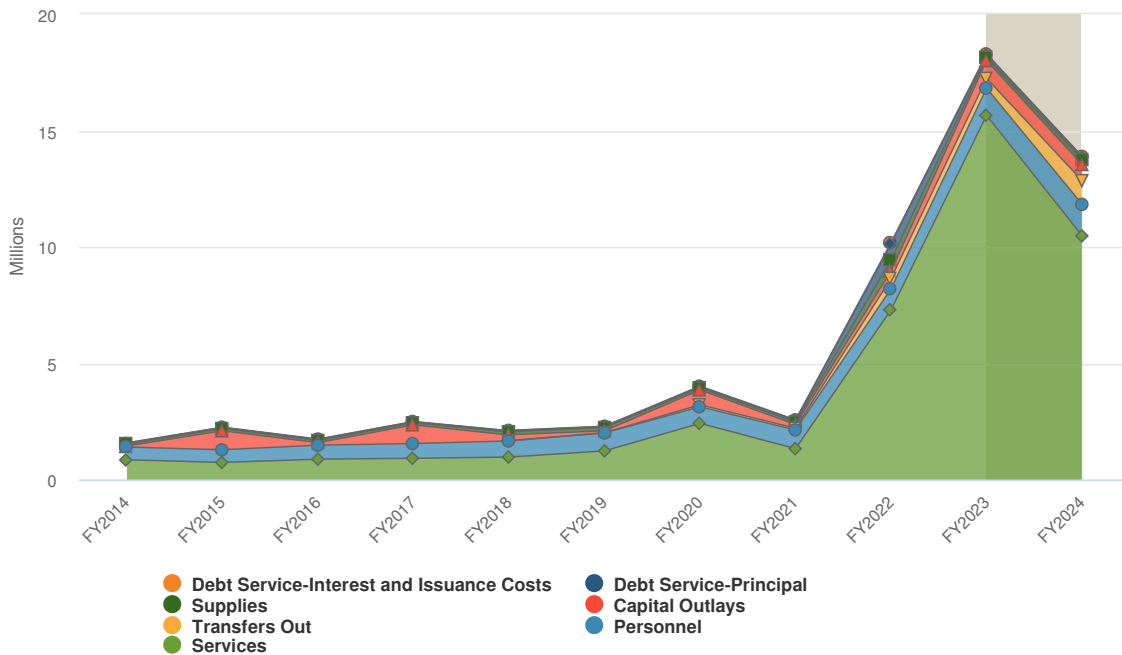


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---|------------------------------|---------------------|-----------------------|---|-------|
| Expense Objects | | | | | |
| Transfers Out | | | | | |
| Transfer Out to 410 WW Sys. Upgrades | 400-0-597-535-597-10-00-0000 | \$400,000.00 | \$999,143.90 | 149.8% | |
| Transfer Out To 406 WW Short Lived Assets | 400-0-597-535-597-10-00-0406 | \$21,779.00 | \$21,779.00 | 0% | |
| Total Transfers Out: | | \$421,779.00 | \$1,020,922.90 | 142.1% | |
| Personnel | | | | | |
| WA-Administrative Salary | 400-0-534-000-534-10-10-0000 | \$52,943.00 | \$54,531.29 | 3% | |
| WA-Administrative Benefits | 400-0-534-000-534-10-20-0000 | \$21,177.20 | \$21,812.52 | 3% | |
| WA-Customer Services Salary | 400-0-534-000-534-70-10-0000 | \$54,020.40 | \$55,641.01 | 3% | |
| WA-Customer Services Benefits | 400-0-534-000-534-70-20-0000 | \$17,363.70 | \$17,884.61 | 3% | |
| WA-Operations Plant Salary | 400-0-534-000-534-84-10-0000 | \$82,404.00 | \$84,876.12 | 3% | |
| WA-Operations Plant Benefits | 400-0-534-000-534-84-20-0000 | \$41,202.00 | \$42,438.06 | 3% | |
| WA-Operations T & D Salary | 400-0-534-000-534-85-10-0000 | \$70,632.00 | \$72,750.96 | 3% | |
| WA-Operations T & D Benefits | 400-0-534-000-534-85-20-0000 | \$35,316.00 | \$36,375.48 | 3% | |
| WW-Administrative Salary | 400-0-535-000-535-10-10-0000 | \$78,252.80 | \$80,600.38 | 3% | |
| WW-Administrative Benefits | 400-0-535-000-535-10-20-0000 | \$32,949.20 | \$33,937.68 | 3% | |
| WW-Customer Service Salary | 400-0-535-000-535-70-10-0000 | \$54,020.40 | \$55,641.01 | 3% | |
| WW-Customer Service Benefits | 400-0-535-000-535-70-20-0000 | \$17,363.70 | \$17,884.61 | 3% | |
| WW Sampling Salary | 400-0-535-000-535-85-10-0000 | \$4,000.00 | \$4,120.00 | 3% | |
| WW Sampling Benefits | 400-0-535-000-535-85-20-0000 | \$2,500.00 | \$2,575.00 | 3% | |
| WW-Operations Plant Salary | 400-0-535-000-535-84-10-0000 | \$124,200.00 | \$169,126.00 | 36.2% | |
| WW-Operations Plant Benefits | 400-0-535-000-535-84-20-0000 | \$77,004.00 | \$89,614.12 | 16.4% | |
| WW-Operations Coll. Salary | 400-0-535-000-535-81-10-0000 | \$42,324.00 | \$43,593.72 | 3% | |
| WW-Operations Coll. Benefits | 400-0-535-000-535-81-20-0000 | \$15,662.00 | \$16,131.86 | 3% | |
| Snow Removal - Salary | 100-0-542-546-542-66-10-0000 | \$19,620.00 | \$20,601.00 | 5% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---------------------------------|------------------------------|-----------------------|-----------------------|--|-------|
| Snow Removal - Benefits | 100-0-542-546-542-66-20-0000 | \$8,720.00 | \$9,156.00 | 5% | |
| Storm Drain Maint - Salaries | 100-0-542-543-542-40-10-0000 | \$12,000.00 | \$12,600.00 | 5% | |
| Storm Drain Maint - Benefits | 100-0-542-543-542-40-20-0000 | \$7,000.00 | \$7,350.00 | 5% | |
| Road Maintenance - Salaries | 100-0-542-542-542-39-10-0000 | \$80,113.05 | \$140,113.05 | 74.9% | |
| Road Maintenance - Benefits | 100-0-542-542-542-39-20-0000 | \$27,824.75 | \$67,824.75 | 143.8% | |
| General Administration Salaries | 100-0-543-000-543-10-10-0000 | \$52,180.00 | \$54,789.00 | 5% | |
| General Administration Benefits | 100-0-543-000-543-10-20-0000 | \$20,817.50 | \$21,858.38 | 5% | |
| General Services Salaries | 100-0-543-000-543-31-10-0000 | \$5,450.00 | \$5,722.50 | 5% | |
| General Services Benefits | 100-0-543-000-543-31-20-0000 | \$1,635.00 | \$1,716.75 | 5% | |
| Maintenance Salary | 500-0-548-000-548-65-10-0000 | \$37,800.00 | \$39,690.00 | 5% | |
| Maintenance Benefits | 500-0-548-000-548-65-20-0000 | \$18,360.00 | \$19,278.00 | 5% | |
| Medical Physicals-Required | 500-0-548-000-548-65-25-0000 | \$2,000.00 | \$2,000.00 | 0% | |
| Park Maintenance Salary | 001-0-576-000-576-80-10-0000 | \$27,000.00 | \$28,350.00 | 5% | |
| Park Maintenance Benefits | 001-0-576-000-576-80-20-0000 | \$14,040.00 | \$14,742.00 | 5% | |
| Water Connections - Salary | 400-0-594-534-594-34-10-4006 | \$5,400.00 | \$5,562.00 | 3% | |
| Water Connections - Benefits | 400-0-594-534-594-34-20-4006 | \$2,700.00 | \$2,781.00 | 3% | |
| Total Personnel: | | \$1,165,994.70 | \$1,353,668.86 | 16.1% | |
| | | | | | |
| Supplies | | | | | |
| WA-Office Supplies And Postage | 400-0-534-000-534-70-31-0000 | \$4,171.50 | \$4,296.65 | 3% | |
| WA-Operating Supplies | 400-0-534-000-534-80-31-0000 | \$36,050.00 | \$37,131.50 | 3% | |
| WA-Chemicals Plant | 400-0-534-000-534-84-31-0000 | \$10,609.00 | \$10,927.27 | 3% | |
| WA-Small Tools/Minor Equipment | 400-0-534-000-534-50-35-0000 | \$2,575.00 | \$10,000.00 | 288.3% | |
| WW-Office Supplies & Postage | 400-0-535-000-535-70-31-0000 | \$4,429.00 | \$4,300.00 | -2.9% | |
| WW Sampling Supplies | 400-0-535-000-535-85-31-0000 | \$515.00 | \$515.00 | 0% | |
| WW-Operating Supplies | 400-0-535-000-535-80-31-0000 | \$10,300.00 | \$10,609.00 | 3% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--------------------------------------|------------------------------|---------------------|---------------------|---|-------|
| WW-Maintenance Supplies | 400-0-535-000-535-51-31-0000 | \$10,300.00 | \$10,609.00 | 3% | |
| Snow Removal - Supplies | 100-0-542-546-542-66-31-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Traffic Devices | 100-0-542-545-542-64-31-0000 | \$12,000.00 | \$12,000.00 | 0% | |
| Storm Drain Maint - Supplies | 100-0-542-543-542-40-31-0000 | \$2,000.00 | \$2,000.00 | 0% | |
| Supplies | 100-0-542-542-542-39-31-0000 | \$15,000.00 | \$15,000.00 | 0% | |
| Chip Sealing and Overlay Supplies | 100-0-542-542-542-39-31-0001 | | \$35,000.00 | N/A | |
| Tires | 500-0-548-000-548-65-31-0000 | \$2,000.00 | \$5,200.00 | 160% | |
| Gas and Oil | 500-0-548-000-548-65-32-0000 | \$25,000.00 | \$35,000.00 | 40% | |
| Supplies | 500-0-548-000-548-65-33-0000 | \$3,000.00 | \$13,000.00 | 333.3% | |
| Parks Supplies | 001-0-576-000-576-80-31-0000 | \$2,000.00 | \$5,000.00 | 150% | |
| Total Supplies: | | \$140,949.50 | \$211,588.42 | 50.1% | |
| | | | | | |
| Services | | | | | |
| General Admin Fee | 400-0-534-000-534-10-41-0001 | \$93,675.52 | \$97,264.00 | 3.8% | |
| WA-Audit Fee | 400-0-534-000-534-10-41-0022 | \$6,180.00 | \$6,365.40 | 3% | |
| WA-Op. Permit(DOH)/Other Fees | 400-0-534-000-534-10-42-0000 | \$5,304.50 | \$5,463.64 | 3% | |
| WA-Dues & Membership/Filing Fees | 400-0-534-000-534-10-49-0001 | \$2,060.00 | \$2,121.80 | 3% | |
| WA-Admin Planning Water - Consulting | 400-0-534-000-534-20-41-0000 | \$52,000.00 | \$79,310.00 | 52.5% | |
| WA-Travel | 400-0-534-000-534-40-43-0000 | \$2,060.00 | \$3,151.80 | 53% | |
| WA-Training | 400-0-534-000-534-40-49-0001 | \$2,060.00 | \$10,000.00 | 385.4% | |
| WA-Computer Services/Repair | 400-0-534-000-534-70-41-0000 | \$6,180.00 | \$20,394.00 | 230% | |
| WA-EBPP Fees | 400-0-534-000-534-70-41-0001 | \$3,090.00 | \$3,182.70 | 3% | |
| Water-Services | 400-0-534-000-534-80-41-0001 | \$4,900.00 | \$17,824.00 | 263.8% | |
| WA-Telephone | 400-0-534-000-534-80-42-0000 | \$2,060.00 | \$2,121.80 | 3% | |
| WA-Telemetry/Meter Services | 400-0-534-000-534-80-45-0001 | \$4,120.00 | \$6,000.00 | 45.6% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--------------------------------------|------------------------------|-----------------|-----------------|--|-------|
| WA-Insurance | 400-0-534-000-534-80-46-0000 | \$32,630.00 | \$45,668.90 | 40% | |
| WA-Electricity | 400-0-534-000-534-80-47-0000 | \$24,720.00 | \$28,000.00 | 13.3% | |
| WA-Prof Services - General | 400-0-534-000-534-81-41-0000 | \$85,253.10 | \$20,000.00 | -76.5% | |
| WA-Taxes | 400-0-534-000-534-90-44-0000 | \$41,215.97 | \$42,452.44 | 3% | |
| WA-Repair-Contracted Labor | 400-0-534-000-534-50-48-0000 | \$20,600.00 | \$31,518.00 | 53% | |
| WA-Testing | 400-0-534-000-534-80-41-0000 | \$5,150.00 | \$5,304.50 | 3% | |
| WA-Eq Rental - Water | 400-0-534-000-534-80-45-0099 | \$54,590.00 | \$56,227.70 | 3% | |
| WW-General Admin Fee | 400-0-535-000-535-10-41-0001 | \$105,720.73 | \$109,738.68 | 3.8% | |
| WW-Audit Fee | 400-0-535-000-535-10-41-0022 | \$8,240.00 | \$8,487.20 | 3% | |
| WW-Permit Fees/DOE | 400-0-535-000-535-10-42-0000 | \$2,575.00 | \$2,652.25 | 3% | |
| WW-Dues & Membership/filing Fees | 400-0-535-000-535-10-49-0001 | \$1,030.00 | \$1,060.90 | 3% | |
| WW-Admin Planning Sewer - Consulting | 400-0-535-000-535-20-41-0000 | \$55,900.00 | \$80,000.00 | 43.1% | |
| WW-Travel | 400-0-535-000-535-40-43-0000 | \$1,545.00 | \$2,000.00 | 29.4% | |
| WW-Training | 400-0-535-000-535-40-49-0001 | \$3,090.00 | \$8,000.00 | 158.9% | |
| WW-Computer Services/Repair | 400-0-535-000-535-70-41-0000 | \$5,150.00 | \$10,454.50 | 103% | |
| WW-EBPP Fees Sewer | 400-0-535-000-535-70-41-0001 | \$3,090.00 | \$3,182.70 | 3% | |
| Sewer Operations-Services | 400-0-535-000-535-80-41-0001 | \$4,800.00 | \$11,724.00 | 144.3% | |
| Sewer Telephone | 400-0-535-000-535-80-42-0000 | \$4,738.00 | \$4,880.14 | 3% | |
| Sewer Insurance | 400-0-535-000-535-80-46-0000 | \$25,758.75 | \$35,621.51 | 38.3% | |
| Sewer Taxes | 400-0-535-000-535-90-44-0000 | \$41,457.50 | \$42,701.23 | 3% | |
| WW Sampling Professional Services | 400-0-535-000-535-85-41-0000 | \$7,210.00 | \$0.00 | -100% | |
| WW Industrial Pretreatment Services | 400-0-535-000-535-85-41-0002 | \$4,120.00 | \$0.00 | -100% | |
| WW-Solids Hauling & Disposal | 400-0-535-000-535-51-48-0001 | \$123,600.00 | \$127,308.00 | 3% | |
| Sewer Operations Testing | 400-0-535-000-535-80-41-0000 | \$21,630.00 | \$22,278.90 | 3% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---------------------------------------|------------------------------|-----------------|-----------------|--|-------|
| WW-Electricity | 400-0-535-000-535-84-47-0000 | \$26,780.00 | \$27,583.40 | 3% | |
| WW-Plant Water | 400-0-535-000-535-84-47-0001 | \$21,630.00 | \$22,278.90 | 3% | |
| WW-Repair (Contract Serv) T&D | 400-0-535-000-535-51-48-0000 | \$123,600.00 | \$80,000.00 | -35.3% | |
| Eq Rental - Sewer | 400-0-535-000-535-80-45-0099 | \$46,350.00 | \$47,740.50 | 3% | |
| WW-Coll Electricity | 400-0-535-000-535-81-47-0000 | \$5,150.00 | \$5,304.50 | 3% | |
| WW-Coll. Water | 400-0-535-000-535-81-47-0001 | \$463.50 | \$477.41 | 3% | |
| Eq Rental - Snow Removal | 100-0-542-546-542-66-45-0099 | \$4,000.00 | \$4,200.00 | 5% | |
| Street Water | 100-0-542-000-542-63-47-0001 | \$3,000.00 | | N/A | |
| Electricity - Street Lights | 100-0-542-545-542-63-47-0000 | \$16,000.00 | \$21,000.00 | 31.3% | |
| Repair/maintenance - ST Lights | 100-0-542-545-542-63-48-0000 | \$3,000.00 | \$3,000.00 | 0% | |
| Eq Rental - Storm Drain Maint | 100-0-542-543-542-40-45-0099 | \$3,000.00 | \$10,000.00 | 233.3% | |
| Dewatering Electricity Chesser | 100-0-542-543-542-40-47-0000 | \$1,300.00 | \$1,680.00 | 29.2% | |
| Storm Drain Maint - Contrlabor | 100-0-542-543-542-40-48-0000 | \$700.00 | \$700.00 | 0% | |
| General Admin Fees | 100-0-542-000-542-39-41-0000 | \$54,056.06 | | N/A | |
| Street Services | 100-0-542-000-542-39-41-0001 | \$4,400.00 | | N/A | |
| Telephone | 100-0-542-542-542-39-42-0000 | \$200.00 | \$200.00 | 0% | |
| Eq Rental - Road Maintenance | 100-0-542-542-542-39-45-0099 | \$25,000.00 | \$51,700.00 | 106.8% | |
| Contracted Labor | 100-0-542-542-542-39-48-0000 | \$172,534.00 | \$101,143.00 | -41.4% | |
| Road Striping | 100-0-542-542-542-64-48-0000 | \$6,000.00 | \$8,400.00 | 40% | |
| Litter Clean-Up | 100-0-542-542-542-67-47-0000 | \$3,500.00 | \$3,500.00 | 0% | |
| General Admin Fees-Internal | 100-0-542-542-542-39-41-0000 | | \$56,109.63 | N/A | |
| Street Services-Roadway | 100-0-542-542-542-39-41-0001 | | \$16,200.00 | N/A | |
| Chip Sealing and Overlay Services | 100-0-542-542-542-39-48-0001 | | \$82,000.00 | N/A | |
| #14 ST Planning Professional Services | 100-0-542-544-544-20-41-0100 | \$25,000.00 | \$25,000.00 | 0% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--------------------------------------|------------------------------|-----------------|-----------------|--|--------------------------------|
| Street Landscaping Water | 100-0-542-545-542-63-47-0001 | | \$3,150.00 | N/A | |
| Computer Services | 100-0-543-000-543-31-41-0000 | \$600.00 | \$2,220.00 | 270% | |
| Contracted Servcies | 100-0-543-000-543-31-41-0001 | \$25,000.00 | \$50,000.00 | 100% | |
| Audit Fee | 100-0-543-000-543-31-41-0022 | \$3,000.00 | \$3,000.00 | 0% | |
| Travel - Streets | 100-0-543-000-543-31-43-0000 | \$500.00 | \$500.00 | 0% | |
| Insurance | 100-0-543-000-543-31-46-0000 | \$10,900.00 | \$14,990.00 | 37.5% | |
| Training - Streets | 100-0-543-000-543-31-49-0000 | \$500.00 | \$500.00 | 0% | |
| Misc/Recording Fees/Dues | 100-0-543-000-543-31-49-0001 | \$1,000.00 | \$1,000.00 | 0% | |
| General Gov. Admin | 500-0-548-000-548-65-41-0001 | \$13,134.23 | \$13,654.10 | 4% | |
| Insurance | 500-0-548-000-548-65-46-0000 | \$10,000.00 | \$12,500.00 | 25% | |
| Heat & Lights | 500-0-548-000-548-65-47-0000 | \$3,000.00 | \$5,700.00 | 90% | |
| Repairs/Supplies Contracted | 500-0-548-000-548-65-48-0000 | \$20,000.00 | \$25,000.00 | 25% | |
| Training | 500-0-548-000-548-65-49-0000 | \$7,250.00 | \$5,250.00 | -27.6% | |
| Eq Rental - Parks | 001-0-576-000-576-80-45-0099 | \$12,360.00 | \$20,000.00 | 61.8% | |
| Parks Electricity | 001-0-576-000-576-80-47-0000 | \$500.00 | \$500.00 | 0% | |
| Parks Water | 001-0-576-000-576-80-47-0001 | \$1,800.00 | \$1,800.00 | 0% | |
| Columbia Ave-Consultant Services | 312-0-594-000-594-54-41-0312 | \$82,329.77 | \$0.00 | -100% | |
| Park Plaza-Design Consultant | 313-0-594-000-594-54-41-0313 | | \$250,000.00 | N/A | |
| Lakeview Road Paving | 100-0-594-000-595-30-41-0002 | | \$145,000.00 | N/A | |
| First St-Construction | 311-0-594-000-595-10-41-0001 | | \$884,186.00 | N/A | |
| WW-Line Extensions Contracted | 400-0-594-535-594-35-41-0100 | | \$150,000.00 | N/A | |
| Coll. Sys. Upgrades Consultant Svs | 410-0-594-000-594-35-41-4104 | \$155,016.00 | \$190,000.00 | 22.6% | |
| Coll. Sys. Upgrades Construction Svs | 410-0-594-000-594-35-41-4105 | \$2,731,914.00 | \$2,706,863.97 | -0.9% | Assume retainage paid in 2025. |
| Collection Sys. Upgrades-PUD | 410-0-594-000-594-35-41-4106 | \$0.00 | \$40,000.00 | N/A | |

| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---|------------------------------|------------------------|------------------------|--|---|
| WWTP-Consultant Services | 410-0-594-000-594-35-41-4110 | \$0.00 | \$632,370.00 | N/A | |
| WWTP-Construction Services | 410-0-594-000-594-35-41-4111 | \$11,000,000.00 | \$3,600,000.00 | -67.3% | |
| WWTP-Deferred Maintenance | 410-0-594-000-594-35-41-4114 | | \$192,731.98 | N/A | |
| Eq Rental - Water Connections | 400-0-594-534-594-34-45-0400 | \$2,060.00 | \$2,121.80 | 3% | |
| #42 Loop Rd Waterline ContrLbr | 400-0-594-534-594-34-48-0000 | \$162,000.00 | | N/A | |
| Total Services: | | \$15,656,031.63 | \$10,473,715.88 | -33.1% | |
| | | | | | |
| Capital Outlays | | | | | |
| Public Works Shop | 500-0-594-000-594-38-62-0001 | | \$80,000.00 | N/A | |
| McEvoy Overlay | 100-0-594-000-595-30-41-0000 | \$78,049.00 | | N/A | |
| Loop Road Rebuild | 100-0-594-000-595-30-41-0001 | \$287,998.00 | | N/A | |
| Loop Rd. Sidewalk | 100-0-594-000-595-61-41-0001 | \$200,000.00 | | N/A | |
| Equipment Purchase | 500-0-594-000-594-48-64-0000 | \$100,000.00 | \$450,000.00 | 350% | Updated to include cost of fully outfitted vehicle, taxes, licenses and fees. |
| Water Plant Improvements-Contracted | 400-0-594-534-594-34-62-4009 | \$100,000.00 | \$160,000.00 | 60% | |
| Total Capital Outlays: | | \$766,047.00 | \$690,000.00 | -9.9% | |
| | | | | | |
| Debt Service-Principal | | | | | |
| WA-SMART Meter Lease-Principal | 400-0-591-534-591-34-70-0000 | \$30,275.15 | \$31,138.00 | 2.9% | |
| Base Res PWTF Loan Principal | 400-0-591-534-591-34-78-0000 | \$23,273.39 | \$23,273.39 | 0% | |
| Sewer Outfall - USDA RDA Principal | 400-0-591-535-591-35-72-0000 | \$25,377.34 | \$26,080.01 | 2.8% | |
| WWTP Design-DOE Principal | 400-0-591-535-591-35-72-0001 | \$30,678.05 | \$30,678.05 | 0% | |
| Total Debt Service-Principal: | | \$109,603.93 | \$111,169.45 | 1.4% | |
| | | | | | |
| Debt Service-Interest and Issuance Costs | | | | | |
| WA-SMART Meter Lease-Interest | 400-0-591-534-592-34-80-0000 | \$6,840.53 | \$5,977.68 | -12.6% | |
| Base Reservoir PWTF Loan Interest | 400-0-591-534-592-34-83-0000 | \$465.47 | \$349.10 | -25% | |

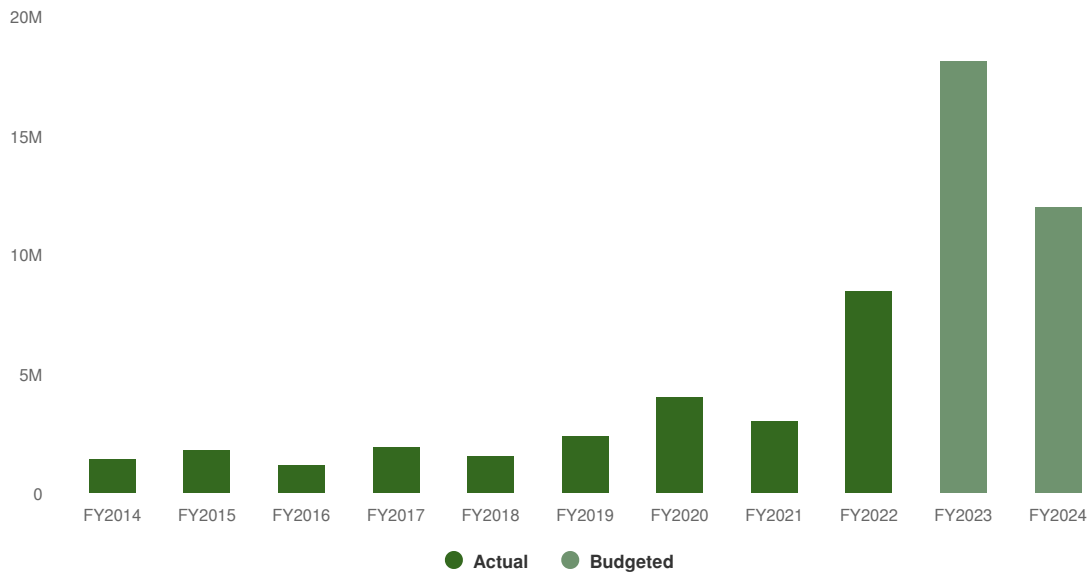


| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--|------------------------------|------------------------|------------------------|--|-------|
| Sewer Outfall - USDA RDA Interest | 400-0-591-535-592-35-83-0000 | \$7,292.66 | \$6,589.99 | -9.6% | |
| WWTP Design-DOE Interest | 400-0-591-535-592-35-83-0001 | \$18,901.15 | \$18,901.13 | 0% | |
| Total Debt Service-Interest and Issuance Costs: | | \$33,499.81 | \$31,817.90 | -5% | |
| Total Expense Objects: | | \$18,293,905.57 | \$13,892,883.41 | -24.1% | |

Revenues Summary

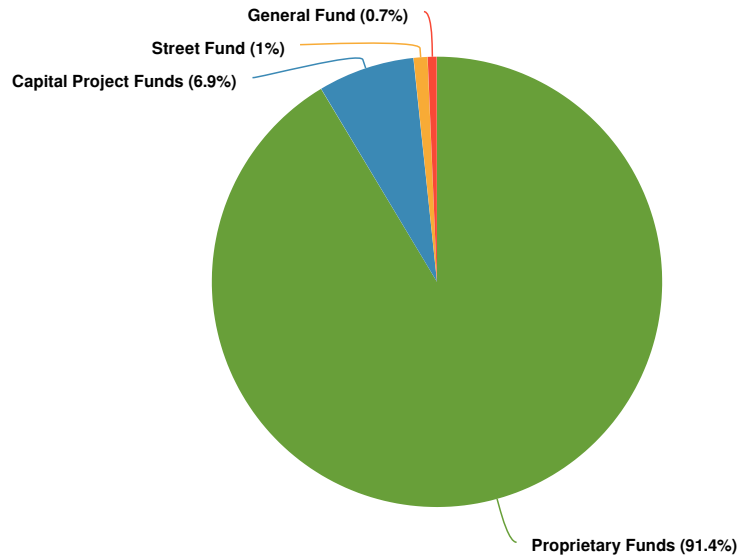
\$11,996,702 **-\$6,110,964**
 (-33.75% vs. prior year)

Public Works Proposed and Historical Budget vs. Actual

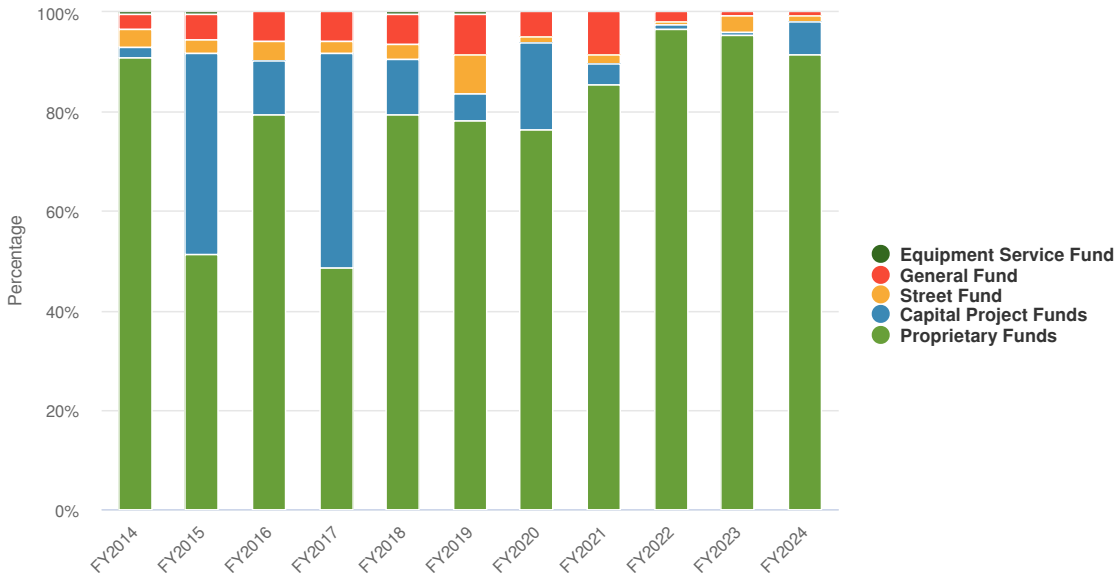


Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--------------------------|------------------------------|-----------------|-----------------|--|-------|
| General Fund | | | | | |
| RCO Parks Planning Grant | 001-0-330-330-334-02-70-0000 | | \$25,000.00 | N/A | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--|------------------------------|---------------------|---------------------|--|-------|
| DOE-Shoreline Access Grant | 001-0-330-330-334-03-10-0002 | \$52,000.00 | | N/A | |
| PUD Privilege Tax (in Lieu) | 001-0-330-335-335-00-91-0000 | \$11,000.00 | \$11,000.00 | 0% | |
| Criminal Justice - Low Population | 001-0-330-336-336-06-21-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Criminal Justice - Contracted Services | 001-0-330-336-336-06-25-0000 | \$2,500.00 | \$2,500.00 | 0% | |
| Criminal Justice - Special Programs | 001-0-330-336-336-06-26-0000 | \$1,968.50 | \$2,092.50 | 6.3% | |
| Marijuana Excise Tax | 001-0-330-336-336-06-42-0000 | \$2,551.92 | \$2,858.15 | 12% | |
| Liquor Excise Tax | 001-0-330-336-336-06-94-0000 | \$10,633.00 | \$11,206.50 | 5.4% | |
| Pool District Loan Repayment-Principal | 001-0-330-337-337-40-00-0001 | \$19,800.00 | \$20,200.00 | 2% | |
| Park Rentals | 001-0-360-000-362-00-00-0000 | \$2,500.00 | | N/A | |
| Park Rentals | 001-0-360-376-362-00-00-0000 | | \$2,500.00 | N/A | |
| Total General Fund: | | \$103,953.42 | \$78,357.15 | -24.6% | |
| Street Fund | | | | | |
| Street ROW Applications & Permits | 100-0-320-322-322-40-00-0000 | \$600.00 | \$600.00 | 0% | |
| TIB Chipseal Grant | 100-0-330-330-334-03-80-0002 | | \$77,900.00 | N/A | |
| TIB McEvoy Overlay | 100-0-330-330-334-03-80-0003 | \$74,146.00 | \$0.00 | -100% | |
| TIB-Loop Rd Rebuild | 100-0-330-330-334-03-80-0004 | \$460,422.00 | | N/A | |
| Multimodal Transportation - Cities | 100-0-330-336-336-00-71-0000 | \$2,015.00 | \$1,984.00 | -1.5% | |
| Street Fuel Tax | 100-0-330-336-336-00-87-0000 | \$29,977.00 | \$28,272.00 | -5.7% | |
| Liquor Profit Tax | 100-0-330-336-336-06-95-0000 | \$11,857.50 | \$11,702.50 | -1.3% | |
| Total Street Fund: | | \$579,017.50 | \$120,458.50 | -79.2% | |
| Capital Project Funds | | | | | |
| First Street | | | | | |
| First St.-TA Grant | 311-0-330-000-333-20-20-0002 | \$0.00 | \$663,000.00 | N/A | |
| Fist St-TIB Grant | 311-0-330-000-334-03-80-0311 | | \$119,364.00 | N/A | |
| Total First Street: | | \$0.00 | \$782,364.00 | N/A | |
| Columbia Avenue | | | | | |



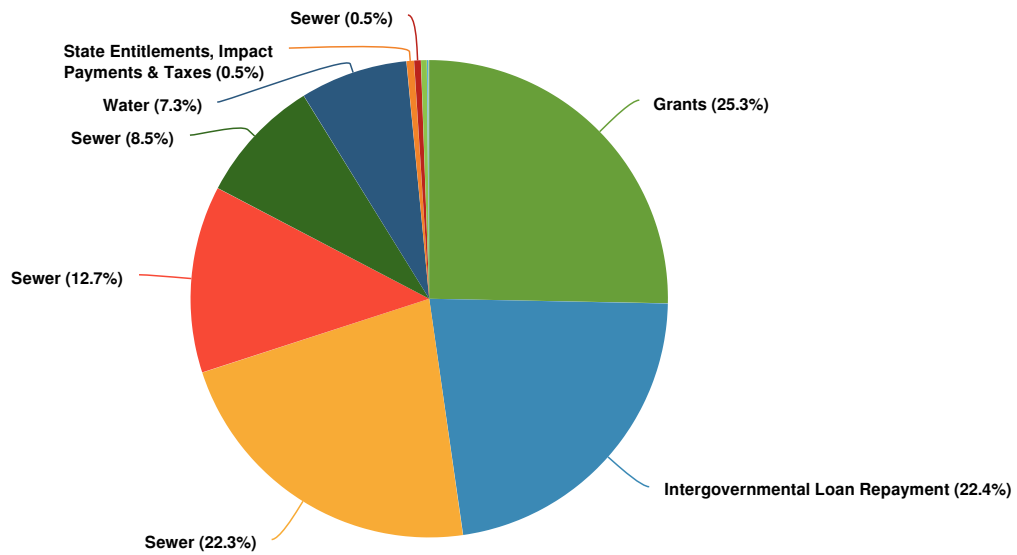
| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---|------------------------------|-----------------------|-----------------------|--|-------|
| Columbia Ave-DOE IPG | 312-0-330-000-334-03-10-0312 | \$145,617.25 | \$0.00 | -100% | |
| Total Columbia Avenue: | | \$145,617.25 | \$0.00 | -100% | |
| Park Plaza Fund | | | | | |
| Park Plaza - DOC Grant | 313-0-330-000-334-04-20-0313 | | \$50,000.00 | N/A | |
| Total Park Plaza Fund: | | | \$50,000.00 | N/A | |
| Total Capital Project Funds: | | \$145,617.25 | \$832,364.00 | 471.6% | |
| Proprietary Funds | | | | | |
| Water/Sewer Fund | | | | | |
| Water Sales | 400-0-340-343-343-40-00-0000 | \$744,575.00 | \$856,261.25 | 15% | |
| Turn on Fees | 400-0-340-343-343-40-18-0000 | \$1,500.00 | \$1,500.00 | 0% | |
| Disconnect/Nonpayment Fee | 400-0-340-343-343-40-19-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Hydrant Rental - External | 400-0-340-343-343-40-21-0000 | \$600.00 | \$600.00 | 0% | |
| Hydrant Rental-Internal (fire) | 400-0-340-343-343-40-99-0000 | \$4,000.00 | \$4,000.00 | 0% | |
| Installation Water | 400-0-340-343-343-41-00-0000 | \$10,000.00 | \$10,000.00 | 0% | |
| Sewer Service Income | 400-0-340-344-343-50-00-0000 | \$1,322,008.13 | \$1,520,309.34 | 15% | |
| Installation Sewer | 400-0-340-344-343-51-00-0000 | \$300.00 | \$300.00 | 0% | |
| Water Capital Contributions | 400-0-360-343-367-40-00-0000 | \$46,674.00 | \$46,674.00 | 0% | |
| Sewer Capital Contributions | 400-0-360-344-367-50-00-0000 | \$56,532.00 | \$56,532.00 | 0% | |
| Interest on Investments - W/S | 400-0-360-400-361-11-00-0400 | \$4,000.00 | \$4,000.00 | 0% | |
| Total Water/Sewer Fund: | | \$2,191,189.13 | \$2,501,176.59 | 14.1% | |
| Wastewater Short Lived Asset Fund | | | | | |
| WWSLA-Transfers In | 406-0-397-000-397-10-00-0406 | \$21,779.00 | \$21,779.00 | 0% | |
| Total Wastewater Short Lived Asset Fund: | | \$21,779.00 | \$21,779.00 | 0% | |
| Wastewater System Upgrades Fund | | | | | |
| EDA Grant-WW Coll. Sys. Upgrades | 410-0-330-000-331-11-00-0000 | \$2,528,740.07 | \$2,271,374.53 | -10.2% | |
| EPA Grant-WWTP Construction | 410-0-330-000-331-66-00-0000 | \$2,500,000.00 | \$2,500,000.00 | 0% | |



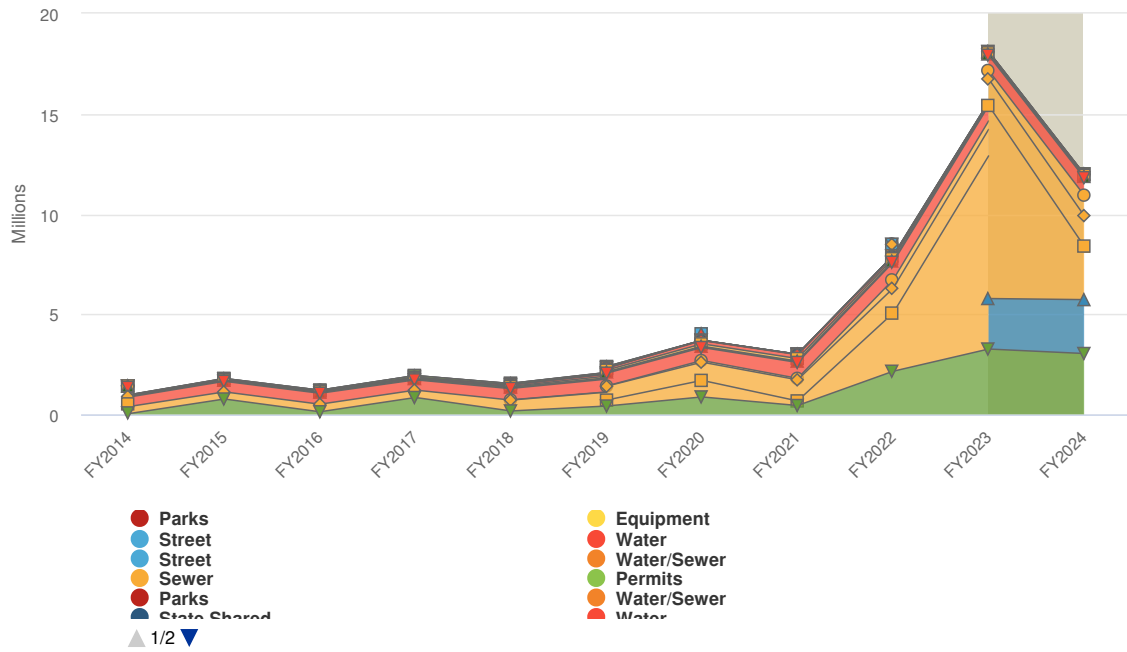
| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---|------------------------------|------------------------|------------------------|--|-------|
| USDA RDA Bond Proceeds-WW Coll. Sys. Upgrades | 410-0-390-000-391-20-00-0000 | \$590,574.27 | \$661,270.18 | 12% | |
| DOE Construction Loan | 410-0-390-000-391-90-00-0410 | \$9,046,795.37 | \$2,010,777.87 | -77.8% | |
| Transfer In from Water/Sewer Fund | 410-0-397-000-397-05-00-0410 | \$400,000.00 | \$999,143.90 | 149.8% | |
| Total Wastewater System Upgrades Fund: | | \$15,066,109.71 | \$8,442,566.48 | -44% | |
| Total Proprietary Funds: | | \$17,279,077.84 | \$10,965,522.07 | -36.5% | |
| Total: | | \$18,107,666.01 | \$11,996,701.72 | -33.7% | |

Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--------------------------------------|------------------------------|-----------------|-----------------|--|-------|
| Revenue Source | | | | | |
| Licenses & Permits | | | | | |
| Permits | | | | | |
| Street ROW Applications & Permits | 100-0-320-322-322-40-00-0000 | \$600.00 | \$600.00 | 0% | |
| Total Permits: | | \$600.00 | \$600.00 | 0% | |
| Total Licenses & Permits: | | \$600.00 | \$600.00 | 0% | |
| Intergovernmental Revenues | | | | | |
| Grants | | | | | |
| RCO Parks Planning Grant | 001-0-330-330-334-02-70-0000 | | \$25,000.00 | N/A | |
| DOE-Shoreline Access Grant | 001-0-330-330-334-03-10-0002 | \$52,000.00 | | N/A | |
| TIB Chipseal Grant | 100-0-330-330-334-03-80-0002 | | \$77,900.00 | N/A | |
| TIB McEvoy Overlay | 100-0-330-330-334-03-80-0003 | \$74,146.00 | \$0.00 | -100% | |
| TIB-Loop Rd Rebuild | 100-0-330-330-334-03-80-0004 | \$460,422.00 | | N/A | |
| First St.-TA Grant | 311-0-330-000-333-20-20-0002 | \$0.00 | \$663,000.00 | N/A | |

| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---|------------------------------|-----------------------|-----------------------|--|-------|
| Columbia Ave-DOE IPG | 312-0-330-000-334-03-10-0312 | \$145,617.25 | \$0.00 | -100% | |
| EDA Grant-WW Coll. Sys. Upgrades | 410-0-330-000-331-11-00-0000 | \$2,528,740.07 | \$2,271,374.53 | -10.2% | |
| Total Grants: | | \$3,260,925.32 | \$3,037,274.53 | -6.9% | |
| State Shared | | | | | |
| PUD Privilege Tax (in Lieu) | 001-0-330-335-335-00-91-0000 | \$11,000.00 | \$11,000.00 | 0% | |
| Total State Shared: | | \$11,000.00 | \$11,000.00 | 0% | |
| State Entitlements, Impact Payments & Taxes | | | | | |
| Criminal Justice - Low Population | 001-0-330-336-336-06-21-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Criminal Justice - Contracted Services | 001-0-330-336-336-06-25-0000 | \$2,500.00 | \$2,500.00 | 0% | |
| Criminal Justice - Special Programs | 001-0-330-336-336-06-26-0000 | \$1,968.50 | \$2,092.50 | 6.3% | |
| Marijuana Excise Tax | 001-0-330-336-336-06-42-0000 | \$2,551.92 | \$2,858.15 | 12% | |
| Liquor Excise Tax | 001-0-330-336-336-06-94-0000 | \$10,633.00 | \$11,206.50 | 5.4% | |
| Multimodal Transportation - Cities | 100-0-330-336-336-00-71-0000 | \$2,015.00 | \$1,984.00 | -1.5% | |
| Street Fuel Tax | 100-0-330-336-336-00-87-0000 | \$29,977.00 | \$28,272.00 | -5.7% | |
| Liquor Profit Tax | 100-0-330-336-336-06-95-0000 | \$11,857.50 | \$11,702.50 | -1.3% | |
| Total State Entitlements, Impact Payments & Taxes: | | \$62,502.92 | \$61,615.65 | -1.4% | |
| Intergovernmental Loan Repayment | | | | | |
| Pool District Loan Repayment-Principal | 001-0-330-337-337-40-00-0001 | \$19,800.00 | \$20,200.00 | 2% | |
| Fist St-TIB Grant | 311-0-330-000-334-03-80-0311 | | \$119,364.00 | N/A | |
| Park Plaza - DOC Grant | 313-0-330-000-334-04-20-0313 | | \$50,000.00 | N/A | |
| EPA Grant-WWTP Construction | 410-0-330-000-331-66-00-0000 | \$2,500,000.00 | \$2,500,000.00 | 0% | |
| Total Intergovernmental Loan Repayment: | | \$2,519,800.00 | \$2,689,564.00 | 6.7% | |
| Total Intergovernmental Revenues: | | \$5,854,228.24 | \$5,799,454.18 | -0.9% | |
| Charges for Goods & Services | | | | | |
| Water | | | | | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--|------------------------------|-----------------------|-----------------------|--|-------|
| Water Sales | 400-0-340-343-343-40-00-0000 | \$744,575.00 | \$856,261.25 | 15% | |
| Turn on Fees | 400-0-340-343-343-40-18-0000 | \$1,500.00 | \$1,500.00 | 0% | |
| Disconnect/Nonpayment Fee | 400-0-340-343-343-40-19-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Hydrant Rental - External | 400-0-340-343-343-40-21-0000 | \$600.00 | \$600.00 | 0% | |
| Hydrant Rental-Internal (fire) | 400-0-340-343-343-40-99-0000 | \$4,000.00 | \$4,000.00 | 0% | |
| Installation Water | 400-0-340-343-343-41-00-0000 | \$10,000.00 | \$10,000.00 | 0% | |
| Total Water: | | \$761,675.00 | \$873,361.25 | 14.7% | |
| Sewer | | | | | |
| Sewer Service Income | 400-0-340-344-343-50-00-0000 | \$1,322,008.13 | \$1,520,309.34 | 15% | |
| Installation Sewer | 400-0-340-344-343-51-00-0000 | \$300.00 | \$300.00 | 0% | |
| Total Sewer: | | \$1,322,308.13 | \$1,520,609.34 | 15% | |
| Total Charges for Goods & Services: | | \$2,083,983.13 | \$2,393,970.59 | 14.9% | |
| Interest & Other Earnings | | | | | |
| Parks | | | | | |
| Park Rentals | 001-0-360-000-362-00-00-0000 | \$2,500.00 | | N/A | |
| Park Rentals | 001-0-360-376-362-00-00-0000 | | \$2,500.00 | N/A | |
| Total Parks: | | \$2,500.00 | \$2,500.00 | 0% | |
| Water | | | | | |
| Water Capital Contributions | 400-0-360-343-367-40-00-0000 | \$46,674.00 | \$46,674.00 | 0% | |
| Total Water: | | \$46,674.00 | \$46,674.00 | 0% | |
| Sewer | | | | | |
| Sewer Capital Contributions | 400-0-360-344-367-50-00-0000 | \$56,532.00 | \$56,532.00 | 0% | |
| Total Sewer: | | \$56,532.00 | \$56,532.00 | 0% | |
| Water/Sewer | | | | | |
| Interest on Investments - W/S | 400-0-360-400-361-11-00-0400 | \$4,000.00 | \$4,000.00 | 0% | |
| Total Water/Sewer: | | \$4,000.00 | \$4,000.00 | 0% | |
| Total Interest & Other Earnings: | | \$109,706.00 | \$109,706.00 | 0% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---|------------------------------|------------------------|------------------------|--|-------|
| Other Financing Sources | | | | | |
| Sewer | | | | | |
| USDA RDA Bond Proceeds-WW Coll. Sys. Upgrades | 410-0-390-000-391-20-00-0000 | \$590,574.27 | \$661,270.18 | 12% | |
| DOE Construction Loan | 410-0-390-000-391-90-00-0410 | \$9,046,795.37 | \$2,010,777.87 | -77.8% | |
| Total Sewer: | | \$9,637,369.64 | \$2,672,048.05 | -72.3% | |
| Total Other Financing Sources: | | \$9,637,369.64 | \$2,672,048.05 | -72.3% | |
| Interfund Transfers | | | | | |
| Sewer | | | | | |
| WWSLA-Transfers In | 406-0-397-000-397-10-00-0406 | \$21,779.00 | \$21,779.00 | 0% | |
| Transfer In from Water/Sewer Fund | 410-0-397-000-397-05-00-0410 | \$400,000.00 | \$999,143.90 | 149.8% | |
| Total Sewer: | | \$421,779.00 | \$1,020,922.90 | 142.1% | |
| Total Interfund Transfers: | | \$421,779.00 | \$1,020,922.90 | 142.1% | |
| Total Revenue Source: | | \$18,107,666.01 | \$11,996,701.72 | -33.7% | |

Organizational Chart

Goal #1

Goal #2



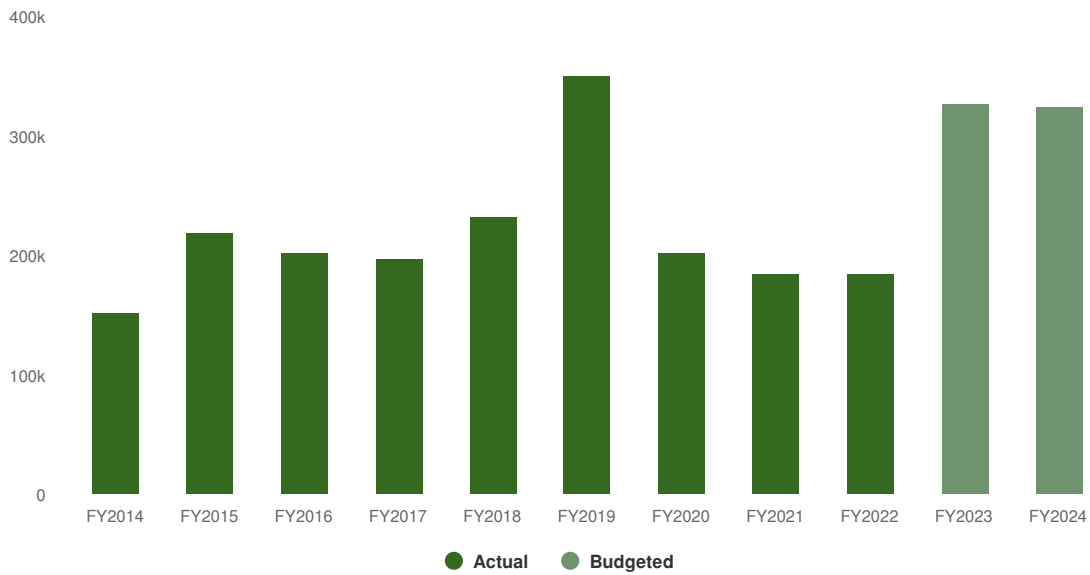
Planning

Ben Shumaker
Community Development Director

Expenditures Summary

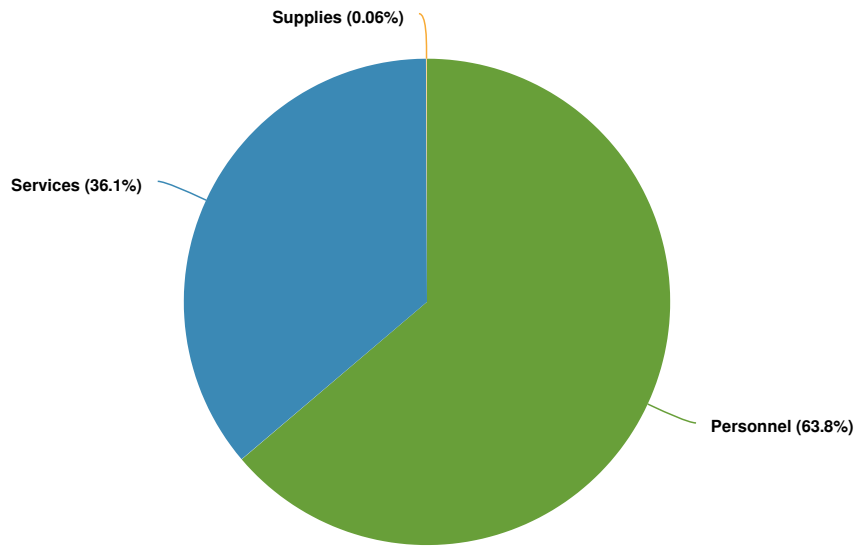
\$325,084 **-\$2,456**
(-0.75% vs. prior year)

Community Development Proposed and Historical Budget vs. Actual

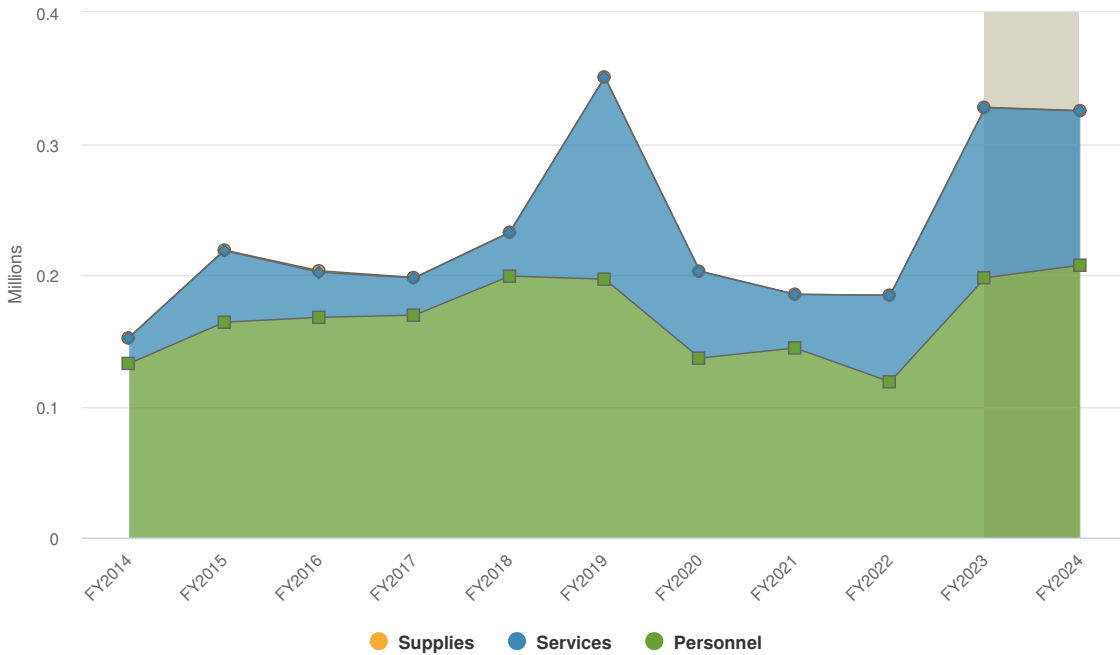


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.

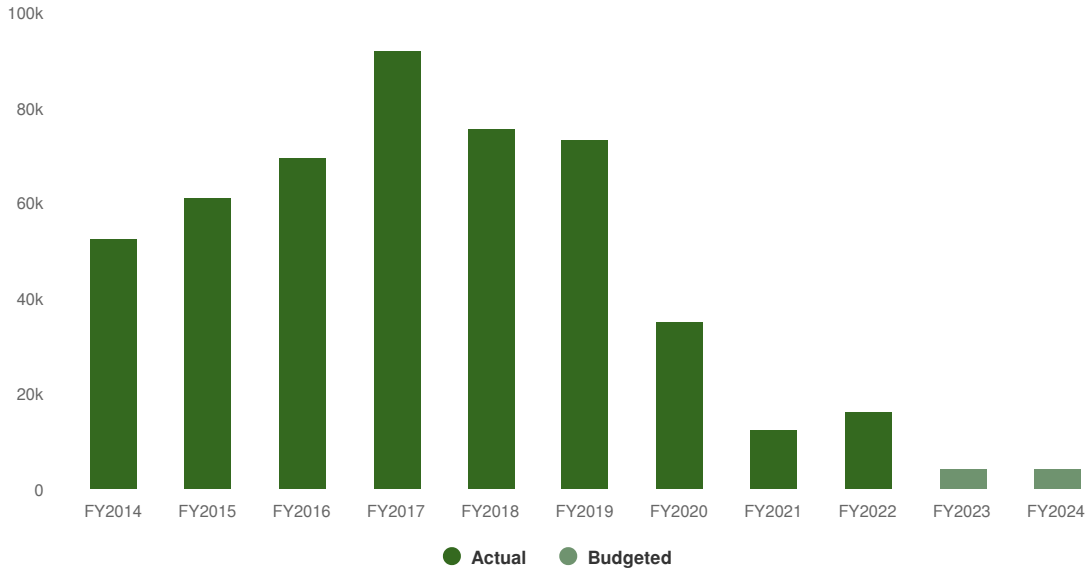
| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--|------------------------------|---------------------|---------------------|--|-------|
| Expense Objects | | | | | |
| Personnel | | | | | |
| Current Planning Salary | 001-0-558-560-558-50-10-0001 | \$75,000.00 | \$78,750.00 | 5% | |
| Current Planning Benefits | 001-0-558-560-558-50-20-0001 | \$32,500.00 | \$34,125.00 | 5% | |
| Planning Salary | 001-0-558-560-558-60-10-0000 | \$57,500.00 | \$60,375.00 | 5% | |
| Planning Recorder - Salaries | 001-0-558-560-558-60-10-0001 | \$1,800.00 | \$1,800.00 | 0% | |
| Planning Commission Salaries | 001-0-558-560-558-60-10-0002 | \$4,500.00 | \$4,500.00 | 0% | |
| Planning Benefits | 001-0-558-560-558-60-20-0000 | \$25,875.00 | \$27,168.75 | 5% | |
| Planning Recorder - Benefits | 001-0-558-560-558-60-20-0001 | \$180.00 | \$180.00 | 0% | |
| Planning Commission Benefits | 001-0-558-560-558-60-20-0002 | \$500.00 | \$500.00 | 0% | |
| Total Personnel: | | \$197,855.00 | \$207,398.75 | 4.8% | |
| Supplies | | | | | |
| Planning Supplies | 001-0-558-560-558-60-31-0000 | \$200.00 | \$200.00 | 0% | |
| Total Supplies: | | \$200.00 | \$200.00 | 0% | |
| Services | | | | | |
| Current Planning/Building Consulting Services | 001-0-558-550-558-50-41-0000 | \$15,000.00 | | N/A | |
| Current Planning/ Building Consulting Services | 001-0-558-560-558-50-41-0000 | | \$15,000.00 | N/A | |
| Planning & Professional Assist | 001-0-558-560-558-60-41-0000 | \$82,000.00 | \$70,000.00 | -14.6% | |
| Planning Publication | 001-0-558-560-558-60-41-0001 | \$1,000.00 | \$1,000.00 | 0% | |
| Travel - Planning/Prof Assistance | 001-0-558-560-558-60-43-0000 | \$1,500.00 | \$1,500.00 | 0% | |
| Training & Tuition - Planning | 001-0-558-560-558-60-49-0000 | \$1,500.00 | \$1,500.00 | 0% | |
| Dues & Membership - Planning | 001-0-558-560-558-60-49-0001 | \$600.00 | \$600.00 | 0% | |
| Planning Filing Fees/Misc | 001-0-558-560-558-60-49-0002 | \$200.00 | \$200.00 | 0% | |
| EDC Assessment | 001-0-558-570-558-70-49-0001 | \$26,485.00 | \$26,485.00 | 0% | |
| MCEDD Services | 001-0-558-570-558-70-49-0002 | \$1,200.00 | \$1,200.00 | 0% | |
| Total Services: | | \$129,485.00 | \$117,485.00 | -9.3% | |
| Total Expense Objects: | | \$327,540.00 | \$325,083.75 | -0.7% | |



Revenues Summary

\$4,500 **\$0**
(0.00% vs. prior year)

Community Development Proposed and Historical Budget vs. Actual



Goal #1

Goal #2



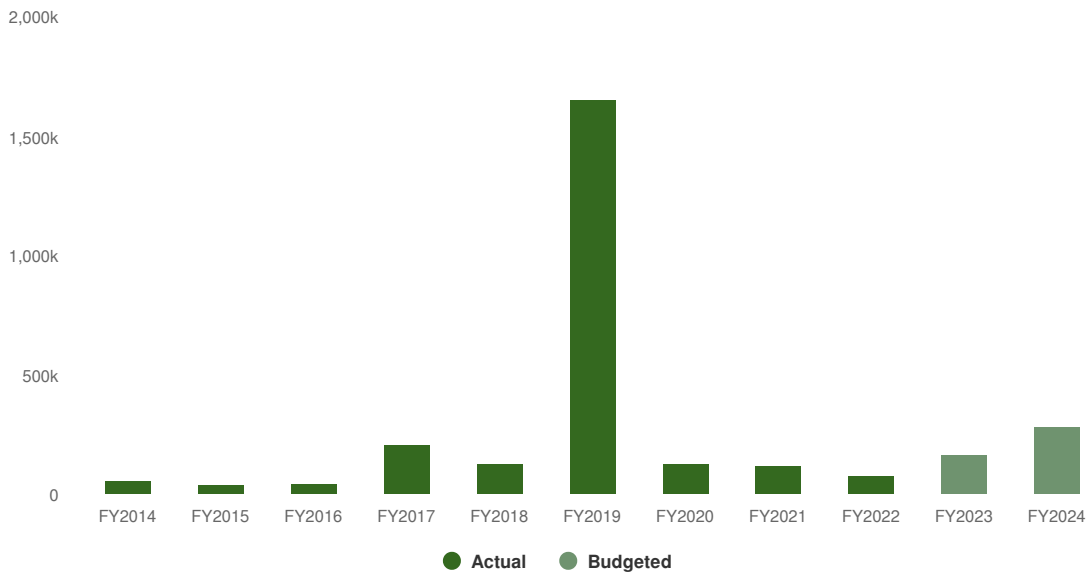
Fire Control

Rob Farris
Fire Chief

Expenditures Summary

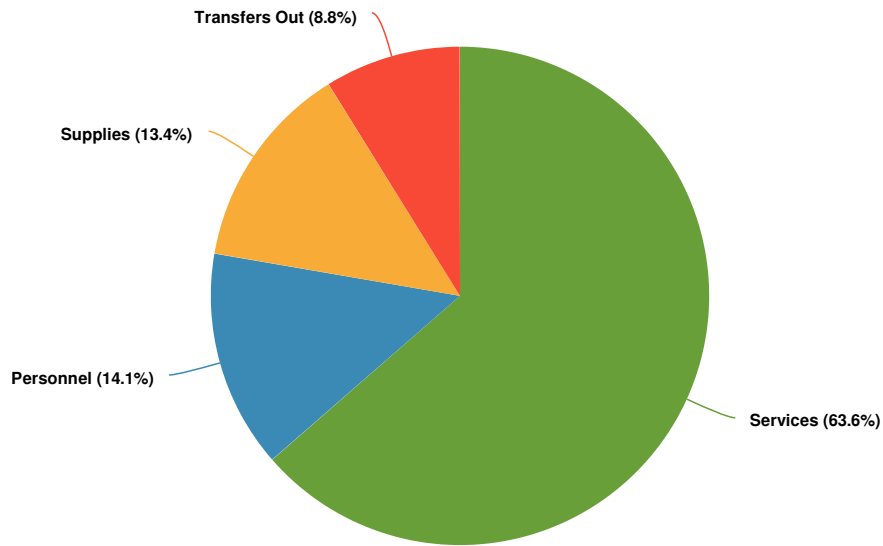
\$282,958 **\$122,000**
(75.80% vs. prior year)

Fire Control Proposed and Historical Budget vs. Actual

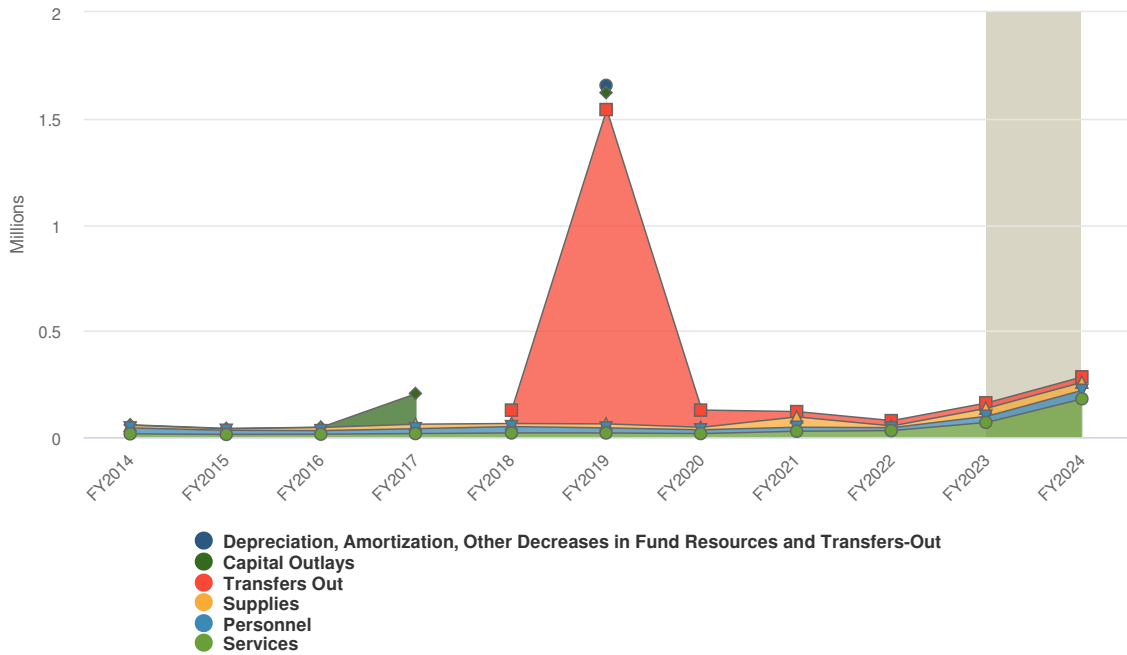


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---------------------------------------|------------------------------|--------------------|--------------------|--|-------|
| Expense Objects | | | | | |
| Transfers Out | | | | | |
| Transfers-Out - Fire Reserve | 001-0-597-000-597-00-01-0020 | \$25,000.00 | \$25,000.00 | 0% | |
| Total Transfers Out: | | \$25,000.00 | \$25,000.00 | 0% | |
| Personnel | | | | | |
| Fire Chief/Administration - Salaries | 001-0-522-202-522-10-10-0000 | \$1,900.00 | \$12,000.00 | 531.6% | |
| Fire Chief/Administration - Benefits | 001-0-522-202-522-10-20-0000 | \$100.00 | \$1,000.00 | 900% | |
| Fire Contract Volunteer Reimb | 001-0-522-202-522-20-10-0000 | \$16,000.00 | \$16,000.00 | 0% | |
| Firefighter Benefits | 001-0-522-202-522-20-20-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Firefighter Pension/Disability | 001-0-522-202-522-20-24-0000 | \$2,500.00 | \$2,500.00 | 0% | |
| Fire Support Salary | 001-0-522-202-522-30-10-0000 | \$5,000.00 | \$5,000.00 | 0% | |
| Fire Support Benefits | 001-0-522-202-522-30-20-0000 | \$2,500.00 | \$2,500.00 | 0% | |
| Total Personnel: | | \$29,000.00 | \$40,000.00 | 37.9% | |
| Supplies | | | | | |
| Fire Supplies FD II | 001-0-522-203-522-20-31-0002 | \$20,000.00 | \$20,000.00 | 0% | |
| Fire Truck Fuel FDII | 001-0-522-203-522-20-32-0002 | \$1,000.00 | \$1,000.00 | 0% | |
| Fire Prevention Supplies FDII | 001-0-522-203-522-30-31-0020 | \$500.00 | \$500.00 | 0% | |
| Fire Supplies | 001-0-522-202-522-20-31-0000 | \$15,000.00 | \$15,000.00 | 0% | |
| Fire Truck Fuel | 001-0-522-202-522-20-32-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Fire Prevention Supplies City | 001-0-522-202-522-30-31-0001 | \$500.00 | \$500.00 | 0% | |
| Total Supplies: | | \$38,000.00 | \$38,000.00 | 0% | |
| Services | | | | | |
| Dues & Membership/Subscriptions FD II | 001-0-522-203-522-20-49-0002 | \$250.00 | \$250.00 | 0% | |
| Fire Training FD II | 001-0-522-203-522-45-49-0002 | \$3,000.00 | \$3,000.00 | 0% | |
| Fire Dist II-Fire Hall Repair | 001-0-522-203-522-50-48-0001 | \$0.00 | \$60,000.00 | N/A | |
| Fire Equipment Repair FDII | 001-0-522-203-522-60-48-0002 | \$6,000.00 | \$6,000.00 | 0% | |
| Fire-Contractual Services | 001-0-522-202-522-20-41-0000 | \$20,000.00 | \$20,000.00 | 0% | |

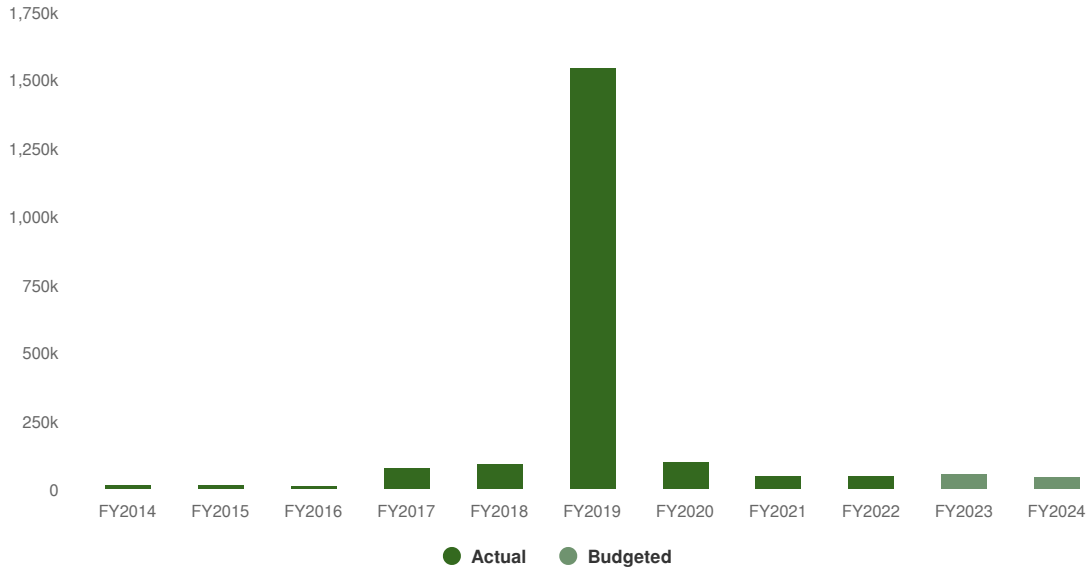


| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|-------------------------------|------------------------------|---------------------|---------------------|--|-------|
| Fire Telephone | 001-0-522-202-522-20-42-0000 | \$1,400.00 | \$1,400.00 | 0% | |
| Fire Truck Insurance | 001-0-522-202-522-20-46-0000 | \$1,545.00 | \$2,545.00 | 64.7% | |
| Fire Hydrant Repair/Supplies | 001-0-522-202-522-20-48-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Dues & Memb./Sub. City Fire | 001-0-522-202-522-20-49-0001 | \$250.00 | \$250.00 | 0% | |
| Fire Investigations | 001-0-522-202-522-30-41-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Eq Rental - Fire Support | 001-0-522-202-522-30-45-0099 | \$2,500.00 | \$2,500.00 | 0% | |
| Travel - Fire Department | 001-0-522-202-522-45-43-0000 | \$500.00 | \$500.00 | 0% | |
| Fire Department Training | 001-0-522-202-522-45-49-0000 | \$3,000.00 | \$3,000.00 | 0% | |
| Fire Hall Heat And Lights | 001-0-522-202-522-50-47-0000 | \$3,000.00 | \$3,000.00 | 0% | |
| Fire Hall Water-Sewer | 001-0-522-202-522-50-47-0001 | \$5,512.50 | \$5,512.50 | 0% | |
| Water on Demand For Hydrants | 001-0-522-202-522-50-47-0099 | \$4,000.00 | \$4,000.00 | 0% | |
| Fire Hall Repair | 001-0-522-202-522-50-48-0000 | \$10,000.00 | \$60,000.00 | 500% | |
| Fire Equipment Repair | 001-0-522-202-522-60-48-0000 | \$6,000.00 | \$6,000.00 | 0% | |
| Total Services: | | \$68,957.50 | \$179,957.50 | 161% | |
| | | | | | |
| Total Expense Objects: | | \$160,957.50 | \$282,957.50 | 75.8% | |

Revenues Summary

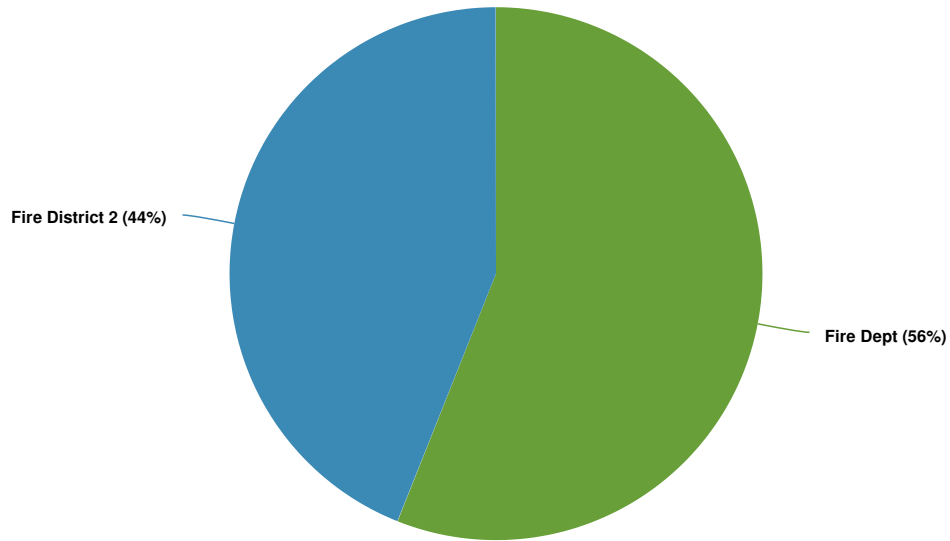
\$44,620 **-\$13,080**
 (-22.67% vs. prior year)

Fire Control Proposed and Historical Budget vs. Actual

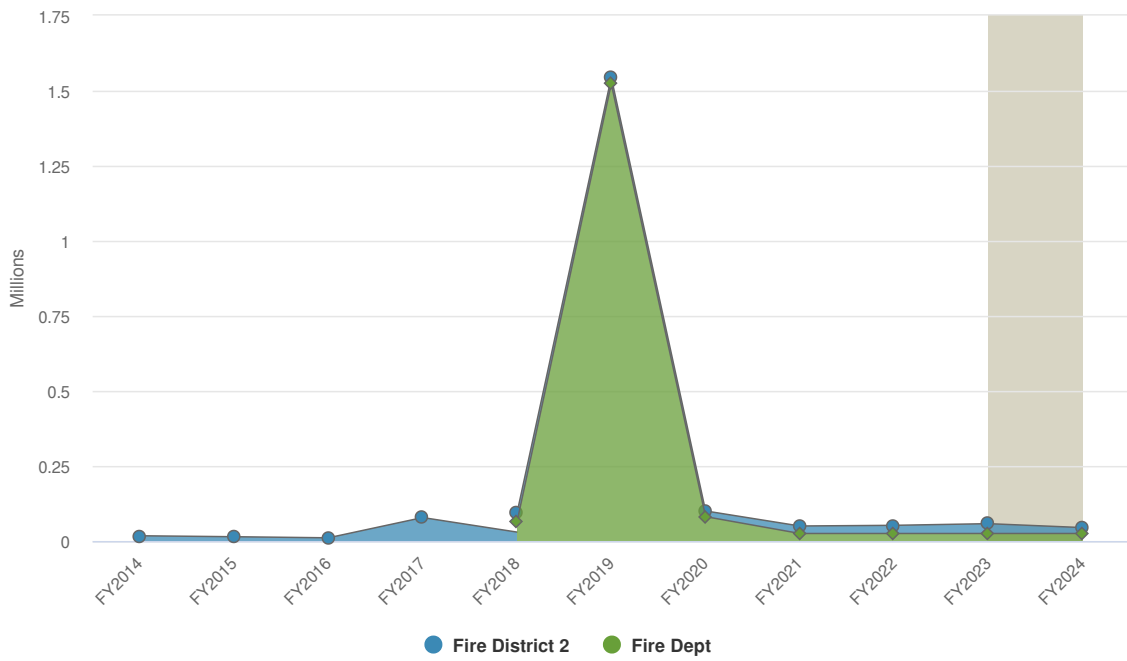


Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Grey background indicates budgeted figures.

| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--|------------------------------|--------------------|--------------------|--|-------|
| Revenue Source | | | | | |
| Charges for Goods & Services | | | | | |
| Fire District 2 | | | | | |
| Fire District II Fire Control | 001-0-340-342-342-21-00-0000 | \$32,700.00 | \$19,620.00 | -40% | |
| Total Fire District 2: | | \$32,700.00 | \$19,620.00 | -40% | |
| Total Charges for Goods & Services: | | \$32,700.00 | \$19,620.00 | -40% | |
| Interfund Transfers | | | | | |
| Fire Dept | | | | | |
| Fire Res-Transfer In From General Fund | 020-0-397-000-397-02-00-0001 | \$25,000.00 | \$25,000.00 | 0% | |
| Total Fire Dept: | | \$25,000.00 | \$25,000.00 | 0% | |
| Total Interfund Transfers: | | \$25,000.00 | \$25,000.00 | 0% | |
| Total Revenue Source: | | \$57,700.00 | \$44,620.00 | -22.7% | |

Organizational Chart

Goal #1



Goal #2



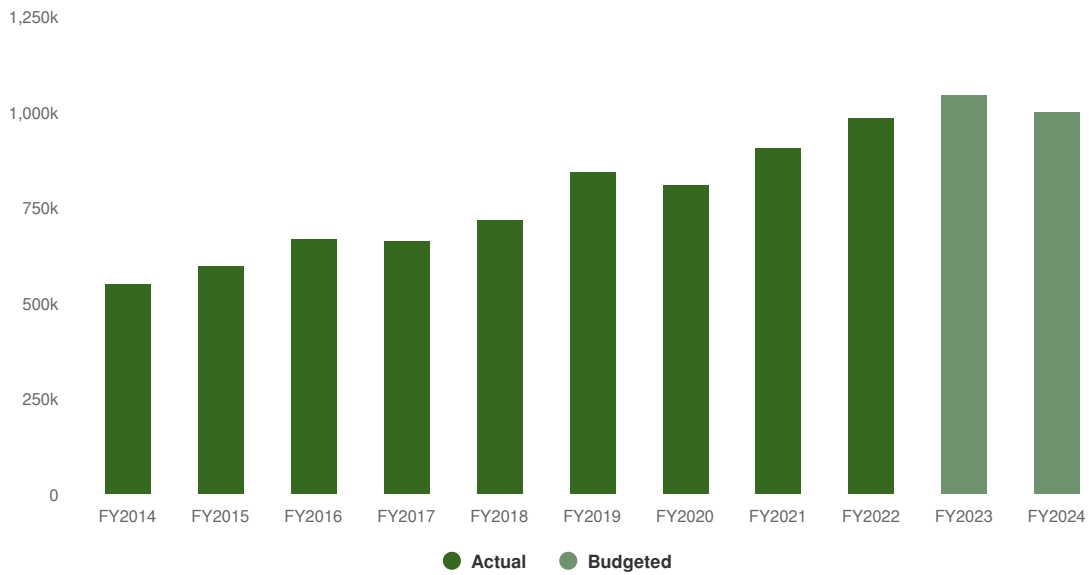
Administration

Leana Kinley
City Administrator

Expenditures Summary

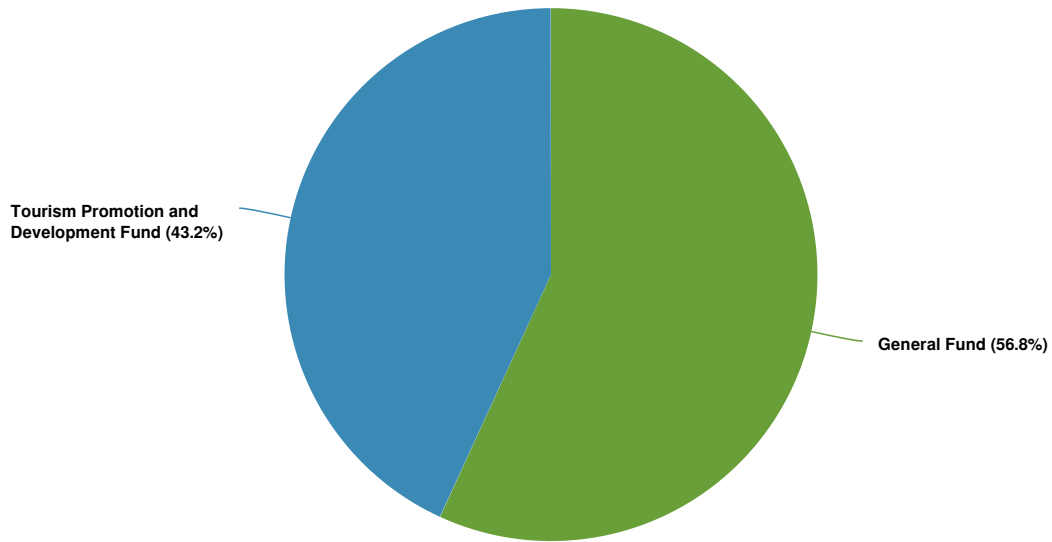
\$1,003,092 **-\$42,221**
(-4.04% vs. prior year)

Administration Proposed and Historical Budget vs. Actual

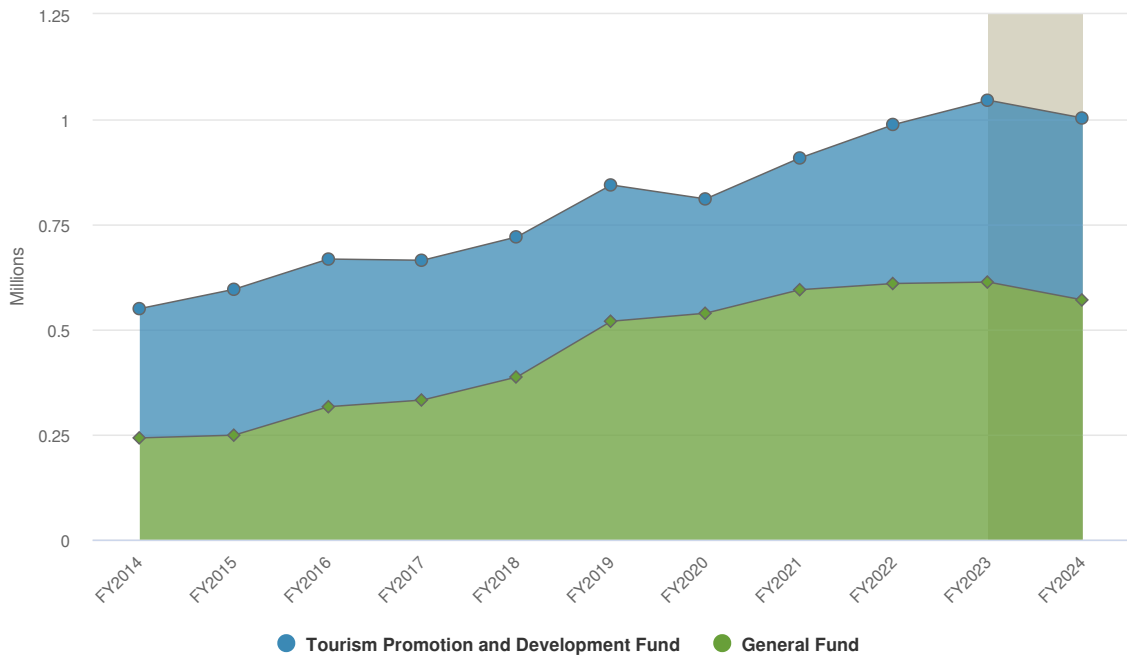


Expenditures by Fund

2024 Expenditures by Fund



Budgeted and Historical 2024 Expenditures by Fund



Grey background indicates budgeted figures.

| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|------|------------|-----------------|-----------------|--|-------|
| | | | | | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|-------------------------------|------------------------------|-----------------|-----------------|--|-------|
| General Fund | | | | | |
| Council Salary | 001-0-511-000-511-60-10-0000 | \$24,000.00 | \$24,000.00 | 0% | |
| Council Benefits | 001-0-511-000-511-60-20-0000 | \$1,500.00 | \$1,500.00 | 0% | |
| Court Clerk Salary | 001-0-512-000-512-52-10-0001 | \$5,400.00 | \$5,400.00 | 0% | |
| Court Clerk Benefits | 001-0-512-000-512-52-20-0001 | \$2,160.00 | \$2,160.00 | 0% | |
| Mayor Salary | 001-0-513-000-513-10-10-0000 | \$7,200.00 | \$7,200.00 | 0% | |
| City Administrator Salary | 001-0-513-000-513-10-10-0001 | \$108,290.00 | \$113,704.50 | 5% | |
| Mayor Benefits | 001-0-513-000-513-10-20-0000 | \$625.00 | \$625.00 | 0% | |
| City Administrator Benefits | 001-0-513-000-513-10-20-0001 | \$27,961.60 | \$29,359.68 | 5% | |
| Budgeting/Accounting Salary | 001-0-514-000-514-20-10-0001 | \$77,695.20 | \$81,579.96 | 5% | |
| Budgeting/Accounting Benefits | 001-0-514-000-514-20-20-0001 | \$24,721.20 | \$25,957.26 | 5% | |
| Minutes - Recording Fee Sal | 001-0-514-000-514-30-10-0000 | \$2,648.70 | \$2,781.14 | 5% | |
| Minutes - Recording Fee Ben | 001-0-514-000-514-30-20-0000 | \$235.44 | \$247.21 | 5% | |
| Unemployment Claims | 001-0-517-000-517-70-22-0000 | \$10,000.00 | \$10,000.00 | 0% | |
| Staff Wellness | 001-0-517-000-517-90-26-0000 | \$500.00 | \$500.00 | 0% | |
| Building Repair Salary | 001-0-518-000-518-30-10-0000 | \$6,000.00 | \$6,300.00 | 5% | |
| Building Repair Benefits | 001-0-518-000-518-30-20-0000 | \$3,000.00 | \$3,150.00 | 5% | |
| Household Supplies/Repairs | 001-0-518-000-518-30-31-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Building Repair Supplies | 001-0-518-000-518-30-31-0001 | | \$3,000.00 | N/A | |
| Office Supplies | 001-0-518-000-518-40-31-0000 | \$10,000.00 | \$10,000.00 | 0% | |
| Substance Abuse/Liquor Excise | 001-0-566-000-566-72-42-0000 | \$150.00 | \$150.00 | 0% | |
| Ordinance Codification | 001-0-511-000-511-30-41-0000 | \$2,500.00 | \$2,500.00 | 0% | |
| Legislative Publishing | 001-0-511-000-511-30-44-0000 | \$3,500.00 | \$3,500.00 | 0% | |
| Travel/Lodging Council | 001-0-511-000-511-60-43-0000 | \$500.00 | \$500.00 | 0% | |
| Tuition Council | 001-0-511-000-511-60-49-0000 | \$5,000.00 | \$5,000.00 | 0% | |
| Jury Management/Courtroom Use | 001-0-512-000-512-52-41-0001 | \$1,200.00 | \$1,200.00 | 0% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--------------------------------------|------------------------------|-----------------|-----------------|--|-------|
| Interpreter Fees | 001-0-512-000-512-52-41-0002 | \$500.00 | \$500.00 | 0% | |
| Municipal Court Contract | 001-0-512-000-512-52-41-0003 | \$20,000.00 | \$20,000.00 | 0% | |
| Sheriff Warrant Service Charge | 001-0-512-000-512-52-51-0000 | \$250.00 | \$250.00 | 0% | |
| Prosecuting Attorney County Contract | 001-0-512-000-515-35-41-0000 | \$16,000.00 | \$16,000.00 | 0% | |
| Indigent Defense | 001-0-512-000-515-93-41-0000 | \$15,000.00 | \$15,000.00 | 0% | |
| Travel/Lodging Mayor/Administrator | 001-0-513-000-513-10-43-0000 | \$2,000.00 | \$2,000.00 | 0% | |
| Tuition Mayor/Administrator | 001-0-513-000-513-10-49-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| EBPP Fees General Fund | 001-0-514-000-514-20-41-0001 | \$600.00 | \$600.00 | 0% | |
| Finance-Contractual Services | 001-0-514-000-514-20-41-0002 | \$7,400.00 | \$7,400.00 | 0% | |
| Audit Fee | 001-0-514-000-514-20-41-0022 | \$7,000.00 | \$7,000.00 | 0% | |
| Travel Financial/Records | 001-0-514-000-514-20-43-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Clerk Bond Premiums | 001-0-514-000-514-20-46-0000 | \$200.00 | \$200.00 | 0% | |
| Training/Tuition - Financial/Records | 001-0-514-000-514-20-49-0000 | \$3,000.00 | \$3,000.00 | 0% | |
| Dues & Membership - Financial | 001-0-514-000-514-20-49-0001 | \$1,200.00 | \$1,200.00 | 0% | |
| Fiduciary Fees/VISA | 001-0-514-000-514-20-49-0002 | \$4,000.00 | \$4,000.00 | 0% | |
| Miscellaneous Charges | 001-0-514-000-514-20-49-0003 | \$500.00 | \$500.00 | 0% | |
| Elections | 001-0-514-000-514-41-41-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Voter Registration Services | 001-0-514-000-514-91-51-0000 | \$6,000.00 | \$6,000.00 | 0% | |
| Advisory Board Services | 001-0-515-000-515-41-41-0000 | \$15,000.00 | \$15,000.00 | 0% | |
| Travel - Legal | 001-0-515-000-515-41-43-0000 | \$750.00 | \$750.00 | 0% | |
| Training & Tuition - Legal | 001-0-515-000-515-41-49-0000 | \$750.00 | \$750.00 | 0% | |
| Old Age Survivor Insurance | 001-0-517-000-517-70-25-0000 | \$25.00 | \$25.00 | 0% | |
| Custodial Services | 001-0-518-000-518-30-41-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Contractual Services | 001-0-518-000-518-30-41-0001 | \$25,500.00 | \$28,700.00 | 12.5% | |
| HR-Advertisement | 001-0-518-000-518-30-44-0000 | \$1,000.00 | \$1,000.00 | 0% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---|------------------------------|---------------------|---------------------|--|-------|
| Eq Rental - Building Repair | 001-0-518-000-518-30-45-0099 | \$1,000.00 | \$1,000.00 | 0% | |
| Insurance - Liability | 001-0-518-000-518-30-46-0000 | \$20,560.00 | \$25,560.00 | 24.3% | |
| Heat & Lights | 001-0-518-000-518-30-47-0000 | \$3,500.00 | \$3,500.00 | 0% | |
| City Hall Water/Sewer | 001-0-518-000-518-30-47-0001 | \$1,463.32 | \$1,463.32 | 0% | |
| Building Repair Supplies | 001-0-518-000-518-30-48-0000 | \$3,000.00 | \$0.00 | -100% | |
| Office Equip Repair& Maintenance | 001-0-518-000-518-40-41-0000 | \$29,000.00 | \$29,000.00 | 0% | |
| Central Services Telephone | 001-0-518-000-518-40-42-0000 | \$4,000.00 | \$4,000.00 | 0% | |
| Miscellaneous - Postage | 001-0-518-000-518-40-42-0001 | \$500.00 | \$500.00 | 0% | |
| Website - General Fund | 001-0-518-000-518-80-41-0023 | \$3,200.00 | | N/A | |
| Dues And Membership - General Govt | 001-0-518-000-518-90-49-0001 | \$3,000.00 | \$3,000.00 | 0% | |
| Dispatch Fees - City | 001-0-528-000-528-60-41-0000 | \$2,500.00 | \$2,500.00 | 0% | |
| Radio Contract | 001-0-528-000-528-60-42-0000 | \$3,500.00 | \$3,500.00 | 0% | |
| Air Pollution Authority | 001-0-553-000-553-70-41-0000 | \$500.00 | \$500.00 | 0% | |
| Farmers Market Support | 001-0-562-000-562-10-41-0000 | \$10,000.00 | \$10,000.00 | 0% | |
| Food Bank Support | 001-0-565-000-565-10-49-0000 | \$10,000.00 | \$10,000.00 | 0% | |
| Hosting of Meetings/Events | 001-0-573-000-573-90-49-0000 | \$500.00 | \$500.00 | 0% | |
| City Hall Improvements | 001-0-518-000-594-18-62-0000 | \$50,000.00 | \$0.00 | -100% | |
| Office Furniture/Equipment | 001-0-518-000-594-18-64-0000 | \$10,000.00 | \$0.00 | -100% | |
| Total General Fund: | | \$612,685.46 | \$570,213.07 | -6.9% | |
| Tourism Promotion and Development Fund | | | | | |
| Promotion Salaries | 103-0-573-000-573-90-10-0000 | \$5,000.00 | \$5,000.00 | 0% | |
| Promotion Field Salaries | 103-0-573-000-573-90-10-0003 | \$3,300.00 | \$3,300.00 | 0% | |
| Promotion Benefits | 103-0-573-000-573-90-20-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Promotion Field Benefits | 103-0-573-000-573-90-20-0003 | \$1,700.00 | \$1,700.00 | 0% | |
| Consultant Services, Chamber | 103-0-573-000-573-30-41-0000 | \$110,000.00 | \$110,000.00 | 0% | |

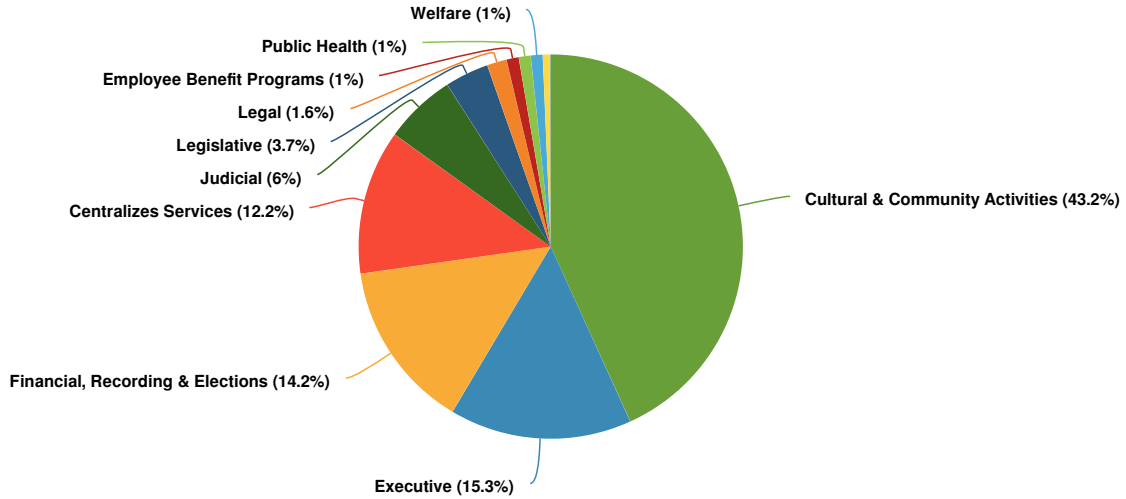


| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--|------------------------------|-----------------------|-----------------------|--|-------|
| SBA Consultant Services | 103-0-573-000-573-30-41-0001 | \$81,000.00 | \$81,000.00 | 0% | |
| Chamber Events | 103-0-573-000-573-30-41-0002 | \$18,000.00 | \$18,000.00 | 0% | |
| County - Fair & Timber Carnival | 103-0-573-000-573-30-41-0004 | \$5,000.00 | \$5,000.00 | 0% | |
| County - Bluegrass Festival | 103-0-573-000-573-30-41-0005 | \$10,000.00 | \$10,000.00 | 0% | |
| County-Fireworks | 103-0-573-000-573-30-41-0008 | \$7,500.00 | \$7,500.00 | 0% | |
| General Admin Fees | 103-0-573-000-573-30-41-0010 | \$6,428.27 | \$6,679.30 | 3.9% | |
| CRGIC Consultant Services | 103-0-573-000-573-90-41-0002 | \$60,000.00 | \$60,000.00 | 0% | |
| X-Fest Event Consultant Servic | 103-0-573-000-573-90-41-0003 | \$1,000.00 | \$1,000.00 | 0% | |
| Skamania Senior Services - Hiker Bus | 103-0-573-000-573-90-41-0004 | \$10,000.00 | \$10,000.00 | 0% | |
| Gorge Outrigger Races | 103-0-573-000-573-90-41-0008 | \$5,000.00 | \$5,000.00 | 0% | |
| BOTG Kiteboarding Festival | 103-0-573-000-573-90-41-0009 | \$3,000.00 | \$3,000.00 | 0% | |
| Main St Program Coordinator (SBA) | 103-0-573-000-573-90-41-0013 | \$75,000.00 | \$75,000.00 | 0% | |
| Stevenson Waterfront Music Festival | 103-0-573-000-573-90-41-0014 | \$5,000.00 | \$5,000.00 | 0% | |
| SC Fair Board-GorgeGrass | 103-0-573-000-573-90-41-0018 | \$4,000.00 | \$4,000.00 | 0% | |
| CGTA Services | 103-0-573-000-573-90-41-0019 | \$5,000.00 | \$5,000.00 | 0% | |
| Audit Fee | 103-0-573-000-573-90-41-0022 | \$2,000.00 | \$2,000.00 | 0% | |
| Gorge Olympic Windsurfing Cup | 103-0-573-000-573-90-41-0024 | \$3,000.00 | \$3,000.00 | 0% | |
| Gorge Downwind Champs | 103-0-573-000-573-90-41-0025 | \$10,000.00 | \$10,000.00 | 0% | |
| OPA-Waterfront Festival | 103-0-573-000-573-90-41-0026 | \$700.00 | \$700.00 | 0% | |
| Total Tourism Promotion and Development Fund: | | \$432,628.27 | \$432,879.30 | 0.1% | |
| Total: | | \$1,045,313.73 | \$1,003,092.37 | -4% | |

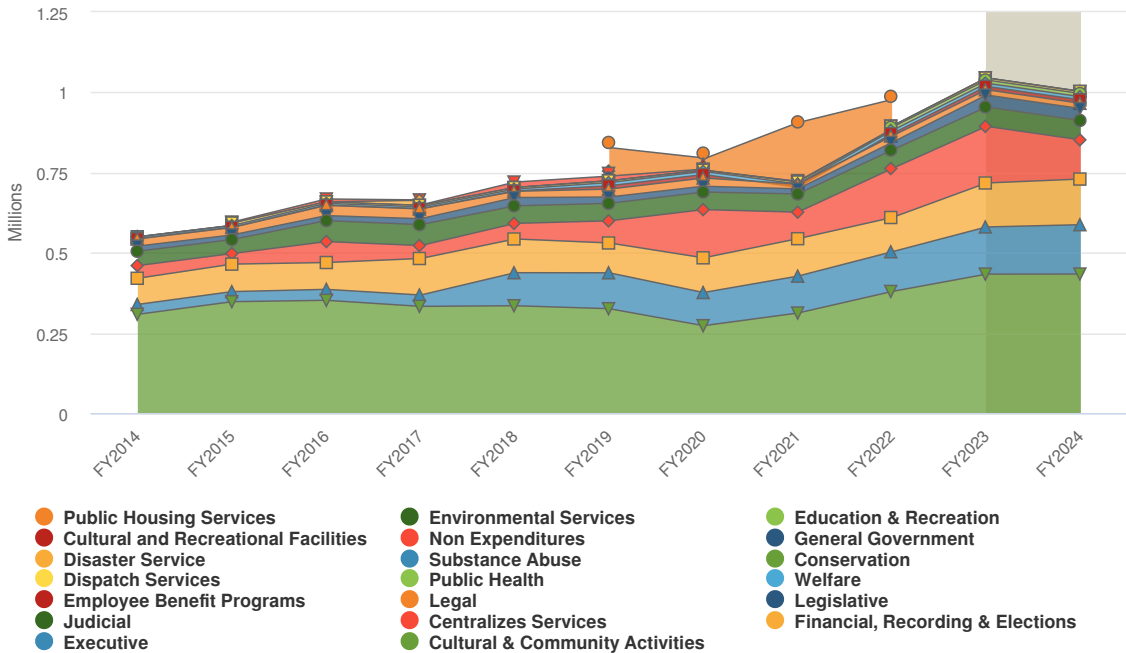


Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



Grey background indicates budgeted figures.



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--------------------------------------|------------------------------|---------------------|---------------------|--|-------|
| Expenditures | | | | | |
| Legislative | | | | | |
| Council Salary | 001-0-511-000-511-60-10-0000 | \$24,000.00 | \$24,000.00 | 0% | |
| Council Benefits | 001-0-511-000-511-60-20-0000 | \$1,500.00 | \$1,500.00 | 0% | |
| Ordinance Codification | 001-0-511-000-511-30-41-0000 | \$2,500.00 | \$2,500.00 | 0% | |
| Legislative Publishing | 001-0-511-000-511-30-44-0000 | \$3,500.00 | \$3,500.00 | 0% | |
| Travel/Lodging Council | 001-0-511-000-511-60-43-0000 | \$500.00 | \$500.00 | 0% | |
| Tuition Council | 001-0-511-000-511-60-49-0000 | \$5,000.00 | \$5,000.00 | 0% | |
| Total Legislative: | | \$37,000.00 | \$37,000.00 | 0% | |
| Judicial | | | | | |
| Court Clerk Salary | 001-0-512-000-512-52-10-0001 | \$5,400.00 | \$5,400.00 | 0% | |
| Court Clerk Benefits | 001-0-512-000-512-52-20-0001 | \$2,160.00 | \$2,160.00 | 0% | |
| Jury Management/Courtroom Use | 001-0-512-000-512-52-41-0001 | \$1,200.00 | \$1,200.00 | 0% | |
| Interpreter Fees | 001-0-512-000-512-52-41-0002 | \$500.00 | \$500.00 | 0% | |
| Municipal Court Contract | 001-0-512-000-512-52-41-0003 | \$20,000.00 | \$20,000.00 | 0% | |
| Sheriff Warrant Service Charge | 001-0-512-000-512-52-51-0000 | \$250.00 | \$250.00 | 0% | |
| Prosecuting Attorney County Contract | 001-0-512-000-515-35-41-0000 | \$16,000.00 | \$16,000.00 | 0% | |
| Indigent Defense | 001-0-512-000-515-93-41-0000 | \$15,000.00 | \$15,000.00 | 0% | |
| Total Judicial: | | \$60,510.00 | \$60,510.00 | 0% | |
| Executive | | | | | |
| Mayor Salary | 001-0-513-000-513-10-10-0000 | \$7,200.00 | \$7,200.00 | 0% | |
| City Administrator Salary | 001-0-513-000-513-10-10-0001 | \$108,290.00 | \$113,704.50 | 5% | |
| Mayor Benefits | 001-0-513-000-513-10-20-0000 | \$625.00 | \$625.00 | 0% | |
| City Administrator Benefits | 001-0-513-000-513-10-20-0001 | \$27,961.60 | \$29,359.68 | 5% | |
| Travel/Lodging Mayor/Administrator | 001-0-513-000-513-10-43-0000 | \$2,000.00 | \$2,000.00 | 0% | |
| Tuition Mayor/Administrator | 001-0-513-000-513-10-49-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Total Executive: | | \$147,076.60 | \$153,889.18 | 4.6% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--|------------------------------|---------------------|---------------------|--|-------|
| Financial, Recording & Elections | | | | | |
| Budgeting/Accounting Salary | 001-0-514-000-514-20-10-0001 | \$77,695.20 | \$81,579.96 | 5% | |
| Budgeting/Accounting Benefits | 001-0-514-000-514-20-20-0001 | \$24,721.20 | \$25,957.26 | 5% | |
| Minutes - Recording Fee Sal | 001-0-514-000-514-30-10-0000 | \$2,648.70 | \$2,781.14 | 5% | |
| Minutes - Recording Fee Ben | 001-0-514-000-514-30-20-0000 | \$235.44 | \$247.21 | 5% | |
| EBPP Fees General Fund | 001-0-514-000-514-20-41-0001 | \$600.00 | \$600.00 | 0% | |
| Finance-Contractual Services | 001-0-514-000-514-20-41-0002 | \$7,400.00 | \$7,400.00 | 0% | |
| Audit Fee | 001-0-514-000-514-20-41-0022 | \$7,000.00 | \$7,000.00 | 0% | |
| Travel Financial/Records | 001-0-514-000-514-20-43-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Clerk Bond Premiums | 001-0-514-000-514-20-46-0000 | \$200.00 | \$200.00 | 0% | |
| Training/Tuition - Financial/Records | 001-0-514-000-514-20-49-0000 | \$3,000.00 | \$3,000.00 | 0% | |
| Dues & Membership - Financial | 001-0-514-000-514-20-49-0001 | \$1,200.00 | \$1,200.00 | 0% | |
| Fiduciary Fees/VISA | 001-0-514-000-514-20-49-0002 | \$4,000.00 | \$4,000.00 | 0% | |
| Miscellaneous Charges | 001-0-514-000-514-20-49-0003 | \$500.00 | \$500.00 | 0% | |
| Elections | 001-0-514-000-514-41-41-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Voter Registration Services | 001-0-514-000-514-91-51-0000 | \$6,000.00 | \$6,000.00 | 0% | |
| Total Financial, Recording & Elections: | | \$137,200.54 | \$142,465.57 | 3.8% | |
| Legal | | | | | |
| Advisory Board Services | 001-0-515-000-515-41-41-0000 | \$15,000.00 | \$15,000.00 | 0% | |
| Travel - Legal | 001-0-515-000-515-41-43-0000 | \$750.00 | \$750.00 | 0% | |
| Training & Tuition - Legal | 001-0-515-000-515-41-49-0000 | \$750.00 | \$750.00 | 0% | |
| Total Legal: | | \$16,500.00 | \$16,500.00 | 0% | |
| Employee Benefit Programs | | | | | |
| Unemployment Claims | 001-0-517-000-517-70-22-0000 | \$10,000.00 | \$10,000.00 | 0% | |
| Staff Wellness | 001-0-517-000-517-90-26-0000 | \$500.00 | \$500.00 | 0% | |
| Old Age Survivor Insurance | 001-0-517-000-517-70-25-0000 | \$25.00 | \$25.00 | 0% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---|------------------------------|---------------------|---------------------|--|-------|
| Total Employee Benefit Programs: | | \$10,525.00 | \$10,525.00 | 0% | |
| Centralizes Services | | | | | |
| Building Repair Salary | 001-0-518-000-518-30-10-0000 | \$6,000.00 | \$6,300.00 | 5% | |
| Building Repair Benefits | 001-0-518-000-518-30-20-0000 | \$3,000.00 | \$3,150.00 | 5% | |
| Household Supplies/Repairs | 001-0-518-000-518-30-31-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Building Repair Supplies | 001-0-518-000-518-30-31-0001 | | \$3,000.00 | N/A | |
| Office Supplies | 001-0-518-000-518-40-31-0000 | \$10,000.00 | \$10,000.00 | 0% | |
| Custodial Services | 001-0-518-000-518-30-41-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Contractual Services | 001-0-518-000-518-30-41-0001 | \$25,500.00 | \$28,700.00 | 12.5% | |
| HR-Advertisement | 001-0-518-000-518-30-44-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Eq Rental - Building Repair | 001-0-518-000-518-30-45-0099 | \$1,000.00 | \$1,000.00 | 0% | |
| Insurance - Liability | 001-0-518-000-518-30-46-0000 | \$20,560.00 | \$25,560.00 | 24.3% | |
| Heat & Lights | 001-0-518-000-518-30-47-0000 | \$3,500.00 | \$3,500.00 | 0% | |
| City Hall Water/Sewer | 001-0-518-000-518-30-47-0001 | \$1,463.32 | \$1,463.32 | 0% | |
| Building Repair Supplies | 001-0-518-000-518-30-48-0000 | \$3,000.00 | \$0.00 | -100% | |
| Office Equip Repair& Maintenance | 001-0-518-000-518-40-41-0000 | \$29,000.00 | \$29,000.00 | 0% | |
| Central Services Telephone | 001-0-518-000-518-40-42-0000 | \$4,000.00 | \$4,000.00 | 0% | |
| Miscellaneous - Postage | 001-0-518-000-518-40-42-0001 | \$500.00 | \$500.00 | 0% | |
| Website - General Fund | 001-0-518-000-518-80-41-0023 | \$3,200.00 | | N/A | |
| Dues And Membership - General Govt | 001-0-518-000-518-90-49-0001 | \$3,000.00 | \$3,000.00 | 0% | |
| City Hall Improvements | 001-0-518-000-594-18-62-0000 | \$50,000.00 | \$0.00 | -100% | |
| Office Furniture/Equipment | 001-0-518-000-594-18-64-0000 | \$10,000.00 | \$0.00 | -100% | |
| Total Centralizes Services: | | \$176,723.32 | \$122,173.32 | -30.9% | |
| Dispatch Services | | | | | |
| Dispatch Fees - City | 001-0-528-000-528-60-41-0000 | \$2,500.00 | \$2,500.00 | 0% | |
| Radio Contract | 001-0-528-000-528-60-42-0000 | \$3,500.00 | \$3,500.00 | 0% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--|------------------------------|--------------------|--------------------|--|-------|
| Total Dispatch Services: | | \$6,000.00 | \$6,000.00 | 0% | |
| | | | | | |
| Conservation | | | | | |
| Air Pollution Authority | 001-0-553-000-553-70-41-0000 | \$500.00 | \$500.00 | 0% | |
| Total Conservation: | | \$500.00 | \$500.00 | 0% | |
| | | | | | |
| Public Health | | | | | |
| Farmers Market Support | 001-0-562-000-562-10-41-0000 | \$10,000.00 | \$10,000.00 | 0% | |
| Total Public Health: | | \$10,000.00 | \$10,000.00 | 0% | |
| | | | | | |
| Welfare | | | | | |
| Food Bank Support | 001-0-565-000-565-10-49-0000 | \$10,000.00 | \$10,000.00 | 0% | |
| Total Welfare: | | \$10,000.00 | \$10,000.00 | 0% | |
| | | | | | |
| Substance Abuse | | | | | |
| Substance Abuse/Liquor Excise | 001-0-566-000-566-72-42-0000 | \$150.00 | \$150.00 | 0% | |
| Total Substance Abuse: | | \$150.00 | \$150.00 | 0% | |
| | | | | | |
| Cultural & Community Activities | | | | | |
| Promotion Salaries | 103-0-573-000-573-90-10-0000 | \$5,000.00 | \$5,000.00 | 0% | |
| Promotion Field Salaries | 103-0-573-000-573-90-10-0003 | \$3,300.00 | \$3,300.00 | 0% | |
| Promotion Benefits | 103-0-573-000-573-90-20-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Promotion Field Benefits | 103-0-573-000-573-90-20-0003 | \$1,700.00 | \$1,700.00 | 0% | |
| Hosting of Meetings/Events | 001-0-573-000-573-90-49-0000 | \$500.00 | \$500.00 | 0% | |
| Consultant Services, Chamber | 103-0-573-000-573-30-41-0000 | \$110,000.00 | \$110,000.00 | 0% | |
| SBA Consultant Services | 103-0-573-000-573-30-41-0001 | \$81,000.00 | \$81,000.00 | 0% | |
| Chamber Events | 103-0-573-000-573-30-41-0002 | \$18,000.00 | \$18,000.00 | 0% | |
| County - Fair & Timber Carnival | 103-0-573-000-573-30-41-0004 | \$5,000.00 | \$5,000.00 | 0% | |
| County - Bluegrass Festival | 103-0-573-000-573-30-41-0005 | \$10,000.00 | \$10,000.00 | 0% | |
| County-Fireworks | 103-0-573-000-573-30-41-0008 | \$7,500.00 | \$7,500.00 | 0% | |
| General Admin Fees | 103-0-573-000-573-30-41-0010 | \$6,428.27 | \$6,679.30 | 3.9% | |
| CRGIC Consultant Services | 103-0-573-000-573-90-41-0002 | \$60,000.00 | \$60,000.00 | 0% | |

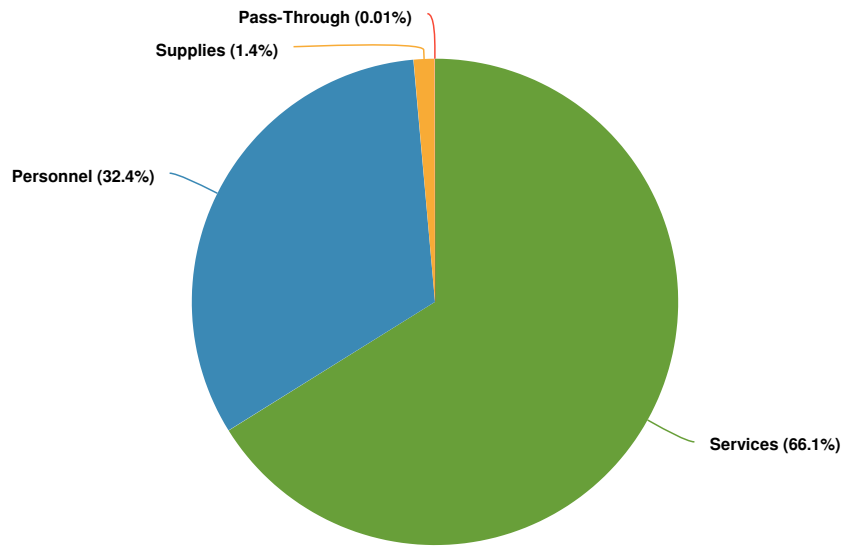


| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|---|------------------------------|-----------------------|-----------------------|--|-------|
| X-Fest Event Consultant Servic | 103-0-573-000-573-90-41-0003 | \$1,000.00 | \$1,000.00 | 0% | |
| Skamania Senior Services - Hiker Bus | 103-0-573-000-573-90-41-0004 | \$10,000.00 | \$10,000.00 | 0% | |
| Gorge Outrigger Races | 103-0-573-000-573-90-41-0008 | \$5,000.00 | \$5,000.00 | 0% | |
| BOTG Kiteboarding Festival | 103-0-573-000-573-90-41-0009 | \$3,000.00 | \$3,000.00 | 0% | |
| Main St Program Coordinator (SBA) | 103-0-573-000-573-90-41-0013 | \$75,000.00 | \$75,000.00 | 0% | |
| Stevenson Waterfront Music Festival | 103-0-573-000-573-90-41-0014 | \$5,000.00 | \$5,000.00 | 0% | |
| SC Fair Board-GorgeGrass | 103-0-573-000-573-90-41-0018 | \$4,000.00 | \$4,000.00 | 0% | |
| CGTA Services | 103-0-573-000-573-90-41-0019 | \$5,000.00 | \$5,000.00 | 0% | |
| Audit Fee | 103-0-573-000-573-90-41-0022 | \$2,000.00 | \$2,000.00 | 0% | |
| Gorge Olympic Windsurfing Cup | 103-0-573-000-573-90-41-0024 | \$3,000.00 | \$3,000.00 | 0% | |
| Gorge Downwind Champs | 103-0-573-000-573-90-41-0025 | \$10,000.00 | \$10,000.00 | 0% | |
| OPA-Waterfront Festival | 103-0-573-000-573-90-41-0026 | \$700.00 | \$700.00 | 0% | |
| Total Cultural & Community Activities: | | \$433,128.27 | \$433,379.30 | 0.1% | |
| | | | | | |
| Total Expenditures: | | \$1,045,313.73 | \$1,003,092.37 | -4% | |

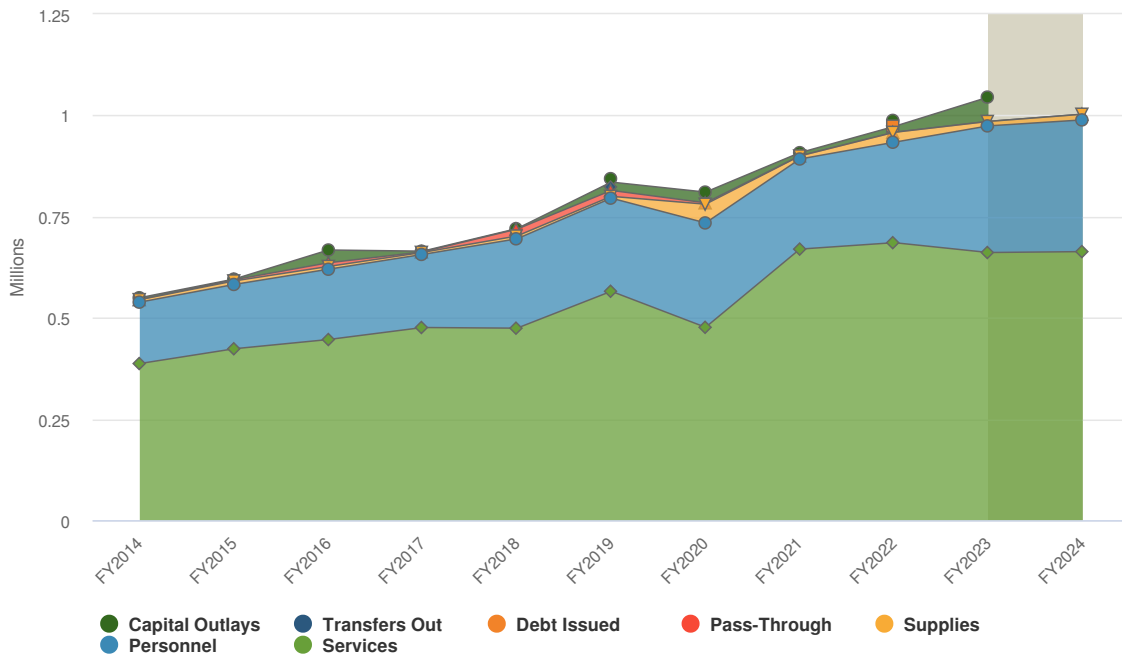


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Grey background indicates budgeted figures.



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|-------------------------------|------------------------------|---------------------|---------------------|--|-------|
| Expense Objects | | | | | |
| Personnel | | | | | |
| Council Salary | 001-0-511-000-511-60-10-0000 | \$24,000.00 | \$24,000.00 | 0% | |
| Council Benefits | 001-0-511-000-511-60-20-0000 | \$1,500.00 | \$1,500.00 | 0% | |
| Court Clerk Salary | 001-0-512-000-512-52-10-0001 | \$5,400.00 | \$5,400.00 | 0% | |
| Court Clerk Benefits | 001-0-512-000-512-52-20-0001 | \$2,160.00 | \$2,160.00 | 0% | |
| Mayor Salary | 001-0-513-000-513-10-10-0000 | \$7,200.00 | \$7,200.00 | 0% | |
| City Administrator Salary | 001-0-513-000-513-10-10-0001 | \$108,290.00 | \$113,704.50 | 5% | |
| Mayor Benefits | 001-0-513-000-513-10-20-0000 | \$625.00 | \$625.00 | 0% | |
| City Administrator Benefits | 001-0-513-000-513-10-20-0001 | \$27,961.60 | \$29,359.68 | 5% | |
| Budgeting/Accounting Salary | 001-0-514-000-514-20-10-0001 | \$77,695.20 | \$81,579.96 | 5% | |
| Budgeting/Accounting Benefits | 001-0-514-000-514-20-20-0001 | \$24,721.20 | \$25,957.26 | 5% | |
| Minutes - Recording Fee Sal | 001-0-514-000-514-30-10-0000 | \$2,648.70 | \$2,781.14 | 5% | |
| Minutes - Recording Fee Ben | 001-0-514-000-514-30-20-0000 | \$235.44 | \$247.21 | 5% | |
| Unemployment Claims | 001-0-517-000-517-70-22-0000 | \$10,000.00 | \$10,000.00 | 0% | |
| Staff Wellness | 001-0-517-000-517-90-26-0000 | \$500.00 | \$500.00 | 0% | |
| Building Repair Salary | 001-0-518-000-518-30-10-0000 | \$6,000.00 | \$6,300.00 | 5% | |
| Building Repair Benefits | 001-0-518-000-518-30-20-0000 | \$3,000.00 | \$3,150.00 | 5% | |
| Promotion Salaries | 103-0-573-000-573-90-10-0000 | \$5,000.00 | \$5,000.00 | 0% | |
| Promotion Field Salaries | 103-0-573-000-573-90-10-0003 | \$3,300.00 | \$3,300.00 | 0% | |
| Promotion Benefits | 103-0-573-000-573-90-20-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Promotion Field Benefits | 103-0-573-000-573-90-20-0003 | \$1,700.00 | \$1,700.00 | 0% | |
| Total Personnel: | | \$312,937.14 | \$325,464.75 | 4% | |
| Supplies | | | | | |
| Household Supplies/Repairs | 001-0-518-000-518-30-31-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Building Repair Supplies | 001-0-518-000-518-30-31-0001 | | \$3,000.00 | N/A | |
| Office Supplies | 001-0-518-000-518-40-31-0000 | \$10,000.00 | \$10,000.00 | 0% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--------------------------------------|------------------------------|--------------------|--------------------|--|-------|
| Total Supplies: | | \$11,000.00 | \$14,000.00 | 27.3% | |
| | | | | | |
| Pass-Through | | | | | |
| Substance Abuse/Liquor Excise | 001-0-566-000-566-72-42-0000 | \$150.00 | \$150.00 | 0% | |
| Total Pass-Through: | | \$150.00 | \$150.00 | 0% | |
| | | | | | |
| Services | | | | | |
| Ordinance Codification | 001-0-511-000-511-30-41-0000 | \$2,500.00 | \$2,500.00 | 0% | |
| Legislative Publishing | 001-0-511-000-511-30-44-0000 | \$3,500.00 | \$3,500.00 | 0% | |
| Travel/Lodging Council | 001-0-511-000-511-60-43-0000 | \$500.00 | \$500.00 | 0% | |
| Tuition Council | 001-0-511-000-511-60-49-0000 | \$5,000.00 | \$5,000.00 | 0% | |
| Jury Management/Courtroom Use | 001-0-512-000-512-52-41-0001 | \$1,200.00 | \$1,200.00 | 0% | |
| Interpreter Fees | 001-0-512-000-512-52-41-0002 | \$500.00 | \$500.00 | 0% | |
| Municipal Court Contract | 001-0-512-000-512-52-41-0003 | \$20,000.00 | \$20,000.00 | 0% | |
| Sheriff Warrant Service Charge | 001-0-512-000-512-52-51-0000 | \$250.00 | \$250.00 | 0% | |
| Prosecuting Attorney County Contract | 001-0-512-000-515-35-41-0000 | \$16,000.00 | \$16,000.00 | 0% | |
| Indigent Defense | 001-0-512-000-515-93-41-0000 | \$15,000.00 | \$15,000.00 | 0% | |
| Travel/Lodging Mayor/Administrator | 001-0-513-000-513-10-43-0000 | \$2,000.00 | \$2,000.00 | 0% | |
| Tuition Mayor/Administrator | 001-0-513-000-513-10-49-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| EBPP Fees General Fund | 001-0-514-000-514-20-41-0001 | \$600.00 | \$600.00 | 0% | |
| Finance-Contractual Services | 001-0-514-000-514-20-41-0002 | \$7,400.00 | \$7,400.00 | 0% | |
| Audit Fee | 001-0-514-000-514-20-41-0022 | \$7,000.00 | \$7,000.00 | 0% | |
| Travel Financial/Records | 001-0-514-000-514-20-43-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Clerk Bond Premiums | 001-0-514-000-514-20-46-0000 | \$200.00 | \$200.00 | 0% | |
| Training/Tuition - Financial/Records | 001-0-514-000-514-20-49-0000 | \$3,000.00 | \$3,000.00 | 0% | |
| Dues & Membership - Financial | 001-0-514-000-514-20-49-0001 | \$1,200.00 | \$1,200.00 | 0% | |
| Fiduciary Fees/VISA | 001-0-514-000-514-20-49-0002 | \$4,000.00 | \$4,000.00 | 0% | |
| Miscellaneous Charges | 001-0-514-000-514-20-49-0003 | \$500.00 | \$500.00 | 0% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|------------------------------------|------------------------------|-----------------|-----------------|--|-------|
| Elections | 001-0-514-000-514-41-41-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Voter Registration Services | 001-0-514-000-514-91-51-0000 | \$6,000.00 | \$6,000.00 | 0% | |
| Advisory Board Services | 001-0-515-000-515-41-41-0000 | \$15,000.00 | \$15,000.00 | 0% | |
| Travel - Legal | 001-0-515-000-515-41-43-0000 | \$750.00 | \$750.00 | 0% | |
| Training & Tuition - Legal | 001-0-515-000-515-41-49-0000 | \$750.00 | \$750.00 | 0% | |
| Old Age Survivor Insurance | 001-0-517-000-517-70-25-0000 | \$25.00 | \$25.00 | 0% | |
| Custodial Services | 001-0-518-000-518-30-41-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Contractual Services | 001-0-518-000-518-30-41-0001 | \$25,500.00 | \$28,700.00 | 12.5% | |
| HR-Advertisement | 001-0-518-000-518-30-44-0000 | \$1,000.00 | \$1,000.00 | 0% | |
| Eq Rental - Building Repair | 001-0-518-000-518-30-45-0099 | \$1,000.00 | \$1,000.00 | 0% | |
| Insurance - Liability | 001-0-518-000-518-30-46-0000 | \$20,560.00 | \$25,560.00 | 24.3% | |
| Heat & Lights | 001-0-518-000-518-30-47-0000 | \$3,500.00 | \$3,500.00 | 0% | |
| City Hall Water/Sewer | 001-0-518-000-518-30-47-0001 | \$1,463.32 | \$1,463.32 | 0% | |
| Building Repair Supplies | 001-0-518-000-518-30-48-0000 | \$3,000.00 | \$0.00 | -100% | |
| Office Equip Repair& Maintenance | 001-0-518-000-518-40-41-0000 | \$29,000.00 | \$29,000.00 | 0% | |
| Central Services Telephone | 001-0-518-000-518-40-42-0000 | \$4,000.00 | \$4,000.00 | 0% | |
| Miscellaneous - Postage | 001-0-518-000-518-40-42-0001 | \$500.00 | \$500.00 | 0% | |
| Website - General Fund | 001-0-518-000-518-80-41-0023 | \$3,200.00 | | N/A | |
| Dues And Membership - General Govt | 001-0-518-000-518-90-49-0001 | \$3,000.00 | \$3,000.00 | 0% | |
| Dispatch Fees - City | 001-0-528-000-528-60-41-0000 | \$2,500.00 | \$2,500.00 | 0% | |
| Radio Contract | 001-0-528-000-528-60-42-0000 | \$3,500.00 | \$3,500.00 | 0% | |
| Air Pollution Authority | 001-0-553-000-553-70-41-0000 | \$500.00 | \$500.00 | 0% | |
| Farmers Market Support | 001-0-562-000-562-10-41-0000 | \$10,000.00 | \$10,000.00 | 0% | |
| Food Bank Support | 001-0-565-000-565-10-49-0000 | \$10,000.00 | \$10,000.00 | 0% | |
| Hosting of Meetings/Events | 001-0-573-000-573-90-49-0000 | \$500.00 | \$500.00 | 0% | |
| Consultant Services, Chamber | 103-0-573-000-573-30-41-0000 | \$110,000.00 | \$110,000.00 | 0% | |



| Name | Account ID | FY2023 Budgeted | FY2024 Budgeted | FY2023 Budgeted vs. FY2024 Budgeted (% Change) | Notes |
|--------------------------------------|------------------------------|-----------------------|-----------------------|--|-------|
| SBA Consultant Services | 103-0-573-000-573-30-41-0001 | \$81,000.00 | \$81,000.00 | 0% | |
| Chamber Events | 103-0-573-000-573-30-41-0002 | \$18,000.00 | \$18,000.00 | 0% | |
| County - Fair & Timber Carnival | 103-0-573-000-573-30-41-0004 | \$5,000.00 | \$5,000.00 | 0% | |
| County - Bluegrass Festival | 103-0-573-000-573-30-41-0005 | \$10,000.00 | \$10,000.00 | 0% | |
| County-Fireworks | 103-0-573-000-573-30-41-0008 | \$7,500.00 | \$7,500.00 | 0% | |
| General Admin Fees | 103-0-573-000-573-30-41-0010 | \$6,428.27 | \$6,679.30 | 3.9% | |
| CRGIC Consultant Services | 103-0-573-000-573-90-41-0002 | \$60,000.00 | \$60,000.00 | 0% | |
| X-Fest Event Consultant Serv | 103-0-573-000-573-90-41-0003 | \$1,000.00 | \$1,000.00 | 0% | |
| Skamania Senior Services - Hiker Bus | 103-0-573-000-573-90-41-0004 | \$10,000.00 | \$10,000.00 | 0% | |
| Gorge Outrigger Races | 103-0-573-000-573-90-41-0008 | \$5,000.00 | \$5,000.00 | 0% | |
| BOTG Kiteboarding Festival | 103-0-573-000-573-90-41-0009 | \$3,000.00 | \$3,000.00 | 0% | |
| Main St Program Coordinator (SBA) | 103-0-573-000-573-90-41-0013 | \$75,000.00 | \$75,000.00 | 0% | |
| Stevenson Waterfront Music Festival | 103-0-573-000-573-90-41-0014 | \$5,000.00 | \$5,000.00 | 0% | |
| SC Fair Board-GorgeGrass | 103-0-573-000-573-90-41-0018 | \$4,000.00 | \$4,000.00 | 0% | |
| CGTA Services | 103-0-573-000-573-90-41-0019 | \$5,000.00 | \$5,000.00 | 0% | |
| Audit Fee | 103-0-573-000-573-90-41-0022 | \$2,000.00 | \$2,000.00 | 0% | |
| Gorge Olympic Windsurfing Cup | 103-0-573-000-573-90-41-0024 | \$3,000.00 | \$3,000.00 | 0% | |
| Gorge Downwind Champs | 103-0-573-000-573-90-41-0025 | \$10,000.00 | \$10,000.00 | 0% | |
| OPA-Waterfront Festival | 103-0-573-000-573-90-41-0026 | \$700.00 | \$700.00 | 0% | |
| Total Services: | | \$661,226.59 | \$663,477.62 | 0.3% | |
| Capital Outlays | | | | | |
| City Hall Improvements | 001-0-518-000-594-18-62-0000 | \$50,000.00 | \$0.00 | -100% | |
| Office Furniture/Equipment | 001-0-518-000-594-18-64-0000 | \$10,000.00 | \$0.00 | -100% | |
| Total Capital Outlays: | | \$60,000.00 | \$0.00 | -100% | |
| Total Expense Objects: | | \$1,045,313.73 | \$1,003,092.37 | -4% | |

Organizational Chart



Goal #1

Goal #2

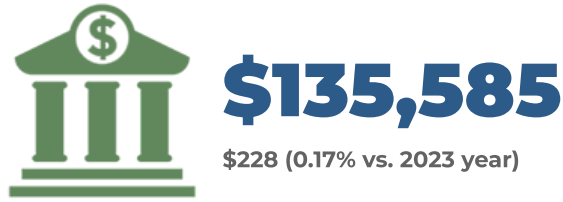


DEBT



Government-wide Debt Overview

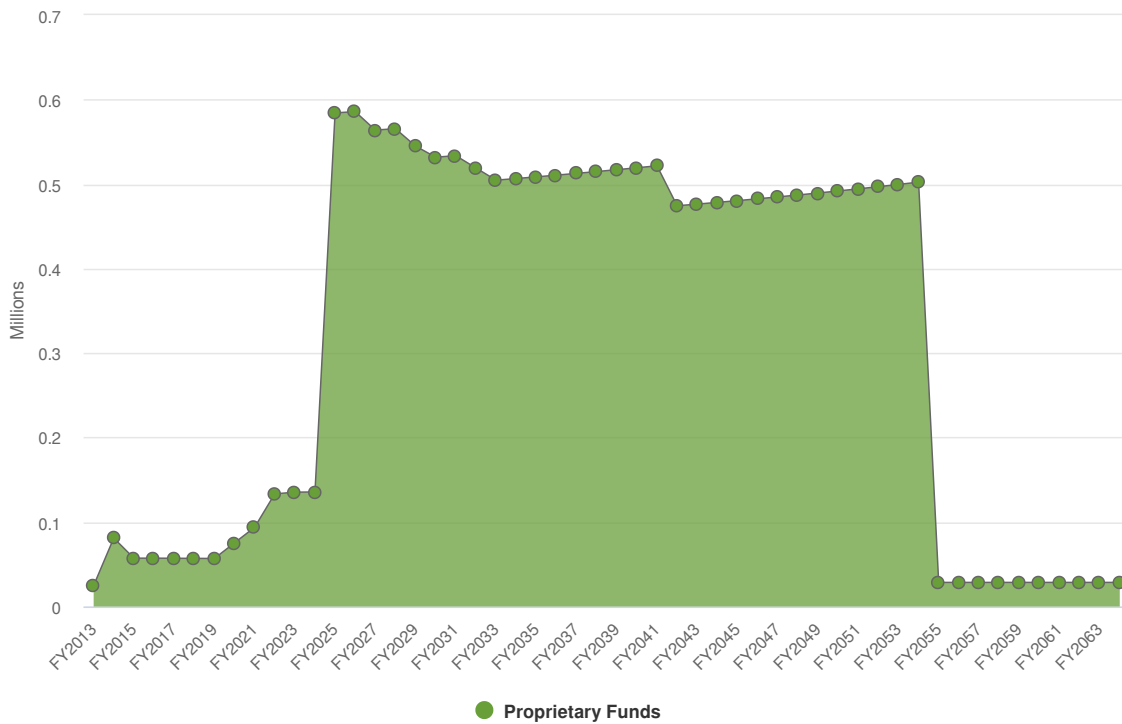
The City's current debt obligations are for Water/Sewer projects. The use of debt is in line with the city's Debt Policy and is not used to pay for current operations.



Loans prior to 2020 included a USDA loan for a sweeper, which was paid off in 2018, and a Public Works Board loan for the Base Reservoir, which will be paid off in 2026. In 2020, the City replaced all of the mechanical water meters to ultrasonic radio read meters through a partial grant. The matching funds for the grant included a 10-year lease which began being paid back in the latter part of 2020. The first full payment was in 2021, beginning the climb to 2022 where the first payments for the loan to design the wastewater treatment plant and collection system upgrades were due.

The debt payments for 2024 will be the same as for 2023 as the two major construction projects will not be closed out until the end of 2024. The debt repayments are expected to jump significantly in 2025 when repayments for the \$9M loan for the wastewater treatment plant will begin.

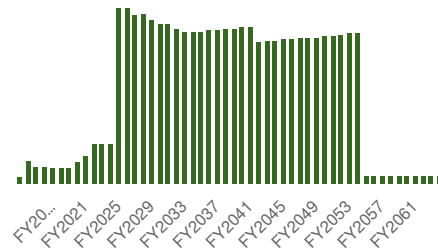
Debt by Fund



| | FY2023 | FY2024 | % Change |
|-------------------------|------------------|------------------|-------------|
| All Funds | — | — | |
| Proprietary Funds | \$135,357 | \$135,585 | 0.2% |
| Total All Funds: | \$135,357 | \$135,585 | 0.2% |

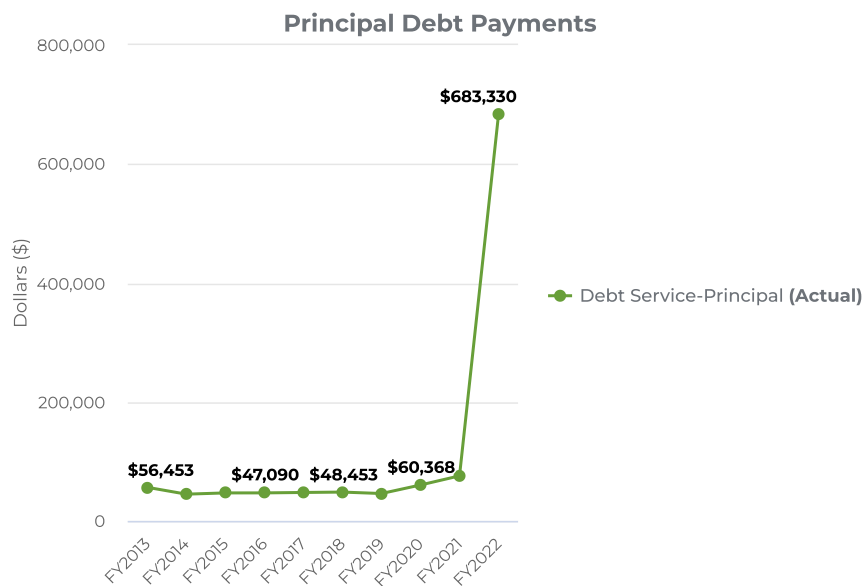
Proprietary Funds

The debt in proprietary funds are for water/sewer projects, with the recent spike related to the major wastewater system upgrades taking place.



| | FY2023 | FY2024 | % Change |
|---------------------------------|------------------|------------------|-------------|
| Proprietary Funds | — | — | |
| Water/Sewer Fund | \$135,357 | \$135,585 | 0.2% |
| Total Proprietary Funds: | \$135,357 | \$135,585 | 0.2% |

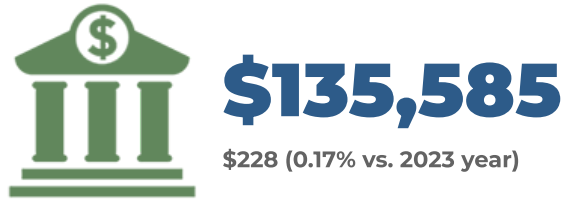
City Debt trending 2013-2022



The debt repayments prior to 2020 were for the Public Works Board loan and Base Reservoir improvements. In 2020, the city began making lease payments related to the water meter replacement project, which will end in 2030. The spike in principal debt payments in 2022 is due to recording the forgivable principal (\$562,950) as part of the design loan funding package for the wastewater system upgrades.

Debt Snapshot

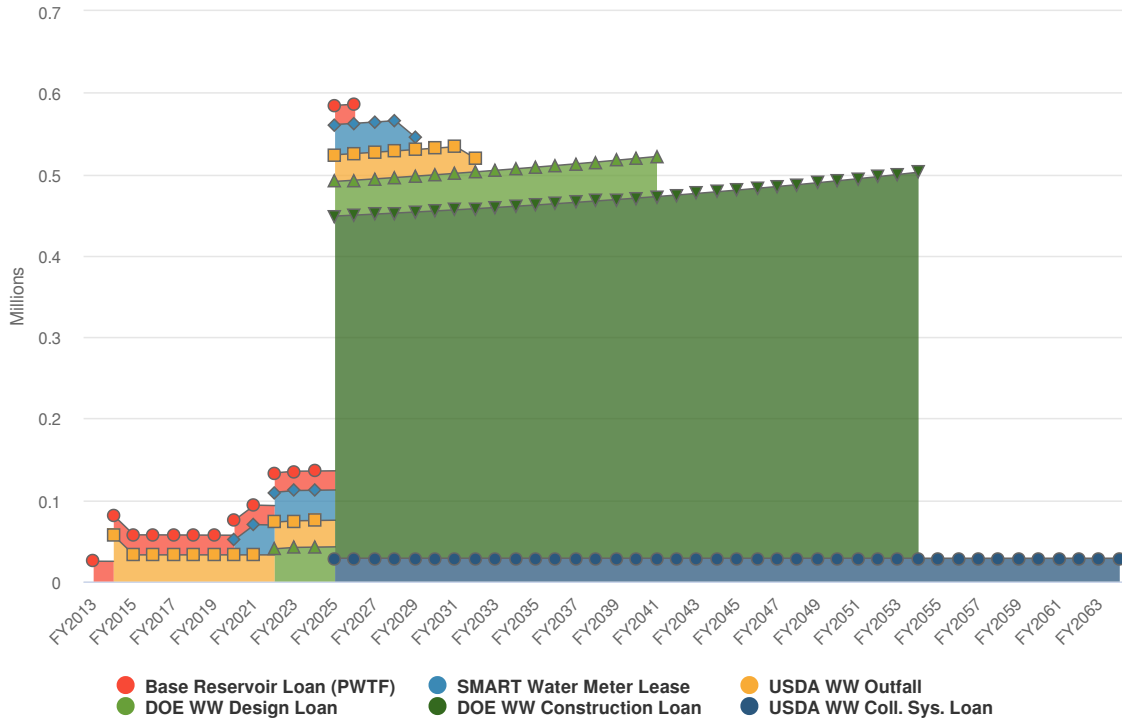
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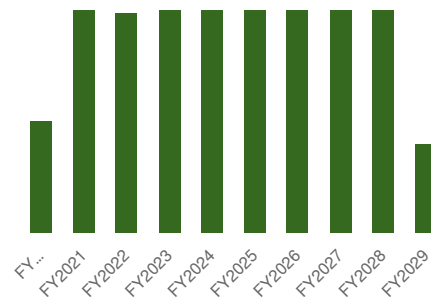
Debt by Type



| | FY2023 | FY2024 | % Change |
|----------------------------|------------------|------------------|-------------|
| Debt | — | — | |
| SMART Water Meter Lease | \$37,116 | \$37,116 | 0% |
| Base Reservoir Loan (PWTF) | \$23,739 | \$23,622 | -0.5% |
| USDA WW Outfall | \$32,670 | \$32,670 | 0% |
| DOE WW Design Loan | \$41,833 | \$42,177 | 0.8% |
| DOE WW Construction Loan | \$0 | \$0 | 0% |
| USDA WW Coll. Sys. Loan | \$0 | \$0 | 0% |
| Total Debt: | \$135,357 | \$135,585 | 0.2% |

SMART Water Meter Lease

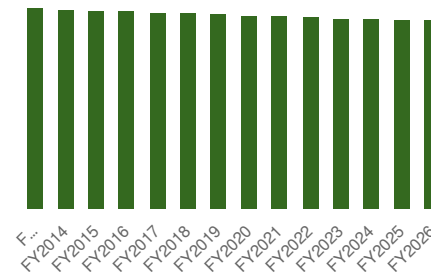
This is a 10-year lease/loan to pay for half the cost of switching out the manual read meters to electronic meters in 2020. The analysis showed the city would recoup the cost of this project over the 10-year lease period through increased efficiencies. It would take all four staff members one week to read meters, and one day for the Utility Clerk to manually enter the reads in the computer system. Now it takes staff about half a day to read and minutes to upload.



| | FY2023 | FY2024 | % Change |
|---------------------------------------|-----------------|-----------------|-----------|
| SMART Water Meter Lease | — | — | |
| SMART Water Meter Lease | \$37,116 | \$37,116 | 0% |
| Total SMART Water Meter Lease: | \$37,116 | \$37,116 | 0% |

Base Reservoir Loan (PWTF)

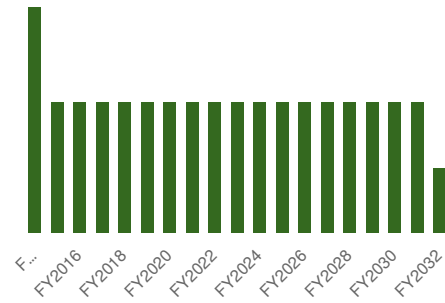
In 2004 there were five "boil water" orders, a transmission line that had failed twelve times over five years, causing extensive damage to homes and landscaping, and fire hydrants that did not meet new city and ICBO standards for fire flow. To address this, the city installed approximately 6,250 feet of 12-inch ductile iron transmission mainline from the Base Reservoir to Gropper Road, Kanaka Creek Road and Simmons Road; and approximately 1,500 feet of 12-inch and 8-inch ductile iron to complete the loop upgrade on the Gale Street line from Kanaka Creek Road to Loop Road. The Base Reservoir pump station was relocated, three new pumps and a permanent back-up diesel generator were installed, and additional reservoir capacity was added. The twenty-year loan covered 44% of the project costs and will be paid off in 2026.



| | FY2023 | FY2024 | % Change |
|--|-----------------|-----------------|--------------|
| Base Reservoir Loan (PWTF) | — | — | |
| Base Reservoir Loan (PWTF) | \$23,739 | \$23,622 | -0.5% |
| Total Base Reservoir Loan (PWTF): | \$23,739 | \$23,622 | -0.5% |

USDA WW Outfall

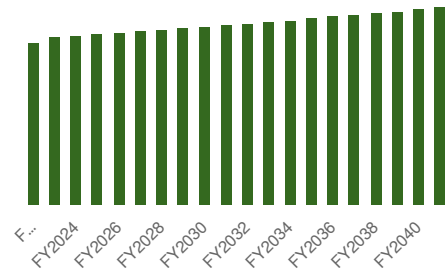
This loan was to pay for the emergency extension of the wastewater outfall further into the Columbia River which was closed off by the Piper landslide.



| | FY2023 | FY2024 | % Change |
|-------------------------------|-----------------|-----------------|-----------|
| USDA WW Outfall | — | — | |
| USDA WW Outfall | \$32,670 | \$32,670 | 0% |
| Total USDA WW Outfall: | \$32,670 | \$32,670 | 0% |

DOE WW Design Loan

This loan was for the design of the wastewater treatment plant and collection system upgrades identified in the City's General Sewer Plan and Facilities Plan and required as part of Administrative Order #14221.



| | FY2023 | FY2024 | % Change |
|----------------------------------|-----------------|-----------------|-------------|
| DOE WW Design Loan | — | — | |
| DOE WW Design Loan | \$41,833 | \$42,177 | 0.8% |
| Total DOE WW Design Loan: | \$41,833 | \$42,177 | 0.8% |

APPENDIX



Glossary

Abatement: A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

Accounting System: The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

Accrued Interest: The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

Amortization: The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

Appropriation: A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

Assessed Valuation: A value assigned to real estate or other property by a government as the basis for levying taxes.

Audit: An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

Audit Report: Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

Available Funds: Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

Balance Sheet: A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

Bond: A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

Budget: A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

Capital Assets: All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful live extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

Capital Budget: An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

Cash: Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

Cash Management: The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short- term borrowing and investment of idle cash.

Certificate of Deposit (CD): A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.



Classification of Real Property: Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

Consumer Price Index: The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

Cost-Benefit Analysis: A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

Debt Burden: The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

Debt Service: The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

Encumbrance: A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

Enterprise Funds: An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

Estimated Receipts: A term that typically refers to anticipated local revenues often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

Exemptions: A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

Expenditure: An outlay of money made by municipalities to provide the programs and services within their approved budget.

Fiduciary Funds: Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private- purpose trust funds, and agency funds.

Fixed Assets: Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

Fixed Costs: Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

Float: The difference between the bank balance for a local government's account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

Full Faith and Credit: A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.



Fund Accounting: Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

GASB 34: A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

GASB 45: This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

General Fund: The fund used to account for most financial resources and activities governed by the normal appropriation process.

General Obligation Bonds: Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

Governing Body: A board, committee, commission, or other executive or policymaking body of a municipality or school district.

Indirect Cost: Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

Interest: Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

Interest Rate: The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

Investments: Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

Line Item Budget: A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

Local Aid: Revenue allocated by the state or counties to municipalities and school districts.

Maturity Date: The date that the principal of a bond becomes due and payable in full.

Municipal(s): (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

Note: A short-term loan, typically with a maturity date of a year or less.

Objects of Expenditures: A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."

Official Statement: A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

Operating Budget: A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.



Performance Budget: A budget that stresses output both in terms of economy and efficiency.

Principal: The face amount of a bond, exclusive of accrued interest.

Program: A combination of activities to accomplish an end.

Program Budget: A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

Purchased Services: The cost of services that are provided by a vendor.

Reserve Fund: An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

Revenue Anticipation Note (RAN): A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

Revenue Bond: A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

Revolving Fund: Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

Surplus Revenue: The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

Tax Rate: The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

Trust Fund: In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

Uncollected Funds: Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

Undesignated Fund Balance: Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

Unreserved Fund Balance (Surplus Revenue Account): The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

Valuation (100 Percent): The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.





City of Stevenson

Planning Department

(509)427-5970

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

TO: City Council
FROM: Ben Shumaker, Subdivision Administrator
DATE: October 19th, 2023
SUBJECT: Chinidere Phases 2 & 3 (SUB2023-01)

Introduction

On October 17th, 2023, the Subdivision Administrator received a complete application for final plat review. The plat involves phases 2 and 3 of the "Chinidere Mountain Estates Subdivision" and 45 lots. Together with the 27 lots in the subdivision's first phase, there are 72 lots in these phases. Preliminary plat authority has expired for the 8 lots in phase 4. If approved, this final plat will conclude land division activities based on the 2006 preliminary plat approval.

The City Council's review responsibilities are articulated in SMC 16.26—Final Plat Approval (SMC 16.26.050 through SMC 16.26.080). This memo is structured to address the 4 relevant sections, with findings and recommendations for each provided. A companion memo documents the Subdivision Administrator's review and acceptance of the proposed final plat (SMC 16.26.010 through SMC 16.26.040).

SMC 16.26.050—Submittal to Board

"After the clerk-treasurer and county treasurer have certified that taxes and assessments have been collected, the clerk-treasurer will present the final plat to the council."

Findings:

1. The title report dated August 8, 2023 notes that all taxes have been paid in full for 2023.
2. The Clerk-Treasurer received this final plat and presented it to the City Council on October 19, 2023.

Recommendations

- A. Accept the Clerk-Treasurer's presentation and proceed to review under SMC 16.26.060.

SMC 16.26.060—Approval or Disapproval--Considerations

"A. The council shall, at a public meeting, determine:

- 1. Whether conditions imposed when the preliminary plat was approved have been met;*
- 2. Whether the clerk-treasurer and county treasurer have certified that taxes and assessments have been duly paid, satisfied or discharged;*
- 3. Whether the public use and interest will be served by approving the proposed final plat;*
- 4. Whether the bond, if there is one, by its essential terms assures completion of improvements;*
- 5. Whether the requirements of state law and this article have been satisfied by the subdivider.*

B. The council shall thereupon approve or disapprove the proposed final plat.

When the council approves a final plat it shall be the duty of the clerk-treasurer to secure the required signatures."

Findings:

3. In total, the preliminary plat approval includes 89 conditions or subconditions related to Chinidere Mountain Estates. The majority of these conditions have been met. As of this writing, several conditions of approval are

unsatisfactory and several facilities and improvements have not been completed. The administrator describes specific deficiencies as:

- a.
 - b. Installation of street lights has not been completed.
 - c. Installation of Street signs, striping, marking has not been completed.
 - d. Installation of water meter setters has not been completed.
 - e. Evaluation and installation of habitat area requirements has not been completed.
 - f. Evaluation and mitigation of sight distance at off-site intersections has not been completed.
 - g. Installation of perimeter pedestrian pathway has not been completed.
 - h. Inconsistencies between the homeowners' association documents have not yet been resolved. The inconsistencies relate to Conditions 3, 9, 14, and 24
 - i. No maintenance bond—even in draft form—was available to the administrator prior to City Council review. This relates to Condition 44.
 - j. No performance bond—even in draft form—was available to the administrator prior to City Council review. This relates to SMC 16.26.020, 030, and 060.
 - k. Reconstruction of improvements—as recommended by the Planning Commission when they assented to the removal of the pedestrian perimeter path—has not been completed and is not identified as a line item in the performance bond amount. This relates to the inherent aspects of the Preliminary Plat approved by the Council and SMC 16.26.020, 030, and 060.
 - l. The administrator was unsure whether the line items listed in the performance bond amount reflect a caveat in the text of the Public Works Director's acceptance letter. The caveat indicates that there may be other, unlisted improvements that have not been made consistent with City standards. This relates to SMC 16.26.020, 030, and 060.
4. Only the City Council can determine whether approving the plat serves the public use and interest.
 5. The Public Works Director and City Attorney are responsible to provide guidance on the essential terms of the performance bond as assurance of project completion.
 6. The administrator has been working closely with the subdivider to ensure the proposed final plat satisfies the requirements of state law and SMC Title 16. Any concerns about satisfactory compliance are included in this memo and/or its attachments.

Recommendations

- B. Approve the final plat and authorize the Mayor's signature after the subdivider completes certain specific actions **OR** delay decision on the final plat until additional issues can be resolved.

SMC 16.26.070—Recording

"After a final plat is approved and required signatures secured the clerk-treasurer shall forward the original final plat to the county auditor for recording."

Administrator's Findings:

7. The decision made under SMC 16.26.060 will affect how signatures are secured on the final plat.
8. Past practices have transferred recording responsibilities to the subdivider with mixed results. The City should maintain the recording responsibility as it is written in the municipal code.

Recommendations

- C. Authorize the Clerk-Treasurer to record the plat after all signatures are secured.

SMC 16.26.080—Recording Fee

"Before the county auditor shall officially record a plat the subdivider shall pay the required recording fees for each plat filed."

Administrator's Findings:

9. The City's responsibility to forward the plat to the County Auditor under SMC 16.26.070 does not conflict with the subdivider's responsibility to pay recording fees.

Recommendations

D. Highlight the municipal code requirement for the subdivider.

Next Steps

The administrator offers the following 2 options for Council action:

Option A – Authorize Mayoral Approval

"I move to approve Chinidere Subdivision Phases 2 and 3 subject to the following conditions, which shall be verified by the Mayor prior to certifying the final plat map:

- 1- A performance bond shall be obtained in a total amount of at least \$250,000. An additional line item shall be added to the bond calculation to reflect "Other Deficiencies".
- 2- A maintenance bond shall be obtained in a total amount of at least \$181,789.53.
- 3- The form and terms of both bonds shall be accepted by the City Attorney.
- 4- All inconsistencies between the homeowners' association's corporate, banking, and CC&R documents shall be resolved to the satisfaction of the City Attorney.
- 5- Prior to recording the plat, the subdivider shall pay all applicable recording fees to the Skamania County Auditor consistent with SMC 16.26.080.

Option B – Delay Decision

"I move to delay decision on Chinidere Subdivision Phases 2 and 3 and reconsider at the November regular meeting."

Prepared by,

Ben Shumaker

Attachments

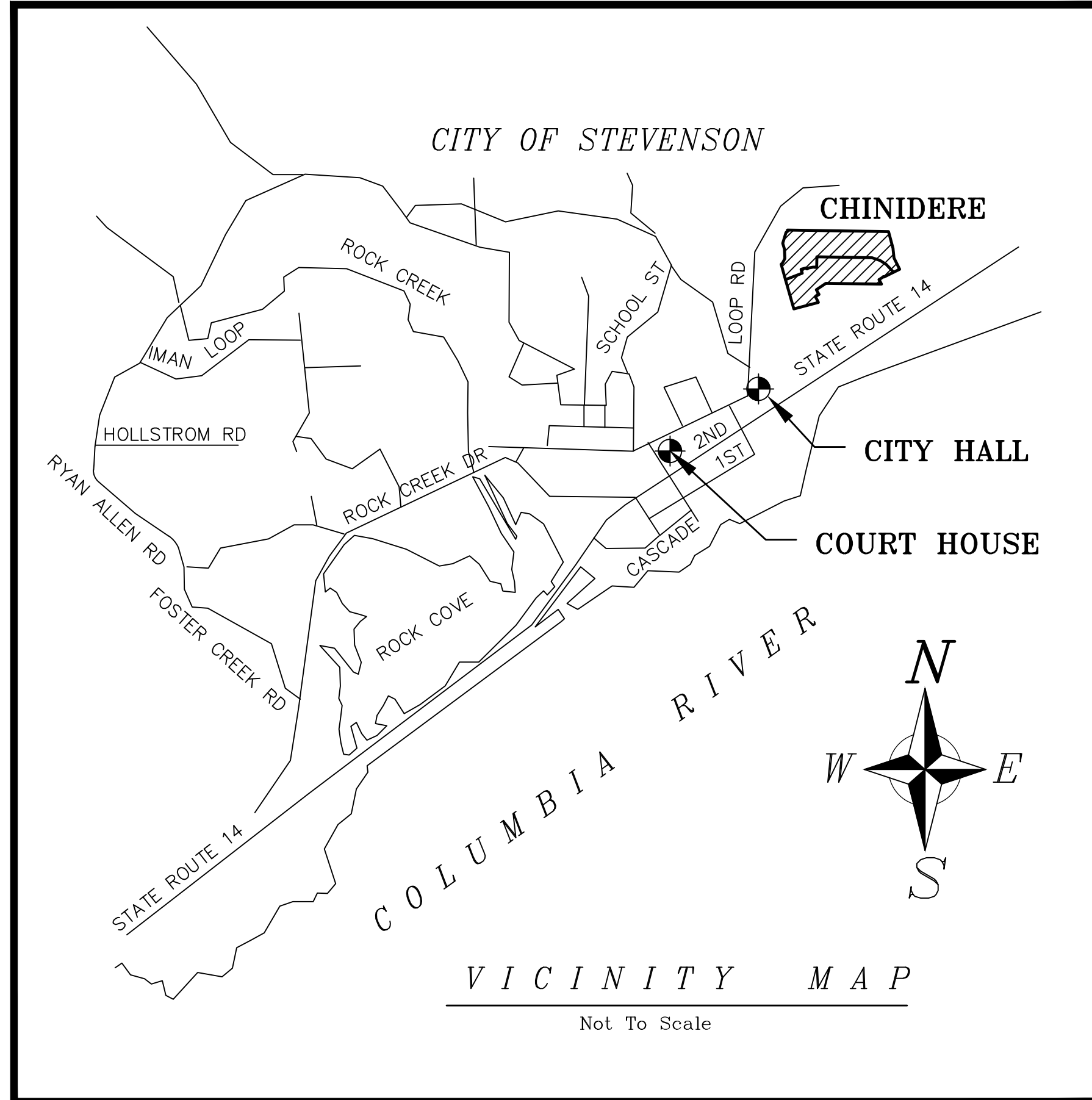
- Proposed Final Plat—Chinidere Subdivision—Phases 2 and 3
- Subdivision Administrator's Review & Findings
- Additional reviews as may be prepared in writing or verbally discussed by other City departments

CHINIDERE SUBDIVISION—PHASES 2 AND 3

IN THE SW1/4 OF SECTION 36, T 3 N, R 7 1/2 E, WM

TAX PARCEL 03753630120000

CITY OF STEVENSON, SKAMANIA COUNTY, STATE OF WASHINGTON



VICINITY MAP

Not To Scale

| CURVE | LENGTH | RADIUS | CHORD DIR | CHORD |
|-------|---------|---------|-------------|---------|
| C1 | 28.35 | 190.00 | S25°09'58"E | 28.33 |
| C2 | 20.28 | 190.00 | S17°50'00"E | 20.27 |
| C3 | 49.00 | 190.00 | S07°23'17"E | 48.86 |
| C4 | 17.26 | 125.00 | S03°57'17"W | 17.24 |
| C5 | 39.66 | 125.00 | S16°59'53"W | 39.49 |
| C6 | 55.91 | 125.00 | S38°53'58"W | 55.44 |
| C7 | 6.31 | 131.50 | S24°36'20"W | 6.31 |
| C8 | 9.97 | 131.50 | S45°20'58"W | 9.97 |
| C9 | 42.42 | 125.00 | S61°26'00"W | 42.21 |
| C10 | 43.13 | 125.00 | S81°02'19"W | 42.92 |
| C11 | 114.43 | 75.00 | S47°12'57"W | 103.65 |
| C12 | 4.59 | 75.00 | S01°45'15"W | 4.59 |
| C13 | 8.88 | 140.00 | S01°49'03"E | 8.88 |
| C14 | 27.22 | 140.00 | S09°12'19"E | 27.18 |
| C15 | 10.21 | 6.00 | S63°32'10"E | 9.02 |
| C16 | 77.00 | 190.00 | S79°18'48"W | 76.47 |
| C17 | 56.91 | 140.00 | S79°16'39"W | 56.52 |
| C18 | 10.17 | 6.00 | S19°05'43"W | 8.99 |
| C19 | 131.61 | 140.00 | N62°08'41"W | 126.82 |
| C20 | 32.26 | 140.00 | N28°36'42"W | 32.19 |
| C21 | 8.47 | 6.00 | S75°39'46"E | 7.79 |
| C22 | 62.08 | 125.00 | N76°43'36"E | 61.45 |
| C23 | 40.17 | 125.00 | N53°17'28"E | 40.00 |
| C24 | 50.34 | 125.00 | N32°32'50"E | 50.00 |
| C25 | 43.82 | 125.00 | N10°58'00"E | 43.60 |
| C26 | 117.81 | 75.00 | N45°55'23"E | 106.07 |
| C27 | 9.33 | 6.00 | S44°32'18"E | 8.42 |
| C28 | 9.52 | 6.00 | N45°27'42"E | 8.55 |
| C29 | 8.80 | 190.00 | N87°44'58"W | 8.80 |
| C30 | 57.54 | 190.00 | N77°44'47"W | 57.32 |
| C31 | 59.37 | 190.00 | N60°07'05"W | 59.13 |
| C32 | 52.90 | 190.00 | N43°11'21"W | 52.73 |
| C33 | 17.34' | 165.00' | N26°25'52"W | 17.33' |
| C34 | 24.90' | 165.00' | N19°05'54"W | 24.87' |
| C35 | 101.05' | 165.00' | N73°22'44"E | 99.48' |
| C36 | 155.12' | 165.00' | S62°08'41"E | 149.47' |
| C37 | 42.55' | 165.00' | N07°23'17"W | 42.43' |
| C38 | 158.69' | 100.00' | N45°27'42"E | 142.56' |
| C39 | 157.08' | 100.00' | N45°55'23"E | 141.42' |

| LINE | LENGTH | BEARING |
|------|--------|-------------|
| L1 | 27.71 | S29°26'29"E |
| L2 | 8.65 | S25°36'23"E |
| L3 | 10.90 | S25°36'23"E |
| L4 | 4.70 | S75°06'13"W |
| L5 | 17.36 | S54°25'24"W |
| L6 | 47.48 | S26°43'53"W |
| L7 | 88.87 | S02°02'08"E |
| L8 | 58.40 | S18°04'50"E |
| L9 | 110.07 | S17°20'14"W |
| L10 | 20.03 | S56°15'33"W |
| L11 | 11.69 | S18°57'25"E |
| L12 | 6.27 | S14°46'34"E |
| L13 | 11.37 | S14°46'34"E |
| L14 | 47.31 | S54°37'25"E |
| L15 | 50.71 | S54°37'25"E |
| L16 | 20.77 | S51°11'05"E |
| L17 | 15.80 | S22°00'38"E |
| L18 | 32.41 | N27°30'07"W |
| L19 | 62.57 | S68°59'23"E |
| L20 | 25.00 | N00°55'23"E |
| L21 | 25.00 | S00°55'23"W |
| L22 | 50.00 | S54°47'14"W |
| L23 | 1.74 | S00°00'00"E |
| L24 | 19.17 | S06°46'26"E |
| L25 | 50.00 | S60°33'31"W |
| L26 | 25.00 | N00°55'23"E |

KNOWN ALL PEOPLE BY THESE PRESENT THAT WE THE UNDERSIGNED OWNERS OF INTEREST IN THE LAND HEREIN DESCRIBED EMBRACED AND SUBDIVIDED, HEREBY DEDICATE TO THE USE OF THE PUBLIC FOREVER ALL STREETS AND AVENUES NOT SHOWN AS PRIVATE HERON AND DEDICATE THE USE THEREOF FOR ALL PUBLIC PURPOSES NOT INCONSISTENT WITH THE USE THEREOF FOR PUBLIC HIGHWAY AND UTILITY PURPOSES AND ALSO THE RIGHT TO MAKE ALL NECESSARY SLOPES FOR CUTS AND FILLS UPON THE LOTS SHOWN THEREON IN THE ORIGINAL REASONABLE GRADING OF SAID STREETS AND AVENUES, AND FURTHER DEDICATE TO THE USE OF THE PUBLIC ALL THE EASEMENTS AND TRACTS SHOWN ON THIS PLAT FOR ALL PUBLIC PURPOSES AS INDICATED THEREON, INCLUDING BUT NOT LIMITED TO PEDESTRIAN TRAILS, OPEN SPACE, UTILITIES AND DRAINAGE UNLESS SUCH EASEMENT OR TRACTS ARE SPECIFICALLY IDENTIFIED ON THE PLAT AS BEING DEDICATED OR CONVEYED TO A PERSON OR ENTITY OTHER THAN THE PUBLIC, IN WHICH CASE WE DO HEREBY DEDICATE SUCH STREETS, EASEMENTS, OR TRACTS TO THE PERSONS OR ENTITY IDENTIFIED FOR THE PURPOSE STATED.

FURTHER, THE UNDERSIGNED OWNERS OF THE LAND HEREIN DESCRIBED, EMBRACE AND SUBDIVIDED, WAVE FOR THEMSELVES THEIR HEIRS AND ASSIGNS AND ANY PERSON OR ENTITY DERIVING TITLE FROM THE UNDERSIGNED, ANY AND ALL CLAIMS FOR DAMAGES AGAINST THE CITY OF STEVENSON, ITS SUCCESSORS AND ASSIGNS, WHICH MAY BE OCCASIONED BY THE ESTABLISHMENT, CONSTRUCTION, OR MAINTENANCE OF ROADS, AND/OR DRAINAGE SYSTEMS WITHIN THIS SUBDIVISION OTHER THAN CLAIMS RESULTING FROM INADEQUATE MAINTENANCE BY THE CITY OF STEVENSON.

FURTHER, THE UNDERSIGNED OWNERS OF THE LAND HEREIN DESCRIBED, EMBRACED AND SUBDIVIDED, AGREE FOR THEMSELVES, THEIR HEIRS AND ASSIGNS TO INDEMNIFY AND HOLD THE CITY OF STEVENSON, ITS SUCCESSORS AND ASSIGNS HARMLESS FROM ANY DAMAGE, INCLUDING ANY COST OF DEFENSE, CLAIMED BY PERSON WITHIN OR WITHOUT THIS SUBDIVISION TO HAVE BEEN CAUSED BY ALTERATIONS OF THE GROUND SURFACES, VEGETATION, DRAINAGE OR SURFACE OR SUBSURFACE WATER FLOWS WITHIN THIS SUBDIVISION OR BY ESTABLISHMENT, CONSTRUCTION OR MAINTENANCE OF ROADS WITHIN THE SUBDIVISION, PROVIDED THIS WAIVER AND INDEMNIFICATION SHALL NOT BE CONSTRUCTED AS RELEASING THE CITY OF STEVENSON, ITS SUCCESSOR OR ASSIGNS, FROM LIABILITY FOR DAMAGES, INCLUDING THE COST OF DEFENSE, RESULTING IN WHOLE OR IN PART OF THE NEGLIGENCE OF THE CITY OF STEVENSON, ITS SUCCESSORS, OR ASSIGNS.

THIS SUBDIVISION, DEDICATION WAIVER OF CLAIMS AND AGREEMENT TO HOLD HARMLESS IS MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE SAID OWNERS.

IN WITNESS WHEREOF, WE SET OUR HANDS AND SEAL

ASPEN DEVELOPMENT, LLC

BY: _____

TITLE _____

GRAVITATE CAPITAL LLC

BY: _____

TITLE _____

LEGEND

- EXISTING MONUMENT OF RECORD
- SET 5/8"x24" REBAR W/ PLASTIC CAP
- () DISTANCE OF RECORD

————— PHASE 2, 3 BOUNDARY

□ CALCULATED CORNER

BASIS OF BEARINGS

CHINIDERE PHASE 1, A.F. 2017000886

REFERENCES

CHINIDERE PHASE 1, A.F. 2017000886,
A.F. 200817008, BK 3, PG 475

MONUMENTS VISITED

SEPTEMBER 2020

TAX PARCEL NO.

0375360120000

OWNERS

ASPEN DEVELOPMENT LLC
150 LOMBARD STREET, STE 1
SAN FRANCISCO, CA 94111

LEGAL DESCRIPTION—TOTAL PARCEL

CHINIDERE FUTURE PHASE AREA

NOTES

- PHASE 2 CONSISTS OF LOTS 28 THROUGH 49.
- PHASE 3 CONSISTS OF LOTS 50 THROUGH 72.
- PHASE 2 ACREAGE—5.74 ACRES
- PHASE 3 ACREAGE—6.77 ACRES

Accuracy Statement (WAC 332–130)

This Survey was performed with a Topcon Hyper+ RTK surveying system with a relative accuracy greater than 1:5000. Mathematical analysis where required is by least squares.

OREGON WHITE OAK HABITAT PLAN

A PORTION OF AUDITOR'S FILE NUMBER 200917847

CONSERVATION EASEMENT

AUDITOR'S FILE NUMBER 2008171673

COVENANTS, CONDITIONS AND RESTRICTIONS

ALL LOTS WITHIN THE PLAT OF CHINIDERE SUBDIVISION—PHASES 2 AND 3 ARE SUBJECT TO A DOCUMENT TITLED "DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS". SAID DOCUMENT IS RECORDED ON A SEPARATE DOCUMENT IN AUDITOR'S FILE NUMBER 2008170100, 2009171847, AND 2015002303 AND HEREBY INCORPORATED AS PART OF THIS PLAT. IT IS THE RESPONSIBILITY OF ALL PARTIES TO BE AWARE OF AND TO CONFORM TO SAID DOCUMENTS.

CITY REQUIRED NOTES

- "SR-14" PREDATES THIS DEVELOPMENT, THEREFORE THE WASHINGTON DEPARTMENT OF TRANSPORTATION WILL NOT BE RESPONSIBLE FOR ANY TRAFFIC HIGHWAY NOISE MITIGATION MEASURES.
- ALL LOTS WITHIN THIS SUBDIVISION MUST PROVIDE AT LEAST 2 OFF STREET PARKING SPACES, AT LEAST 1 OF WHICH MUST BE WITHIN A GARAGE CONTAINING AT LEAST 200 SQUARE FEET. THE GARAGE DOOR SHALL BE SETBACK AT LEAST 20 FEET FROM THE FRONT LOT LINE.
- ALL LOTS WITHIN THIS SUBDIVISION MUST ACQUIRE A GEOTECHNICAL REPORT PRIOR TO FOUNDATION CONSTRUCTION.
- CERTIFICATES OF OCCUPANCY WILL NOT BE ISSUED FOR INDIVIDUAL LOTS UNTIL ALL WATER APPURTENANCES HAVE BEEN INSTALLED, APPROVED AND ACCEPTED BY THE CITY OF STEVENSON.
- AN EASEMENT IS HEREBY RESERVED AND GRANTED TO THE CITY OF STEVENSON ITS SUCCESSORS AND ASSIGNS, UNDER AND UPON ALL OF TRACT "E" AS DEPICTED HEREON, FOR THE PURPOSES OF CONSTRUCTING A PEDESTRIAN PATHWAY AND PUBLIC USE.
- THE OWNERS OF ALL LOTS IN THIS SUBDIVISION CONSENT TO THE IMPLEMENTATION OF A STORMWATER IMPROVEMENT DISTRICT IF AT ANY TIME THE CITY DETERMINES THE HOMEOWNERS ASSOCIATION HAS FAILED OR REFUSED TO MAINTAIN THE STORMWATER FACILITIES.
- TRACT "E" IS AN OPENSOURCE AND HABITAT TRACT TO BE OWNED AND MAINTAINED BY THE CHINIDERE MOUNTAIN ESTATES HOMEOWNER'S ASSOCIATION.



This is to certify that on the _____ day of _____, 20____
Before me personally appeared: _____
To me known to be the individuals described in and who executed the foregoing instrument and acknowledged to me that they signed the same as their free and voluntary act for the use and purpose set forth herein.
By: _____
Notary Public in and for the State of Washington
Residing at _____

Owner _____
This is to certify that on the _____ day of _____, 20____
Before me personally appeared: _____
To me known to be the individuals described in and who executed the foregoing instrument and acknowledged to me that they signed the same as their free and voluntary act for the use and purpose set forth herein.
By: _____
Notary Public in and for the State of Washington
Residing at _____

TO THE BEST OF MY KNOWLEDGE THE SURVEY DATA IS ACCURATE AND ACCURATELY DEPICTS THE LAYOUT, NAMES AND NUMBERS OF ROADS, ALLEYS AND EASEMENTS. I HAVE REVIEWED AN IN CONSULTATION WITH THE CITY ENGINEER APPROVE THE DESIGN AND/OR CONSTRUCTION OF PROTECTIVE IMPROVEMENTS, BRIDGES, SEWAGE AND DRAINAGE SYSTEM.

Public Works Director _____ Date _____

I hereby certify that the taxes and assessments have been duly paid discharged or satisfied in regard to the lands involved with the above proposed subdivision.

Skamania County Treasurer _____ Date _____

City of Stevenson Treasurer _____ Date _____

As authorized by the City Council, I certify the City of Stevenson's acceptance of all dedications made by this plat. This subdivision conforms with City requirements and is approved subject to any special conditions inscribed hereon and to recording in the Skamania County Auditor's office.

Mayor, City of Stevenson _____ Date _____

"I, Jesse P. Garner, registered as a land surveyor by the State of Washington, certify that this plat is based on an actual survey of the land described herein, conducted by me or under my supervision during the period of _____, 2020 through _____, 20____; that the distances, courses, and angles are shown thereon correctly; and that monuments other than those approved for setting at a later date, have been set and lot corners staked on the ground as depicted on the plat.
Dated this _____ day of _____, 20____"

Licensed Land Surveyor _____ PLS NO. 42687

CHINIDERE SUBDIVISION—PHASES 2 & 3
TO THE CITY OF STEVENSON
SW1/4 SECTION 36, T 3 N, R 7 1/2 E, WM
SKAMANIA COUNTY, WASHINGTON

PSE Pioneer Surveying & Engineering, Inc.
Civil Engineering and Land Planning
125 Simcoe Drive
Goldendale, Washington 98620
Phone (509) 773-4945, Fax (509) 773-5886, E-Mail pse@gorge.net

STATE OF WASHINGTON
COUNTY OF SKAMANIA)

I hereby certify that the within instrument of writing filed by: _____ at _____ M on _____, 20____, was recorded in Book _____ of _____ at Page _____, AFN _____

Recorder of Skamania County, Washington

County Auditor

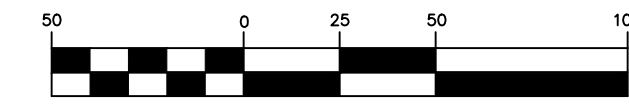
CHINIDERE SUBDIVISION-PHASES 2 AND 3

IN THE SW1/4 OF SECTION 36, T 3 N, R 7 1/2 E, WM

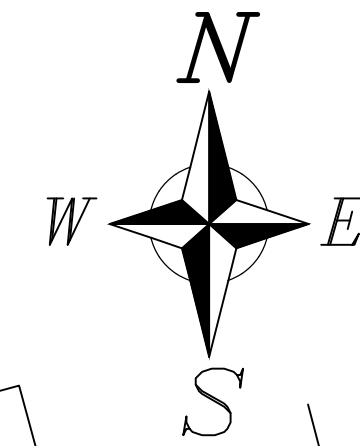
TAX PARCEL 03753630120000

CITY OF STEVENSON, SKAMANIA COUNTY, STATE OF WASHINGTON

GRAPHIC SCALE



(IN FEET)
1 inch = 50 ft.



- LEGEND**
- EXISTING MONUMENT OF RECORD
 - SET 5/8"X24" REBAR W/ PLASTIC CAP
 - () DISTANCE OF RECORD
 - ▨ PHASE 2, 3 BOUNDARY
 - CALCULATED CORNER
 - SET PK NAIL IN ASPHALT



SHEET 2 OF 2

PSE Pioneer Surveying & Engineering, Inc.
Civil Engineering and Land Planning
125 Simcoe Drive
Goldendale, Washington 98620
Phone (509) 773-4945, Fax (509) 773-5888, E-Mail pse@gorge.net



City of Stevenson

Planning Department

(509)427-5970

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

TO: File
FROM: Ben Shumaker, Subdivision Administrator
DATE: October 19th, 2023
SUBJECT: Chinidere Phases 2 & 3 (SUB2023-01) – Administrator’s Review

Introduction

This memo describes the Subdivision Administrator’s review of the “Chinidere Subdivision—Phases 2 and 3”, which received preliminary plat approval as “Chinidere Mountain Estates”. The Administrator’s review responsibilities are articulated in SMC 16.26—Final Plat Approval (SMC 16.26.010 through SMC 16.26.040). This memo is structured to address the 4 relevant sections, with findings and recommendations for each provided. A companion memo documents the Subdivision Administrator’s review and acceptance of the proposed final plat (SMC 16.26.010 through SMC 16.26.040).

SMC 16.26.010—Filing of Final Plat – Time Limit

“At any time within five years following the council’s approval of a preliminary plat, or such longer period as established by the state legislature in RCW 58.17.140, the subdivider shall file the original and five copies of a proposed final plat with the administrator.”

Administrator’s Findings:

1. The following timeline is relevant to this criterion:
 - a. September 19th, 2006 – City Council approves the Preliminary Plat with a 5-year period of validity (September 19th, 2011).
 - b. June 7th, 2012 – The State authorizes a blanket extension of all preliminary plats approved prior to December 31, 2007, providing a 10-year period of validity (September 19th, 2016).
 - c. August 18th, 2016 – The City Council adopts a Development Agreement extending the period of validity to September 21st, 2021.
 - d. October 18th, 2018 – The City Council amends the Development Agreement extending the period of validity for Phases 2 and 3 to September 21st, 2023 (with interim deadlines in 2020, 2021, 2022 and 2023).
 - e. September 15th, 2022 – The City Council again amends the Development Agreement extending the period of validity for Phases 2 and 3 to September 21st, 2024 (with interim deadlines in 2023 and 2024).
 - f. September 21st, 2023 – The City Council again amends the Development Agreement, extending interim deadlines and retaining the period of validity for Phases 2 and 3 as September 21st, 2024.
2. An original and five copies of the final plat were submitted within the period of validity established by the City Council.

SMC 16.26.020—Administrator Review and Acceptance Criteria

“A. The administrator shall satisfy himself:

- 1. That the final plat presents the items required by the final plat standards of this article;*
- 2. That the proposed final plat bears the certificates and statements of approval required by this article;*
- 3. That a title insurance report furnished by the subdivider confirms the title of the land in the proposed subdivision and is vested in the name of the owners whose signatures appear on the plat’s certificate;*
- 4. That the facilities and improvements required to be provided by the subdivider have been completed or, alternatively, that the subdivider will provide a performance bond subject to approval of the council;*

B. If the administrator finds that the final plat submitted varies with the approved preliminary plat he may require that the plat be reviewed by the planning commission before being accepted.

C. When the administrator finds that these requirements are met he shall accept the final plat. The administrator's review does not constitute an approval by the city of any of the abovementioned items."

Administrator's Findings:

3. The plat submitted presents the items required of final plats by SMC 16.34 and SMC 16.36 except for the following:
 - a. Inconsistencies between documents related to the subdivision's homeowners' association offers questionable conformity to Preliminary Plat conditions 2, 9.1, and 24.a.
 - b. A maintenance bond for infrastructure has not been submitted in conformance with Preliminary Plat condition 44.
4. As of this writing, this author understands that consistency between homeowners' association documents is underway; however information related to the maintenance bond is unknown to this author.
5. The plat appropriately bears certificates and statements for the subdivider, notary, Public Works Director, City and County treasurers, Mayor, surveyor, and auditor.
6. The title company's Subdivision Guarantee dated August 22nd, 2023 vests title in "Aspen Development LLC" with a deed of trust benefiting "Gravitate Capital LLC". Signatures representing both entities appear on the signed plat.
7. The following facilities and improvements have not been completed:
 - a. Installation of street lights,
 - b. Installation of Street signs, striping, marking,
 - c. Installation of water meter setters,
 - d. Evaluation and installation of habitat area requirements,
 - e. Evaluation and mitigation of sight distance at off-site intersections,
 - f. Installation of perimeter pedestrian pathway.
8. Items a-e are addressed through a proposed performance bond with a total amount of \$153,523.71 available. As of this writing the performance bond has not been secured and this author is unaware of the proposed terms.
9. Item f was addressed by the Stevenson Planning Commission on September 11, 2023, which made the following recommendations:
 - a. Allowing the subdivision to proceed without constructing i) a perimeter path along the subdivision's north border, ii) a perimeter path along the subdivision's east border, or iii) a connecting path from the existing pathway system to Bruce Heights.
 - b. Removing facilities already constructed in anticipation of the path's installation.
 - c. Providing an easement in the common area along the subdivision's west border to allow the City to construct and use a path at a later date.
10. The proposed final plat acts on the Planning Commission recommendation as follows:
 - a. The perimeter path is not shown anywhere on the plat,
 - b. Constructed facilities have not been removed and are not identified in the performance bond,
 - c. Easement language is included on the face of the plat.
11. The combination of phases 2 and 3 varies from Preliminary Plat approval Condition # 8 which spaced out construction based on the sales rate of lots. This variance was reviewed by the Planning Commission on July 11th, 2016, which recommended eliminating the condition. The City Council acted on this recommendation and combined the phases in the August 18th, 2018 Development Agreement.
12. The final plat was accepted after submittal of all requested items on October 17th, 2023.

SMC 16.26.030—Performance Bond—In Lieu of Completion of Improvements

"In lieu of completing improvements required before final plat approval, the council may accept a performance bond from the subdivider in a form that is acceptable to the city attorney and in an amount and with sureties commensurate with improvements remaining to be completed securing to the city the construction and installation of the improvements within a fixed time set by the council.

Administrator's Findings:

13. A performance bond has been proposed in lieu of completing improvements.
14. As of this writing, the form of the performance bond has not been reviewed by the City Attorney.
15. As of this writing, the amount of the performance bond is \$153,523.71 which is accepted by the Public Works Director to cover items 6.a-e. As of this writing, the amount related to item 8b as well as other potential/unknown items is not addressed in the performance bond.

SMC 16.26.050—Copy Distribution Prior to Approval

"After the administrator has accepted the final plat he shall then forward the original and one copy to the clerk-treasurer and one copy to each of the following: the county assessor, the public works director and the county treasurer."

Administrator's Findings:

16. The proposed final plat was forwarded to the appropriate parties on October 18th, 2023.
17. When the proposed final plat is presented to the Council by the Clerk-Treasurer, the following outstanding items should be noted:
 - a. Inconsistencies between HOA documents have not yet been resolved.
 - b. No maintenance bond—even in draft form—is available to this author.
 - c. No performance bond—even in draft form—is available to this author.
 - d. Re-construction of improvements—as recommended by the Planning Commission when they assented to the removal of the pedestrian perimeter path—has not been completed and is not identified as a line item in the performance bond amount.
 - e. This author is unsure whether the line items listed in the performance bond amount reflect a caveat in the text of the Public Works Director's acceptance letter. The caveat indicates that there may be other, unlisted improvements that have not been made consistent with City standards.

Prepared by,

Ben Shumaker



City of Stevenson

Planning Department

(509)427-5970

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

TO: City Council
FROM: Ben Shumaker, Short Plat Administrator
DATE: October 19th, 2023
SUBJECT: Proposed "Knudsen Short Plat" (SP2023-01)

Introduction

On April 17th, 2023, the Short Plat Administrator issued a determination of compliance for the Knudsen Short Plat. The approval was accompanied by 10+ conditions of approval. One of the conditions involved dedication of right-of-way along Chesser Road adjacent to the property.

The proponents have addressed this condition by including dedication language on the Short Plat map. While staff has the authority to approve short plats, this authority does not extend to acceptance of right-of-way on behalf of the City. Only the City Council can accept such. The plat map includes a signature line for the Mayor to certify the City Council's acceptance.

Staff Recommendation

Staff recommends City Council accept the right-of-way as part of the Short Plat map.

Relevant Policies & Discussion

SMC 16.02.180: A. All roads, private roads, bridges, drains, culverts, sidewalks, curbs, storm sewers and related structures or devices shall be constructed in accordance with standards currently in effect at the time of preliminary approval. These standards shall be those contained in this chapter or those adopted by the city.

The Public Works Department Review of this proposal is attached and noted the deficient right-of-way width for Chesser Road.

Prepared by,

Ben Shumaker

Attachments

- Public Works Review
- Proposed Plat Map



MEMORANDUM

Date: April 5, 2023
To: Ben Shumaker, City of Stevenson Community Development Director
Cc: Carolyn Sourek, City of Stevenson Public Works Director
From: Timothy Shell, P.E. *Timothy Shell*
RE: Knudsen Short Plat (SP2023-01), 390 Kanaka Creek Road

BACKGROUND:

This development is a proposed 2-lot short plat of property on 390 NW Chesser Road in the City's R1 Single-Family Residential District. The tax lot number is 03-07-36-1-3-2900-00. The property is currently developed with a single-family detached dwelling and residential outbuildings on Lot 1. Two lots are proposed for use as single-family dwelling.

ANALYSIS OF PROPOSED DEVELOPMENT:

Streets:

NW Chesser Road is classified as an arterial (minor collector) and as such, access to it is regulated per the engineering standards. The standard right-of-way for minor arterials is 60'-wide with a pavement width of 38' curb-to-curb, with sidewalks on both sides. Driveways directly giving access onto arterials or major collectors may be denied if alternate access is available.

NW Chesser Road is improved along this lot's frontage with curbs on both sides and a sidewalk along the lot's frontage. There is not a sidewalk on the opposite side of the street. Since the street is already fully improved along the property's frontage no additional street improvements would be required for this development. Sight distance along the lot frontage is adequate in both directions for the posted speed limit. There is an existing chain link fence at the back of sidewalk that is in the street right-of-way.

The existing residence is served by a paved driveway that meets driveway standards. There is an existing curb drop that that can be used to serve Lot 2 and if paved 30' back from the right-of-way would also meet driveway standards. Granting an additional driveway at this location would not compromise either roadway safety or capacity.

Water:

Water maps show that there are two 8" waterlines in NW Chesser Road. One waterline (8" AC) is in pressure zone 3 and one waterline (8" DI) is in pressure zone 2. The boundary between pressure zones 2 and 3 bisects the lot with pressure zone 3 being the northern portion of the lot and pressure zone 2 being the southern portion that is lower in elevation. The new lot would lie in pressure zone 2 and would need to connect to the 8" DI waterline.

Information provided by the applicant shows the existing water meter to the house is behind the right-of-way, approximately 35' from the street centerline, and behind an existing fence. This water meter should be relocated outside the fence so that is accessible for City maintenance.

Sewer:

There is an existing 8" sewer in NW Chesser Road that is approximately 13'-deep and available for connection for development of Lot 2.

Surface Drainage:

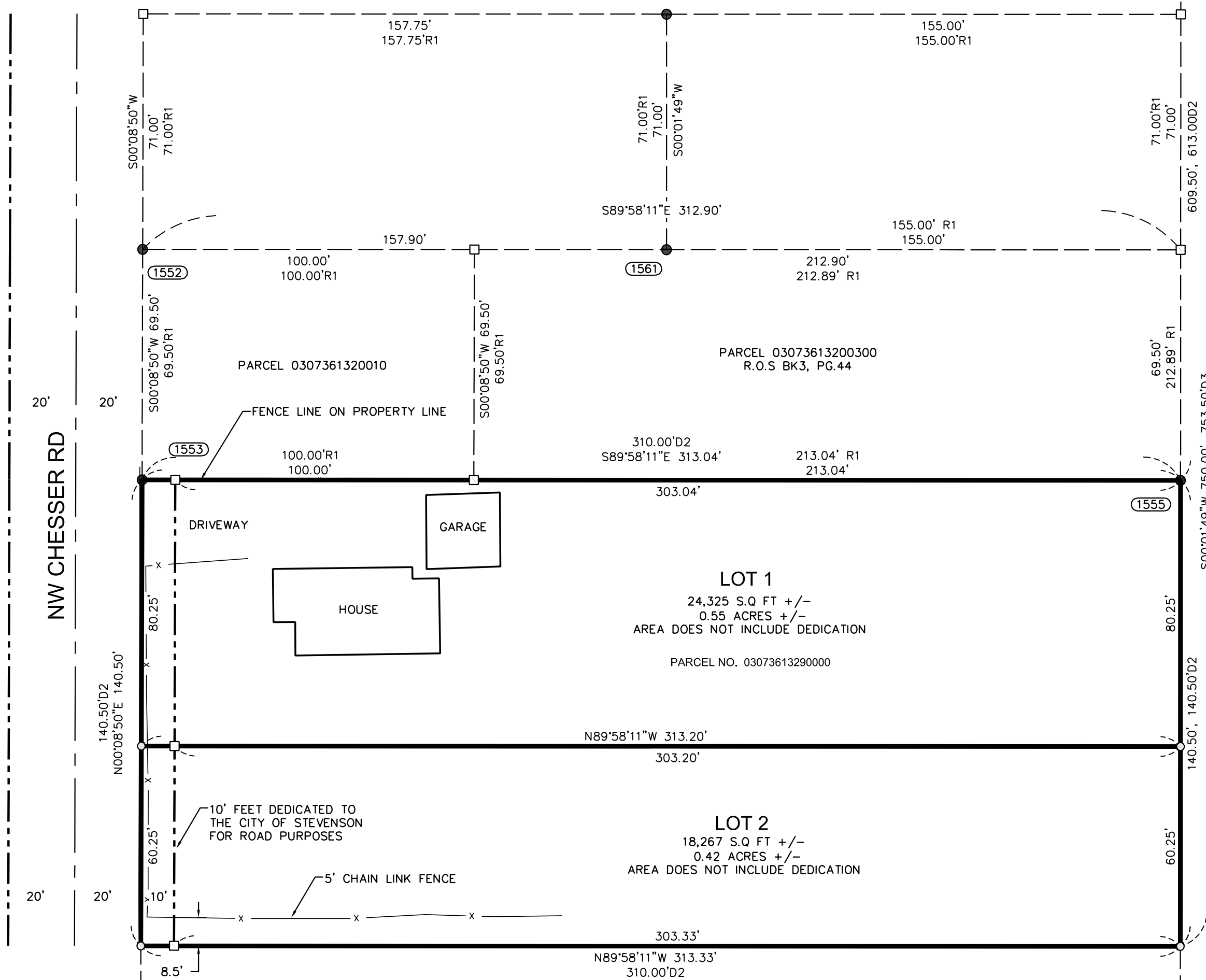
Topography for Lot 2 slopes towards the south at a slope of approximately 25%. Stormwater runoff generated by development of Lot 2 is not allowed to run onto the adjacent lot to the south at a rate greater than currently exists. The applicant will need to show how this is to be accomplished prior to plat recording.

RECOMMENDED CONDITIONS OF APPROVAL:

1. Additional right-of-way along the site's frontage of NW Chesser Road shall be dedicated to the City as required for a 30'-wide half-width right-of-way.
2. Prior to plat recording, either the existing fence shall be relocated outside the right-of-way, or the applicant shall submit for a right-of-way use permit for City review and approval to keep the fence in the right-of-way. The right-of-way permit for the fence location is subject to City review and approval and the existing fence location is not grandfathered.
3. Driveway access for Lot 2 shall be from the existing curb drop. At the time of development on lot 2, the driveway approach shall be paved per Stevenson Engineering Standards, a minimum 30' from right-of-way.
4. Prior to plat recording, provisions shall be made so that the existing water meter to Lot 1 is accessible for City maintenance. This water meter shall either be relocated in front of the fence or the fence shall be moved behind the water meter. The applicant shall submit a plan to the City for review and approval.
5. A new water service shall be provided to Lot 2 at the time of building permit.
6. Prior to plat recording, the applicant shall provide a preliminary stormwater plan to the City for review and approval for managing stormwater runoff that will be generated by development of Lot 2. Stormwater management shall comply with City of Stevenson Engineering Standards.

KNUDSEN SHORT PLAT

LOCATED IN NW 1/4 OF THE SW 1/4
SECTION 36, T.3N., R. 7E., W.M.
CITY OF STEVENSON, SKAMANIA COUNTY, WASHINGTON.
JANUARY 12, 2023



NW CHESSEY RD

20'

20'

20'

20'

20'

20'

20'

20'

20'

OWNER
JAMES AND MARY COPENHAVER
AND
DANIEL AND MICHAELA COPENHAVER

MONUMENT INFORMATION

- (1551) (1552) FOUND 5/8" WITH YELLOW PLASTIC CAP, INSCRIBED "WAS 6620", PER RECORDED SURVEY; TENNESON ENGINEERING CORP. ROS
- (1556) (1561)
- (1558) FOUND SKAMANIA COUNTY BRASS CAP CENTER 1/4 CORNER SECTION 36 HELD.
- (1559) FOUND PIPE, SET BY OLSON ENG. AT TRUE POSITION OF CENTER 1/4 CORNER SECTION 36, NOT USED IN THIS SURVEY.

*ALL MONUMENTS TIED ON DECEMBER 15, 2022

SURVEY PERFORMED FOR:
JAMES AND MARY COPENHAVER
DANIEL AND MICHAELA COPENHAVER
DATE OF MONUMENT: DATE
PROJECT: 22-11-14 DRAFT: TA, GD
FILE: 221114-1.DWG LAYOUT TAB: SHORT PLAT

KLEIN & ASSOCIATES, MAKES NO WARRANTY AS TO MATTERS OF UNWRITTEN TITLE, ADVERSE POSSESSION, ESTOPPEL, ACQUIESCENCE.

LEGEND

- SET 5/8" X 30" REBAR WITH 1 1/4" YELLOW PLASTIC CAP (WA42690)
- FOUND MONUMENT AS NOTED IN MONUMENT INFORMATION
- COMPUTED ANGLE POINT, NOT MONUMENTED
- A.F.N. AUDITOR'S FILE NUMBER
- Y.P.C. YELLOW PLASTIC CAP
- FD FOUND DISTANCE
- R1 RECORD DATA PER REFERENCE SURVEY
- HOUSE OUTLINE

PROCEDURES

A CLOSED LOOP TRAVERSE WAS PERFORMED USING A 3" TRIMBLE S7 TOTAL STATION, MEETS MINIMUM STANDARDS AS DESIGNATED IN WAC 332-130-090

REFERENCED SURVEYS

- R1. SURVEY PERFORMED BY TENNESON ENGINEERING CORP; FOR RON HOPKINS & TIM DUDLEY; RECORDED NOVEMBER 15, 2001; BOOK 3 PG 44.
- R2. SURVEY PERFORMED BY BELL DESIGN COMPANY; FOR JAN KIELPINSKI; RECORDED JUNE 1, 1999; BOOK 3, PAGE 298.

REFERENCED DEEDS

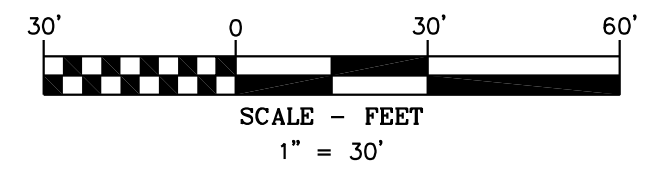
- D1 DEED OF RECONVEYANCE, A.F.N. 2021-001014
- D2 DEED OF TRUST, A.F.N. 2021-000888
- D3 SUCCESSOR TRUSTEES' DEED, A.F.N. 2016000287



Klein & Associates, Inc.
ENGINEERING • SURVEYING • PLANNING
1411 13th Street • Hood River, OR 97031
TEL: 541-386-3322 • FAX: 541-386-2515

BASIS OF BEARINGS

WASHINGTON SOUTH ZONE, STATE PLANE COORDINATE SYSTEM NAD 83 (2011)(EPOCH 2010.0), UTILIZING THE NATIONAL GEODETIC SURVEY (NGS) ONLINE POSITIONING USER SERVICES (OPUS) SOFTWARE PROGRAM.



CITY NOTE

LAND WITHIN THIS SHORT PLAT SUBDIVISION SHALL NOT BE FURTHER SUBDIVIDED FOR A PERIOD OF FIVE (5) YEARS UNLESS A FINAL (LONG) PLAT IS FILED PURSUANT TO THE STEVENSON CITY CODE, TITLE 16, SUBDIVISIONS, CHAPTERS 16.14 THROUGH 16.44 INCLUSIVE, OR UNLESS A SHORT PLAT IS ALLOWED PURSUANT TO STEVENSON CITY CODE, TITLE 16, SUBDIVISIONS, CHAPTER 16.02"

DEDICATION

WE, THE OWNERS OF THE HEREIN SHOWN TRACT OF LAND, HEREBY DECLARE AND CERTIFY THIS SHORT PLAT TO BE TRUE AND CORRECT TO THE BEST OF OUR ABILITIES AND THAT THIS SHORT SUBDIVISION HAS BEEN MADE WITH OUR FREE CONSENT AND IN ACCORDANCE WITH OUR DESIRES. FURTHER, WE DEDICATE ALL ROADS AS SHOWN, NOT NOTED AS PRIVATE, AND WAIVE ALL CLAIMS FOR DAMAGES AGAINST ANY GOVERNMENT AGENCY ARISING FROM THE CONSTRUCTION AND MAINTENANCE OF SAID ROADS. FURTHERMORE, WE GRANT ALL EASEMENT SHOWN FOR THEIR DESIGNATED PURPOSE.

| | |
|---------------------|------|
| DANIEL COPENHAVER | DATE |
| MICHAELA COPENHAVER | DATE |
| JAMES COPENHAVER | DATE |
| MARY COPENHAVER | DATE |

ACKNOWLEDGMENTS

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON _____ 2023, BY THE ABOVE SIGNED

NOTARY SIGNATURE _____
NOTARY PUBLIC-(NAME) _____
COMMISSION NO. _____

SURVEYOR'S CERTIFICATE

I, JAMES M. KLEIN, REGISTERED AS A LAND SURVEYOR BY THE STATE OF WASHINGTON, CERTIFY THAT THIS PLAT IS BASED ON AN ACTUAL SURVEY OF THE LAND DESCRIBED HEREIN, CONDUCTED BY ME OR UNDER MY SUPERVISION. THAT THE DISTANCES, COURSES AND ANGLES ARE SHOWN HEREON CORRECTLY, AND THAT THE MONUMENTS, OTHER THAN THE MONUMENTS APPROVE FOR SETTING AT A LATER DATE, HAVE BEEN SET AND LOT CORNERS STAKED ON THE GROUND AS DEPICTED ON THE PLAT.

JAMES M. KLEIN LS# 42690 WA DATE _____

APPROVALS

WATER SUPPLY METHODS AND SANITARY SEWER DISPOSAL/ ON-SITE SEWAGE DISPOSAL SYSTEM CONTEMPLATED FOR USE IN THIS SHORT SUBDIVISION CONFORM WITH CURRENT STANDARDS.

AS AUTHORIZED BY CITY COUNCIL I ACCEPT ALL RIGHT-OF WAY DEDICATED BY THIS PLAT.

MAYOR, CITY OF STEVENSON DATE _____

ROAD ACCESS, SURFACE DRAINAGE AND ROAD CONSTRUCTION COMPLY WITH CURRENT CITY STANDARDS. CITY UTILITIES AND FIRE PROTECTION ARE AVAILABLE TO EACH LOT.

CITY OF STEVENSON PUBLIC WORKS DIRECTOR DATE _____

THE SHORT PLAT IS APPROVED SUBJECT TO RECORDING IN THE SKAMANIA COUNTY AUDITORS OFFICE.

CITY OF STEVENSON PLANNING DATE _____

ALL TAXES AND ASSESSMENTS ON THE PROPERTY INVOLVED WITH THIS SHORT PLAT HAVE BEEN PAID, DISCHARGED, OR SATISFIED AS OF _____ DAY OF _____ 2023.
PARCEL NO. 03073613290000

COUNTY TREASURER DATE _____

CITY CLERK-TREASURER DATE _____

RECORDING

STATE OF WASHINGTON)
COUNTY OF SKAMANIA)

I HEREBY CERTIFY THAT THE WITHIN INSTRUMENT OF WRITING WAS FILED FOR RECORD AT THE REQUEST OF DANIEL & MICHAELA COPENHAVER THIS _____ DAY OF _____ 2023, AT _____ M AND RECORDED IN _____

AUDITORS FILE NO. _____

RECORDER OF SKAMANIA COUNTY, WASHINGTON

COUNTY AUDITOR



SHEET 1 OF 1
WILLAMETTE MERIDIAN
SKAMANIA COUNTY, WASHINGTON

| | | | |
|-----|-----|-----|----|
| 1/4 | SEC | T. | R. |
| 36 | 3N. | 7E. | |



**AMENDMENT NO. 1
TO AGREEMENT NO. WQC-2022-StevPW-00028
BETWEEN
THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY
AND
City of Stevenson**

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

The purpose of this amendment is to change the completion date due to supply chain delays and issues, and a lack of contractor progress. The scope of work will also be modified, and additional funding added to the budget for cost increases and the additional work.

- 1) Modify Scope of Work, Task 3, Construction Management, to include the following:
 - F. The RECIPIENT will provide startup services for the constructed WWTP improvements.
- 2) Modify the budget to increase Loan EL220218 in the amount of \$365,371 from \$9,004,054 to \$9,369,425.
- 3) The Centennial Grant EG220219 in the amount of \$931,946 remains the same.
- 4) Change the Completion Date from December 31, 2023, to June 30, 2025.
- 5) Change the Initiation of Operation Date of September 30, 2023, to December 31, 2024. Based on this date, LOAN repayment will begin no later than December 31, 2025.
- 6) The Estimated Loan EL220218 Repayment Schedule Number AS-000000383 created on October 5, 2021, is replaced with Estimated Loan Repayment Schedule Number AS-000000722 created on September 29, 2023.

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

Total Eligible Cost:

Original: 9,936,000.00 Amended: 10,301,371.00

Expiration Date:

Original: 12/31/2023 Amended: 06/30/2025

CHANGES TO THE BUDGET

Funding Distribution EL220218

Funding Title: SRF Loan

Funding Type: Loan

Funding Effective Date: 07/01/2021

Funding Expiration Date: 06/30/2025

Funding Source:

Title: CWSRF-SFY22 (State)

Fund: FD0727

Type: State

Funding Source %: 100%

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

Approved Indirect Costs Rate: Approved State Indirect: 30%

Recipient Match %: 0%

InKind Interlocal Allowed: No

InKind Other Allowed: No

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

Effective Interest Rate: 1.5% Interest Rate: 1.2% Admin Charge: 0.3%

Terms: 30 years

Project Start Date: 07/01/2021 Project Completion Date: 06/30/2025

Estimated Initiation of Operation date: 12/31/2024

Loan Security: Revenue Secure Lien Obligation of the Recipient

Final Accrued Interest: \$

Final Loan Amount: \$

Repayment Schedule Number: 722

| SRF Loan | Task Total |
|-------------------------------|-------------------|
| Grant and Loan Administration | \$ 93,760.00 |
| Project Construction | \$ 8,329,452.00 |
| Construction Management | \$ 946,213.00 |

Total: \$ 9,369,425.00

CHANGES TO THE BUDGET

Funding Distribution EG220219

Funding Title: Centennial Grant

Funding Type: Grant

Funding Effective Date: 07/01/2021

Funding Expiration Date: 06/30/2025

Funding Source:

Title: Centennial-SFY22

Fund: FD

Type: State

Funding Source %: 100%

Description: The Centennial Clean Water Program provides grants for nonpoint source pollution control activity projects and wastewater projects.

Approved Indirect Costs Rate: Approved State Indirect: 30%

Recipient Match %: 0%

InKind Interlocal Allowed: No

InKind Other Allowed: No

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

| Centennial Grant | Task Total |
|-------------------------------|-------------------|
| Grant and Loan Administration | \$ 9,704.00 |
| Project Construction | \$ 834,902.00 |
| Construction Management | \$ 87,340.00 |

Total: \$ 931,946.00

CHANGES TO SCOPE OF WORK

Task Number: 2 **Task Cost: \$9,164,354.00**

Task Title: Project Construction

Task Description:

A. The RECIPIENT will execute a contract with a contractor selected in compliance with state law. The RECIPIENT will include ECOLOGY’s specification insert in the contract documents. The RECIPIENT will submit Bid Tabs, the Notice of Award, and a copy of the executed contract before ECOLOGY will provide reimbursement.

B. The RECIPIENT will complete the construction in accordance with the approved Plans and Specifications. The project includes:

1. Temporary erosion control and water pollution control measures.
 2. Demolition and abandonment of specified structures, equipment, and underground utilities.
 3. Replacement of existing headworks, concrete structure, grit removal system, influent flow meter, automatic sampler, monitoring instruments, and flow distribution box.
 4. Secondary treatment improvements including new aeration basin, anoxic selector basins, blower building, and addition of fine bubble diffusers to the existing oxidation ditch.
 5. Disinfection upgrades of new UV channel and modifications to existing UV channel.
 6. Electrical system improvements including new service, generator, motor control centers, and lighting.
 7. SCADA replacement.
 8. Laboratory remodel.
 9. Minor civil site, non-potable water, and stormwater conveyance utility improvements.
 10. Installation of approximately 900 linear feet of 8” sewer pipe on East Loop Road and Frank Johns Road, with associated laterals and manholes, trench dewatering, excavation of boulders, and restoration of disturbed surfaces
- C. The RECIPIENT will conduct a pre-construction conference and invite ECOLOGY staff to the meeting.
- D. The RECIPIENT will negotiate all change orders to the construction contract necessary for successful completion of the project. The RECIPIENT will submit change orders to ECOLOGY for approval. Change orders that are a significant deviation from the approved plans/specifications must be submitted for approval, prior to execution. All other change orders will be submitted within 30 days after execution.
- E. As a condition of receiving this funding, the RECIPIENT will provide ECOLOGY with a plan for increasing user rates necessary to support this loan. The plan will be provided within six months of signing the loan agreement. The plan will include the total revenue requirement and the user rates necessary for the RECIPIENT to operate and maintain the funded utility, to establish reserves to pay for equipment replacement, and to pay debt service. The plan will identify a schedule of rate increases necessary to achieve the total revenue requirement by the estimated date of loan repayment.
- F. As a condition of receiving this funding, the RECIPIENT will review their energy use looking for cost effective energy savings. The RECIPIENT may also submit documentation of an energy efficiency review conducted within the last 5 years.
- G. As a condition of receiving this funding, the RECIPIENT will develop an asset management program. The RECIPIENT will certify that a program that contains at least the minimum required elements has been developed and is being implemented:
- H. The RECIPIENT will conduct appropriate cultural resources reviews of the project. The RECIPIENT will provide a 21-02/106 Cultural Resources Review form. The RECIPIENT will provide any additional information for ECOLOGY to lead the required cultural resources consultation.
- I. The RECIPIENT will complete an Ecology inadvertent discovery plan template for the project.

Task Goal Statement:

Complete the construction in accordance with the approved Plans and Specifications.

Task Expected Outcome:

Complete the construction in accordance with the approved Plans and Specifications.

Deliverables

| Number | Description | Due Date |
|--------|-------------|----------|
|--------|-------------|----------|

| | | |
|------|---|--|
| 2.1 | Documentation of the RECIPIENTS procurement process. | |
| 2.2 | Bid Tabs, the Notice of Award, and a copy of the executed construction contract. | |
| 2.3 | Minutes of the pre-construction meeting. | |
| 2.4 | A copy of all change orders. | |
| 2.5 | Sewer Revenue and User Rate plan. | |
| 2.6 | Documentation of an energy efficiency review. | |
| 2.7 | Certification that the asset management program (fiscal sustainability plan) has been developed and is being implemented. | |
| 2.8 | Documentation of an energy efficiency review. | |
| 2.9 | 21-02/106 Cultural Resources Review form. | |
| 2.10 | Inadvertent Discovery Plan. | |

CHANGES TO SCOPE OF WORK

Task Number: 3 **Task Cost:** \$1,033,553.00

Task Title: Construction Management

Task Description:

A. The RECIPIENT will provide adequate and competent construction management and inspection for the Project. This may involve procuring the professional services. If professional services are procured, the RECIPIENT will procure them in accordance with state law. The RECIPIENT will include ECOLOGY’s specification insert in the contract documents. The RECIPIENT must submit all contracts for construction management services before ECOLOGY will provide reimbursement for work performed under this task.

B. The RECIPIENT will develop a detailed Construction Quality Assurance Plan (WAC 173-240-075) and submit it to ECOLOGY for approval. This plan will describe the activities which the RECIPIENT will undertake to achieve adequate and competent oversight of all construction work.

C. The RECIPIENT will ensure construction progresses according to a timely schedule developed to meet completion dates indicated in the construction contract. The RECIPIENT will revise or update the schedule whenever major changes occur and resubmit to ECOLOGY. In the absence of any major changes, the RECIPIENT will describe progress of the construction in the quarterly progress reports.

D. Upon completion of construction, the RECIPIENT will provide ECOLOGY’s Project Manager with a set of "as-built" plans (i.e., record construction drawings which reflect changes, modifications, or other significant revisions made to the project during construction).

E. Upon project completion, the RECIPIENT will submit the Declaration of Construction Completion form to ECOLOGY in accordance with WAC 173-240-090. The form, when signed by a professional engineer, indicates that the project was completed in accordance with the plans, specifications, and major change orders approved by ECOLOGY, and is accurately

shown on the as-built plans.

F. The RECIPIENT will provide startup services for the constructed WWTP improvements.

Task Goal Statement:

Provide adequate and competent construction management and inspection for the Project.

Task Expected Outcome:

Provide adequate and competent construction management and inspection for the Project.

Deliverables

| Number | Description | Due Date |
|---------------|--|-----------------|
| 3.1 | Executed contract for construction management services. | |
| 3.2 | Documentation of the RECIPIENT's process for procuring engineering services. | |
| 3.3 | Construction Quality Assurance Plan. | |
| 3.4 | "As-built" plans. | |
| 3.5 | Declaration of Construction completion. | |

Funding Distribution Summary

Recipient / Ecology Share

| Funding Distribution Name | Recipient Match % | Recipient Share | Ecology Share | Total |
|----------------------------------|--------------------------|------------------------|-------------------------|-------------------------|
| SRF Loan | 0 % | \$ 0.00 | \$ 9,369,425.00 | \$ 9,369,425.00 |
| Centennial Grant | 0 % | \$ 0.00 | \$ 931,946.00 | \$ 931,946.00 |
| Total | | \$ 0.00 | \$ 10,301,371.00 | \$ 10,301,371.00 |

AUTHORIZING SIGNATURES

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

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

This amendment will be effective 09/30/2023.

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

Washington State
Department of Ecology

City of Stevenson

By:

By:

Vincent McGowan, P.E.

Date

Water Quality

Program Manager

Leana Kinley

Date

City Administrator

Scott Anderson

Mayor

Date

Template Approved to Form by
Attorney General's Office

**PROFESSIONAL SERVICES CONTRACT
WWTP Phase I Construction Phase Services
AMENDMENT #2**

THIS CONTRACT AMENDMENT #2 (the "Amendment") to the PROFESSIONAL SERVICES CONTRACT effective as of November 18, 2021 (the "Agreement") is made and entered into this 19th day of October, **2023**, by and between CITY OF STEVENSON, a municipal corporation of the State of Washington, and hereinafter referred to as "CITY," and **Wallis Engineering, PLLC**, hereinafter referred to as the "Contractor."

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

1. Contractor will perform services as set forth in the original agreement but amending the Scope of Work as set forth in Exhibit A1 with an increase to the project budget by \$365,371 as outlined for a revised contract amount of \$1,432,580 and extending the duration through June 30, 2025.
2. Contractor shall be paid by CITY, for the work to be performed hereunder, as set forth in the attached Exhibit A1. Any payment made to Contractor, however, shall not constitute acceptance of the work, or any portion thereof, which is not in accordance with this contract amendment.

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

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

[Signatures appear on next page]

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

CITY OF STEVENSON

CONTRACTOR

By: _____
Scott Anderson, Mayor

By: _____
Jane Vail
Principal Engineer

Mailing Address:
215 West 4th Street
Suite 200
Vancouver, WA 98660

Approved as to form.

Robert C. Muth,
City Attorney

360-695-7041
Telephone Number

91-1944973
Federal Tax ID Number

601-823-546
UBI#

PROJECT BACKGROUND

The City of Stevenson Wastewater Treatment Plant (WWTP) is in need of upgrades to replace deficient equipment and provide additional capacity. The City retained Wallis Engineering to design Phase I and II improvements. These include the following:

- Replacement of existing headworks facility with new structure and equipment
- New aeration basin, anoxic selector basin, and blower building
- Disinfection upgrades consisting of new UV channel and modifications to existing channel
- Laboratory building remodel
- Flood protection measures
- Electrical system improvements including new service, standby generator, motor control centers, and lighting
- SCADA system replacement
- Minor improvements to site, non-potable water, stormwater conveyance, and flood protection measures.

The City also retained Wallis Engineering to design the Main D sewer extension project. This project includes installation of 9,000 linear feet of 8-inch diameter sewer main, laterals and manholes, on East Loop Road and Frank Johns Road.

The WWTP and Main D Extension project received funding from a Clean Water State Revolving Fund loan administered by Department of Ecology (DOE) for grant and loan administration, project construction, and construction management and inspection.

GENERAL SCOPE OF PROJECT

Wallis Engineering will assist the City with project and funding administration, bid and construction phase services for the WWTP Improvements Phases I and II, and the Main D Extension projects. This scope of work consists of the following tasks:

- Task 1: Project Management and Administration
- Task 2: Bid Phase Assistance – WWTP Improvements
- Task 3: Bid Phase Assistance - Main D Extension
- Task 4: Construction Quality Assurance Plan
- Task 5: Construction Management and Engineering– WWTP Improvements
- Task 6: Construction Management and Engineering – Main D Extension
- Task 7: SCADA Programming

SUPPLEMENTAL SCOPE

A contract extension modifying the overall schedule of construction was completed in February of 2023 for delay due to material lead times. The contract terms extended the substantial and final completion dates a full year, with final completion extending from December 2023 to December 2024. This contract extension did not significantly increase the amount of construction inspection required, as the Contractor's schedule at the time of the contract extension showed a lengthy partial demobilization.

However, as of July of 2023, the Contractor has experienced extremely slow progress of work, and have not met any of their schedule goals. Their current schedule proposes a much shorter partial demobilization. As a result of the Contractor’s elongated schedule, additional budget is required to provide construction administration, management, engineering, and inspection services to ensure the Contractor’s compliance with the contract. In addition, the City would like to add services for startup of the wastewater treatment plant.

This supplemental scope of work will provide additional work within the following tasks:

- Task 1: Project Management and Administration (Task Supplemented)
- Task 5: Construction Management and Engineering– WWTP Improvements (Task Supplemented)
- Task 8: WWTP Startup Services (New Task)

CONTRACT DURATION

Contract term shall be from the date contract is fully executed until December 31, 2024.

PROJECT TEAM

Wallis Engineering will serve as the prime consultant for this project, leading a team of subconsultants to complete all the services identified in the specific scope of work. Our team is listed below, with the project responsibilities which they will complete.

| <i>Consultant</i> | <i>Responsibilities</i> |
|--|--|
| Wallis Engineering (Wallis) | Project Management Construction Management, Engineering, and Inspection |
| Esvelt Engineering (EE) | Construction Engineering and Startup Services |
| Industrial Systems (IS) | Electrical and Systems Engineering, Programming |
| LSB Consulting Engineers (LSB) | Structural Engineering and Observation Services |
| B2B Architecture (B2B) | Architectural Engineering and Observation Services |
| Kartchner Mechanical (Kartchner) | Mechanical Engineering and Observation Services |
| Geotechnical Resources Inc. (GRI) | Geotechnical Engineering and Observation Services |
| Archaeological Investigations Northwest (AINW) | Cultural Resources Construction Monitoring |
| Columbia West Engineering (CWE) | Special Inspections |
| Wastewater Solutions (WSI) | Startup Services |

SPECIFIC SCOPE OF WORK

TASK 1 PROJECT MANAGEMENT AND ADMINISTRATION (TASK SUPPLEMENTED)

Objective: Wallis Engineering (Wallis) will provide full project management, administration, and coordination between all subconsultants on the team, City staff, funding agency staff, regulatory authorities, and key stakeholders. This task includes technical and financial management of the project, lead meetings, and help the City with ongoing public involvement. Key tasks will be to organize and

conduct all meetings, develop and track project schedule proactively to address critical path elements and ensure on-time delivery, and communicate to City staff of project progress.

Task 1.1 Project Management and Coordination (Subtask Supplemented)

Wallis will provide project management, schedule, coordination, and direction to the City staff and the bidding and construction phase services team to ensure the scope, schedule and budget are met.

We will provide a point contact person for the City while coordinating with the project team. We will schedule and participate in monthly or as-needed coordination conference calls with the City Project Manager and other staff at their request.

Our project manager will maintain a comprehensive Microsoft Project schedule with individual task milestones, task duration, individual responsibilities of subconsultants and City staff, agencies, and utilities.

Monthly progress reports will be submitted with invoices. Monthly progress reports will include task level budget status, schedule status, and brief summary of work completed along with any upcoming scope, schedule or budget concerns. Billings will include staff, title, hourly rate, and hours charged to the project.

This subtask is supplemented with additional time for project management as needed for the year extension in time.

TASK 5 CONSTRUCTION MANAGEMENT AND ENGINEERING – WWTP IMPROVEMENTS

Objective: Provide construction management, administration, engineering, and inspection services throughout the duration of construction of the WWTP Improvements

Task 5.2 Construction Administration (Subtask Supplemented)

Wallis will provide construction administration services to the City for the duration of construction, coordinating and managing construction documentation needs with the Contractor to meet Department of Ecology requirements. We will maintain a regularly-updated digital copy of all construction documentation on a project sharefolder for access and review by the City. We anticipate construction administration to include the following work items:

- Monthly project reports for submittal to DOE
- Organization and preparation of monthly funding outlay reports
- Contractor weekly certified payroll reviews
- Contractor wage interviews for Davis-Bacon wage compliance verification

This subtask is supplemented to account for an additional 12 months of construction.

Task 5.3 Construction Management and Engineering (Subtask Supplemented)

Wallis will provide construction management and engineering services to the City for the duration of construction. We will provide a designated construction manager who will serve as the primary point of contact with the Contractor and the City. *This supplemented subtask is based on an additional 12-months of construction.* Construction management and engineering is anticipated to include the following:

Precon and Weekly Construction Meetings

Wallis will conduct a pre-construction meeting with City staff, the Contractor, project design team subconsultants (as needed), DOE representatives, and representatives of the utility companies. At this

meeting, we will effectively communicate the requirements associated with the funding and regulatory agencies, and those areas of the project which will require special attention during construction.

In addition to the pre-con, Wallis will attend weekly construction meetings to discuss the Contractor's progress and schedule, materials, and other issues of note. *A total of 52 additional meetings are budgeted for this supplement to account for the yearlong extension.*

Submittal Review

We will provide submittal review for all construction submittals throughout the project. Our construction manager will distribute submittals to the relevant design engineer for submittal review, and will distribute submittal reviews to the Contractor following comment. We will prepare and manage a submittal log recording activities for all submittals. *No additional time is allocated to submittal review as part of this supplement.*

Requests for Information

The design team will respond to Contractor Requests for Information (RFIs), and log questions and answers in an RFI log. *No additional time is allocated to RFIs as part of this supplement.*

Field Changes and Change Orders

Wallis will coordinate field design changes with City Staff and the Contractor as needed to address changed onsite conditions which conflict with the plans and/or specifications.

On an as-needed basis, Wallis will review, negotiate, initiate and process contract change orders. We will coordinate with the Contractor to provide the required documentation to justify all change orders in accordance with DOE requirements. *No additional time is allocated to field changes and changes orders as part of this supplement.*

Progress Payments

Progress payments will be processed according to the schedule agreed upon during the precon, no more frequently than once a month. We will review and prepare construction pay estimates for submittal to the City, and coordinate review and preparation with the Contractor (and DOE as needed). *Time to process an additional 12 progress payments is assumed for this supplement.*

Task 5.4 Construction Observation and Inspection (Subtask Supplemented)

Wallis will provide construction observation and inspections in order to confirm that the work is proceeding in accordance with the contract documents. They will also assist with quality assurance for specialty work items. This task will include construction observation, structural observation, and special inspections. *An additional nine months of construction observation and inspection are assumed for this supplement, based on the Contractor's proposed schedule and current pace of work. In addition, more engineering time has also been required to address the Contractor's quality control issues.*

Construction Observation

Wallis will provide a construction inspector (or inspectors, depending on the Contractor's phasing) for the duration of construction activities. *This assumes one part-time senior inspector, and one full-time EIT inspector from September 2023 through August 2024, supplementing time previously-budgeted.* The inspector will provide Inspector's Daily Reports (IDRs) for each site visit, take in-progress digital construction photographs during the project, and track materials quantity and quality tracking as approved materials are installed.

Special Inspections

CWE will complete special inspections, as required by structural and building code and in order to provide quality control. The schedule for these inspections will depend on the nature of the Contractor's phasing; a conservative number of site visits has been assumed, but will likely not be needed. The scope of special inspections includes concrete testing and inspection for the aeration basin and headworks footings and structures, masonry testing for the blower building, welding and bolting inspections, and inspections for post installed anchors. CWE will also complete laboratory testing for concrete compressive strength, grout prism, and CMU prism tests. *No additional time for special inspections is assumed necessary for this supplement.*

Task 5 Assumptions:

- Construction administration completed in accordance with funding agency (DOE) requirements
- The WWTP will be constructed between February 2022 and July 2024.
- City will not be providing any inspection services; if the City has time to inspect, our hours will be reduced accordingly.
- Construction surveying, material and density testing will be completed by an independent testing firm hired by the Contractor
- No environmental monitoring is required.

Task 5 Deliverables:

- Submittal log and submittal review comments
- Requests for Information
- Inspection Daily Reports for all construction inspection site visits including summary of daily work items, bid item unit quantities completed, traffic control measures in place, materials and equipment utilized, completed materials testing, out of scope work records, summaries of Contractor coordination and any other items of note as observed onsite
- Construction photographs
- Construction pay estimates
- Field Changes
- Change order documentation

TASK 8 WWTP STARTUP SERVICES (NEW TASK)

Objective: Support start-up of improved Wastewater Treatment Plant.

Task 8.1 O&M Manual

In accordance with WAC 173-240-080, we will prepare an operations and maintenance (O&M) manual to describe and explain the design intent, function, and operational and maintenance requirements of the new facilities at the treatment plant. The hard copy manual will include cross referencing, with specific equipment operation and maintenance requirements provided by the Contractor (and by equipment suppliers in the case of City-procured equipment items).

The O&M Manual will include:

- Process control
- Operational strategies
- Troubleshooting guidance
- Specific maintenance data for:

- Headworks
- Anoxic selector and aeration basins
- UV disinfection
- Blowers
- Miscellaneous piping, valving and hydraulic structures
- General plant facilities
- Functional descriptions for programming
- Record drawings (as completed in Task 8.2)

The Draft O&M Manual will be prepared prior to construction completion and submitted to the City for review. After review comments have been incorporated, three printed and electronic copies of the Final O&M Manual will be submitted prior to the initial plant startup.

Task 8.2 Record Drawings

Wallis Engineering will prepare Record Drawings based on as-built information provided by the contractor following construction. Record Drawings will be submitted to the City in electronic format following construction completion.

Task 8.3 Startup Assistance

Our team will provide assistance with plant start up and training for the new equipment and facilities. WSI will provide operational assistance with key equipment and provide input on data collection forms and spreadsheets. They will also make specific process recommendations during initial process operation, and make information collection and process control recommendations.

Startup services will require inspections prior to energizing and testing equipment. Industrial System will review contractor test forms to ensure proper procedures have been followed. The programming portion of the startup services will require individual program testing of equipment and processes to ensure instruments are calibrated correctly, and to ensure motors and drives can be properly controlled. Testing unexpected equipment shutdowns and power failures will be required to ensure the plant responds to abnormal conditions properly. All alarms will be tested during startup.

Startup services will also require operator training of the new SCADA system. This includes general operation of the system, remote viewing the system, and acknowledging alarms.

Record drawings will also be completed as part of this startup services scope.

WSI will provide training for City operational staff on new equipment and processes. They will develop and provide student manuals and conduct classroom and field training related to secondary process control, for a total of three (3) days onsite.

WSI will also provide a weekly review of plant operating data (as provided by City operational staff) for a period of up to twelve (12) weeks, and provide telephone support to staff during this time period.

Task 8 Assumptions:

- WSI will provide up to 210 hours of support with training, startup assistance, and O&M Manual development and review

Task 8 Deliverables:

(3) printed and USB copies of the O&M Manual

P:\14\1477E WWTP Imp Bid & Const\100 Agmt\102 Working Docs\Supp 2-Const Add Work\1477E Wallis Scope Supp 2.docx

| | | AE | PE4 | SE2 | I2 | A5 | Wallis Labor | Expenses | Subconsultants | Ind. Sys | B2A | WSI | Total |
|---------------|--|-----------|------------|--------------|------------|-----------|----------------------|------------------|---------------------|---------------------|--------------------|---------------------|----------------------|
| | | Jane | Jack | EIT | Ben/Alf | EK/LR | | | EEE | | | | Cost |
| | | \$157.47 | \$147.83 | \$109.26 | \$114.62 | \$104.98 | | | | | | | |
| Task 1 | Project Management and Administration | | | | | | | | | | | | |
| 1.1 | Project Management and Coordination | | 12 | | | 24 | \$ 4,293.48 | | | | | | \$ 4,293.48 |
| | TASK 1 SUBTOTAL | 0 | 12 | 0 | 0 | 24 | \$ 4,293.48 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 4,293.48 |
| Task 5 | Construction Management and Engineering – WWTP Improvements | | | | | | | | | | | | |
| 5.1 | Conformed Drawings | | | | | | \$ - | | | | | | \$ - |
| 5.2 | Construction Administration | 6 | | | | 12 | \$ 2,204.58 | | | | | | \$ 2,204.58 |
| 5.3 | Construction Management and Engineering | 42 | 36 | 6 | 0 | 6 | \$ 13,221.06 | \$ - | \$ - | \$ 22,800.00 | \$ - | \$ - | \$ 36,021.06 |
| 5.4 | Construction Observation and Inspection | 0 | 84 | 1,440 | 480 | 0 | \$ 224,769.72 | \$ - (M) | | \$ - | \$ - | \$ - | \$ 224,769.72 |
| | TASK 5 SUBTOTAL | 48 | 120 | 1446 | 480 | 18 | \$ 240,195.36 | \$ - | \$ - | \$ 22,800.00 | \$ - | \$ - | \$ 262,995.36 |
| Task 8 | WWTP Startup services | | | | | | | | | | | | |
| 8.1 | O&M Manual | 12 | 72 | 60 | | 24 | \$ 21,608.52 | \$ 200.00 (P) | \$ 2,400.00 | \$ - | \$ 2,000.00 | \$ 13,200.00 | \$ 39,408.52 |
| 8.2 | Startup Assistance | | 40 | | | | \$ 5,913.20 | | \$ 17,200.00 | \$ - | | \$ 35,560.00 | \$ 58,673.20 |
| | TASK 8 SUBTOTAL | 12 | 112 | 60 | 0 | 24 | \$ 27,521.72 | \$ 200.00 | \$ 19,600.00 | \$ - | \$ 2,000.00 | \$ 48,760.00 | \$ 98,081.72 |
| | Project Subtotal | 60 | 244 | 1,506 | 480 | 66 | \$ 272,010.56 | \$ 200.00 | \$ 19,600.00 | \$ 22,800.00 | \$ 2,000.00 | \$ 48,760.00 | \$ 365,370.56 |

| FEE SUMMARY | |
|--|----------------------|
| Wallis Labor | \$ 272,010.56 |
| Wallis Expenses | \$ 200.00 |
| <i>(M) = Mileage at current IRS Rate, (P) = Printing</i> | |
| Subconsultants | |
| EEE | \$ 19,600.00 |
| Ind. Sys | \$ 22,800.00 |
| B2A | \$ 2,000.00 |
| WSI | \$ 48,760.00 |
| TOTAL BUDGET | \$ 365,370.56 |



Assistance Agreement # CG-02J25601-0

1 message

Wasson, Wendy <wasson.wendy@epa.gov>

Tue, Oct 3, 2023 at 5:45 AM

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

Cc: "Williams, Amy (she/her/hers)" <Williams.Amy@epa.gov>, "Khan, Heather" <Khan.Heather@epa.gov>

Attention EPA Grant Recipient:

Attached is your Assistance Agreement from the US EPA, Region 10. We look forward to working with your organization for the successful completion of this project.

THE AGREEMENT IDENTIFICATION NUMBER IS ON YOUR AGREEMENT ON TOP OF PAGE 1 AND IN THE SUBJECT LINE. Please use this number in communicating with EPA about this grant. Questions may be addressed to the Project Officer or the Grants Specialist shown on page 1 of the document. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA statutory provisions. The applicable regulatory provisions are 40 CFR Chapter 1, Subchapter B, and all terms and conditions of this agreement and any attachments.

FEDERAL FINANCIAL REPORTING

Pursuant to 2 CFR 200.327 and 200.343, EPA recipients must submit the Federal Financial Report (SF-425) at least **annually** and no more frequently than quarterly. EPA's standard reporting frequency is annual unless an EPA Region has included an additional term and condition specifying greater reporting frequency within this award document. EPA recipients must submit the SF-425 no later than 120 calendar days after the specified reporting period for annual and final reports. For more information, see the General Term & Condition (#12, Federal Financial Reporting) in the attached award.

SUBAWARD TERMS AND CONDITIONS

-

If your work plan and budget includes subawards of financial assistance (2 CFR 200.92 and 200.330), please pay particular attention to EPA's National Term and Condition for Subawards, which is found in the programmatic terms and conditions for this award. By accepting this assistance agreement, your organization is certifying that it either has systems in place to comply with the regulatory or EPA policy requirements specified in the National Term and Condition for Subawards or that it will refrain from making subawards with funding EPA provides under this agreement until the systems are designed and implemented. Also note that should your organization decide to make a subaward(s) that was not described in the work plan and budgeted for under this agreement you must obtain prior written approval from EPA's Award Official for the subaward as provided at 2 CFR 200.308(c)(1)(vi).

EPA GRANTS WEBSITE

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This site is designed to help you manage your grant. It contains practical information about fulfilling the grant's requirements; downloadable copies of required standard forms, report forms; and "On-line Resources" which link to other information, such as the Code of Federal Regulations.

EPA Grants information: <https://www.epa.gov/grants>

EPA R10 Grants information: <https://www.epa.gov/grants/grants-your-region-information-specific-epa-region-10>

QUESTIONS ?

Please feel free to contact your EPA Grants Specialist if you have any questions about the administrative requirements of your grant or if you do not have internet access and need copies of regulations, circulars, forms, or other information.

Wendy Wasson


206-553-5780


ENVIRONMENTAL PROTECTION AGENCY

OFFICE OF REGIONAL ADMINISTRATOR R-10

MISSION SUPPORT DIVISION

GRANTS & IA BRANCH

 **CG-02J25601-0.pdf**
252K

| | | | |
|--|---|--|--|
|  | U.S. ENVIRONMENTAL PROTECTION AGENCY Grant Agreement | GRANT NUMBER (FAIN): 02J25601 MODIFICATION NUMBER: 0 PROGRAM CODE: CG | DATE OF AWARD 09/28/2023 |
| | | TYPE OF ACTION New | MAILING DATE 10/03/2023 |
| | | PAYMENT METHOD: ASAP | ACH# PEND |
| | | RECIPIENT TYPE: Township | |
| RECIPIENT: City of Stevenson 7121 E. Loop Rd Stevenson, WA 98648-4030 EIN: 91-6001512 | | PAYEE: City of Stevenson 7121 E. Loop Rd PO Box 371 Stevenson, WA 98648-0371 | |
| PROJECT MANAGER Leana Kinley 7121 E. Loop Rd. PO Box 371 Stevenson, WA 98648-0371 Email: leana@ci.stevenson.wa.us Phone: 509-427-5970 | | EPA PROJECT OFFICER Amy Williams 950 W. Bannock Street, Suite 900 Boise, ID 83702 Email: williams.amy@epa.gov Phone: 208-378-5758 | |
| | | EPA GRANT SPECIALIST Heather Khan 17-C04 1200 Sixth Avenue, Suite 155 Seattle, WA 98101 Email: khan.heather@epa.gov Phone: 206-553-5556 | |
| PROJECT TITLE AND DESCRIPTION City of Stevenson Wastewater Treatment Plant Upgrades This agreement provides funding to the City of Stevenson, Washington to implement its project to upgrade its Wastewater Treatment Plant as directed in the 2022 Consolidated Appropriations Act. The activities to be performed include the execution and implementation of a wastewater infrastructure construction project. Work plan activities including replacement of existing headworks, secondary treatment expansion and enhancements, UV system upgrades, remodeling of the lab/ops building, and various civil improvements including grading, gravel and asphalt surfacing, fencing, minor storm water conveyance upgrades, and a non-potable water pump station. The anticipated deliverables include startup of new headworks, mixers, aeration basins, pumps, diffusers, blower building, UV channels 1 & 2 and generator. Additional deliverables include commissioning of the final plant, completion of the lab building, and site improvements. These improvements will allow the city to be in compliance with existing water quality permit regulations and accommodate future flows to meet capacity needs of the residents of Stevenson. No subawards are included in this assistance agreement. | | | |
| BUDGET PERIOD 11/18/2021 - 12/31/2024 | PROJECT PERIOD 11/18/2021 - 12/31/2024 | TOTAL BUDGET PERIOD COST \$3,125,000.00 | TOTAL PROJECT PERIOD COST \$3,125,000.00 |
| NOTICE OF AWARD | | | |
| Based on your Application dated 01/27/2023 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$2,500,000.00. EPA agrees to cost-share 80.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$2,500,000.00. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments. | | | |
| ISSUING OFFICE (GRANTS MANAGEMENT OFFICE) | | AWARD APPROVAL OFFICE | |
| ORGANIZATION / ADDRESS U.S. EPA, Region 10 , EPA Region 10 Mail Code: 17-C04, 1200 Sixth Avenue, Suite 155 Seattle, WA 98101 | | ORGANIZATION / ADDRESS U.S. EPA, Region 10, Water Division R10 - Region 10 1200 Sixth Avenue, Suite 155 Seattle, WA 98101 | |
| THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY | | | |
| Digital signature applied by EPA Award Official Alan Lee - Grants Management Officer | | | DATE 09/28/2023 |

EPA Funding Information

| FUNDS | FORMER AWARD | THIS ACTION | AMENDED TOTAL |
|-------------------------------|--------------|--------------------|--------------------|
| EPA Amount This Action | \$0 | \$2,500,000 | \$2,500,000 |
| EPA In-Kind Amount | \$0 | \$0 | \$0 |
| Unexpended Prior Year Balance | \$0 | \$0 | \$0 |
| Other Federal Funds | \$0 | \$0 | \$0 |
| Recipient Contribution | \$0 | \$0 | \$0 |
| State Contribution | \$0 | \$625,000 | \$625,000 |
| Local Contribution | \$0 | \$0 | \$0 |
| Other Contribution | \$0 | \$0 | \$0 |
| Allowable Project Cost | \$0 | \$3,125,000 | \$3,125,000 |

| Assistance Program (CFDA) | Statutory Authority | Regulatory Authority |
|--|---|-------------------------------------|
| 66.202 - Congressionally Mandated Projects | 2022 Consolidated Appropriations Act (PL 117-103) | 2 CFR 200, 2 CFR 1500 and 40 CFR 33 |

| Fiscal | | | | | | | | | |
|-----------|------------|----|--------------|---------------------|--------|--------------|--------------|-------------------|---------------------------|
| Site Name | Req No | FY | Approp. Code | Budget Organization | PRC | Object Class | Site/Project | Cost Organization | Obligation / Deobligation |
| - | 2310MCD015 | 22 | E5 | 1022CJN | 000B80 | 4192 | - | - | \$2,500,000 |
| | | | | | | | | | \$2,500,000 |

Budget Summary Page

| Table A - Object Class Category (Non-Construction) | Total Approved Allowable Budget Period Cost |
|--|--|
| 1. Personnel | \$0 |
| 2. Fringe Benefits | \$0 |
| 3. Travel | \$0 |
| 4. Equipment | \$0 |
| 5. Supplies | \$0 |
| 6. Contractual | \$0 |
| 7. Construction | \$3,125,000 |
| 8. Other | \$0 |
| 9. Total Direct Charges | \$3,125,000 |
| 10. Indirect Costs: 0.00 % Base | \$0 |
| 11. Total (Share: Recipient <u>20.00</u> % Federal <u>80.00</u> %) | \$3,125,000 |
| 12. Total Approved Assistance Amount | \$2,500,000 |
| 13. Program Income | \$0 |
| 14. Total EPA Amount Awarded This Action | \$2,500,000 |
| 15. Total EPA Amount Awarded To Date | \$2,500,000 |

Administrative Conditions

National Administrative Terms and Conditions

General Terms and Conditions

The recipient agrees to comply with the current EPA general terms and conditions available at:

https://www.epa.gov/system/files/documents/2022-09/fy_2022_epa_general_terms_and_conditions_effective_october_1_2022_or_later.pdf

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award. The EPA repository for the general terms and conditions by year can be found at:

<https://www.epa.gov/grants/grant-terms-and-conditions>.

A. Correspondence

Federal Financial Reports (SF-425): rtpfc-grants@epa.gov

MBE/WBE reports (EPA Form 5700-52A): bennett.andrea@epa.gov

All other forms/certifications/assurances, Indirect Cost Rate Agreements, updates to recipient information (including email addresses, changes in contact information or changes in authorized representatives) and other notifications: wasson.wendy@epa.gov

Requests for Extensions of the Budget and Project Period, Quality Assurance documents, workplan revisions, equipment lists, programmatic reports and deliverables, Amendment Requests, Requests for other Prior Approvals: williams.amy@epa.gov

Administrative questions and issues: khan.heather@epa.gov

B. Pre-Award Costs

In accordance with 2 CFR 1500.9, the recipient may charge otherwise allowable pre-award costs (both Federal and non-Federal matching shares) incurred from 11/18/2021 to the actual award date provided that such costs were contained in the approved application and all costs are incurred within the approved budget period.

C. Prior Approval of Payments for EPA Community Grants (Updated 6/13/23)

Payment Requests are to be completed on Standard Form 270, "Request for Advance or Reimbursement" and submitted to the EPA Grants Office with a copy to the EPA Project Officer. This form and instructions for completing it can be found at

<https://www.epa.gov/grants/epa-grantee-forms>. The requests will report cumulative expenditures both (federal and non-federal) incurred under the grant. EPA will approve payments for allowable expenditures at the ratio shown in the latest Agreement.

Under this payment mechanism, the recipient submits for EPA approval the Standard Form 270 along with supporting cost documentation via email to r10communitygrants@epa.gov, the EPA Project Officer and the EPA Grants Management Specialist listed on this award document. Attachments must be submitted in pdf or other acceptable software format (e.g., DocuSign) and the Standard Form 270 must be electronically or digitally signed by your organization's authorized representative or their designee in accordance with EPA's Recipient/Applicant Information Notice (RAIN), [Establishment of Standards for Submission of Administrative and Financial Assistance Agreement Forms/Documents with Electronic or Digital Signatures by Email](#). Documentation to support costs claimed for reimbursement include copies of bills (vouchers, invoices, etc.), along with a description of services rendered, time spent, and charges. The table below provides examples of acceptable documentation. Also, as a reminder, please refer to the Grant-Specific Programmatic Terms and Conditions of this award for additional information regarding procurement documentation submission requirements.

After review and written notification of EPA's approval, the recipient will request funds via the U.S. Treasury's Automated Standard Application for Payment (ASAP) system for 80% of the total allowable expenditures shown on the Standard Form 270 (i.e., the Federal share) for the period covered by the request. EPA may pay 100% of the allowable expenditures reported for the period of the request for grants for which the cost share requirement has been waived by EPA. Payment for costs approved by EPA and authorized for drawdown by the recipient via the ASAP System will be credited to the recipient's designated financial institution (See Financial Information in the [EPA General Terms and Conditions](#) applicable to this award). Any questioned or disallowed costs will be detailed in writing by EPA's Grants Management Officer.

SUPPORTING DOCUMENTATION BY BUDGET CATEGORY

| BUDGET CATEGORY | ACCEPTABLE DOCUMENTATION |
|--|--|
| <p>1. PERSONNEL (for both EPA-funded and non-EPA funded employees whose services will count towards the recipient's cost share) Records must:</p> <ul style="list-style-type: none"> • meet the requirements in 2 CFR 200.430(i) for producing accurate information regarding actual hours an employee worked performing the EPA agreement. • reflect 100% of actual hours worked daily and the projects, programs or activities worked, not estimated amounts or percentages. They must also reflect non-working hours used during the pay period. • be certified by an appropriate recipient manager indicating that the hours shown as worked in support of the EPA assistance agreement were actually spent on activities approved and eligible under the agreement for which the costs are claimed • contain names of employees charging time to the agreement, with explicit indication of number of hours charged, the hourly rate, and the total amount thereof charged. <p>1a. Working Hours</p> <p>1b. Non-Working Hours (e.g., sick leave, annual leave, holiday pay, etc.) being charged to the agreement if not covered by a leave rate or included in fringe benefits.</p> <p>2. FRINGE BENEFITS – if applicable, approved fringe rate or actual costs per employee.</p> <p>3. INDIRECT COSTS – either an approved indirect cost rate agreement covering the period for the indirect costs being claimed, or otherwise approved to use the 10% de minimis rate. See the General Terms and Conditions for additional information.</p> <p>4. TRAVEL</p> <p style="color: red;">Note: First class/business class travel costs are not allowable.</p> <p>5. EQUIPMENT – records must show equipment items, quantity, unit cost,</p> | <ul style="list-style-type: none"> • Copies of time sheets or equivalent records • A schedule or report showing the non-working hour cost calculations and amounts claimed, including the applicable accruals and distribution methodologies for the periods used in the calculations. • A schedule or report showing the fringe benefit cost calculations per employee, per pay period being claimed for payment and charged to the assistance agreement. Individual items included in approved fringe benefit rates must be identified. • A schedule or report showing the indirect costs calculations and amounts claimed and charged to the assistance agreement, including the applicable rates and cost basis for the periods used in the calculations. • listing of trips taken, trip dates, location, purpose, and actual costs incurred. • copy of signed and dated authorization documents for each trip. • written certification by employee's supervisor or other authorized official that the trip took place. • copy of signed and dated travel vouchers showing actual expenditures • copy of procurement requests |

and total amount consistent with the PO and RFP.

6. SUPPLIES

- copy of vendor invoices
- quotes or bid announcements as required
- invoices showing supply items, quantity, unit cost, and total amount consistent with the Purchase Order.
- copy of procurement requests
- copy of vendor invoices
- quotes or bid announcements as required

7. CONTRACTUAL

The contract agreement must include all applicable clauses stipulated at [2 CFR Part 200.327 and Appendix II](#). **NOTE: per the grant-specific programmatic Terms and Conditions of the award, all contracts should have already been reviewed and approved by the project officer.**

Contracts for Architectural and Engineering services are included in this category.

The costs for consultant compensation that are charged to the EPA assistance agreement (including cost shares) must not exceed the consultant cap (Level IV of the Executive Schedule) as described at [2 CFR 1500.10](#)

- documents showing quotes or bid announcements as required.
- evidence of the selection decision and a cost and price analysis
- copy of contractor invoices

8. CONSTRUCTION

This category includes contracts for general construction and other contractor costs for activities described in EPA's Small and Disadvantaged Business (DBE) rule at [40 CFR 33.103](#).

9. OTHER

If subaward costs are being claimed, a copy of the executed subaward agreement must be provided. The subaward agreement must comply with the requirements of the subaward term and condition of the EPA award and 2 CFR [200.331](#) and [200.332](#).

- documents showing quotes or bid announcements as applicable.
- evidence of the selection decision and a cost and price analysis
- copy of contractor and vendor invoices
- invoices showing items, quantity, unit cost, and total amount. As applicable ensure there are:
 - copies of procurement requests
 - copy of vendor invoices
 - quotes or bid announcements as required
 - documentation of participant support cost payments approved in the budget
 - cost Calculations/Allocations of shared costs like rent, utilities, etc.

Programmatic Conditions

GRANT-SPECIFIC PROGRAMMATIC TERMS AND CONDITIONS FOR EPA COMMUNITY GRANTS

A. Performance Reporting ([2 CFR 200.329](#))

The recipient agrees to submit performance reports to the EPA Project Officer *on a semi-annual basis, no later than April 30 and October 30 of each year*. The final performance report must be submitted no later than 120 calendar days after the period of performance end date.

Performance reports must relate financial data and accomplishments to performance goals and objectives; include brief information on each of the following areas: 1) a comparison of actual accomplishments to the outputs/outcomes established in the assistance

agreement workplan for the period; 2) the reasons for slippage if established outputs/outcomes were not met; and 3) additional pertinent information, including, when appropriate, analysis and formation of cost overruns or high unit costs.

The recipient agrees to inform EPA as soon as problems, delays, or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement workplan.

B. Project changes

The recipient must obtain written EPA approval before implementing changes which alter the project performance standards; change the scope or objectives of the project or substantially alter the design of the project; transfer funds between construction and non-construction budget categories; significantly delay or accelerate the project schedule; substantially alter the facilities plan, design drawings and specifications, or the location, size, capacity, or quality of any major part of the project.

C. Right of Access ([2 CFR 200.337](#))

EPA will have access to all records including fiscal, procurement, and engineering data and files which are pertinent to the assistance agreement, and EPA may conduct site visits and inspections related to progress of the assistance agreement workplan activities.

D. Procurement

(a) The recipient agrees to procure all services (professional or otherwise), supplies, and construction awarded under this grant in accordance with [2 CFR 200.317 through 2 CFR 200.327](#) and [40 CFR Part 33](#).

(b) Recipient agrees to comply with the procurement processes for architectural and engineering (A/E) services as identified in [40 U.S.C. 1101 et seq.](#), or an equivalent State requirement.

Where equivalent State requirements are complied with, the source of the requirement (e.g., existing State legislation or regulation, etc.) must be stated, and a certification from the Governor of the State that the State's A/E procurement requirements are equivalent to [40 U.S.C. 1101 et seq.](#) must accompany the grant application. In lieu of a certification from the Governor, the Attorney General's certification submitted with each grant application may include this certification. The requirements of [40 U.S.C. 1101 et seq.](#) are:

- Public announcement of the solicitation (e.g., a Request for Qualifications);
- Evaluation and ranking of the submitted qualifications statements based on established, publicly available criteria (e.g., identified in the solicitation);

Evaluation criteria should be based on demonstrated competence and qualification for the type of professional services required (e.g., past performance, specialized experience, and technical competence in the type of work required);

- Discussion with at least three firms to consider anticipated concepts and compare alternative methods for furnishing services;
- Selection of at least three firms considered to be the most highly qualified to provide the services required; and
- Contract negotiation with the most highly qualified firm to determine compensation that is fair and reasonable based on a clear understanding of the project scope, complexity, professional nature, and the estimated value of the services to be rendered;

In the event that a contract cannot be negotiated with the most highly qualified firm, negotiation continues in order of qualification.

In the event that the State has no existing equivalent qualifications-based requirement for procurement, the federal requirements in [40 U.S.C. 1101 et seq.](#) apply.

• Procurement Document Submission

A copy of all proposed contracts for services and supplies over \$250,000 shall be submitted to the EPA Project Officer for review. The submittal of the proposed contracts shall include procurement records. A copy of all proposed contracts for construction shall be submitted to the EPA Project Officer for review. The submittal of the proposed contracts shall include procurement records.

- (a) Recipient agrees to submit plans and specifications, requests for proposals, invitations for bid, scopes of work and/or plans and specifications to the EPA Project Officer for review prior to advertising for bids. Recipient will also submit any addenda to these documents to the EPA Project Officer for review prior to the opening of bids.
- (b) Recipient agrees to submit to the EPA Project Officer, within ten calendar days after a bid opening, the bid package of the lowest responsive, responsible bidder for review prior to the award of a contract. The bid package will include a bid tabulation, a copy of the proof of advertising, the bid bond of the low bidder, the signed EPA Form 5700-49 (Certification Regarding Debarment, Suspension, and Other Responsibility Matters), the MBE/WBE proposed utilization by the low bidder with a statement from Recipient that the efforts taken by the low bidder meet the regulatory requirements, and the recommendation to award a contract to the low bidder.
- (c) Recipient agrees to submit to the EPA Project Officer for review any proposed contract for services, such as engineering or grant management, prior to signing each contract as well as any change orders executed after the award of the contract. A description of the process used to procure those services will also be submitted. Such contracts must comply with provisions in the regulations at [2 CFR Part 200](#) and/or [40 U.S.C. 1101 et seq.](#), or an equivalent State requirement as applicable to be accepted as allowable project costs.

E. Cybersecurity Condition

- (a) The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State or Tribal law cybersecurity requirements.
- (b) (1) EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure. For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the recipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer no later than 90 days after the date of this award and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

- (2) The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under [2 CFR 200.332\(d\)](#), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

F. Signage

The recipient is required to place a physical sign displaying the EPA logo at the construction site for this project in an easily visible

location that can be directly linked to the work taking place. The sign must be maintained in good condition throughout the construction period. In cases where the construction site covers a large area (e.g., lead service line replacement or septic tank repair/replacement projects), a sign should be placed in an easily visible location near where the work is being performed (e.g., entrance to the neighborhood, along a main road through town, etc.). Signage costs are considered an allowable grant expense, provided the costs associated with the signage are reasonable. Additionally, to increase public awareness of projects serving communities where English is not the predominant language, assistance recipients are encouraged to translate the language on signs (excluding the EPA logo or seal) into the appropriate non-English language(s). The costs of such translation are allowable grant expenses, provided the costs are reasonable.

Procuring Signs: Consistent with section 6002 of RCRA, 42 U.S.C. 6962, and 2 CFR 200.323, recipients are encouraged to use recycled or recovered materials when procuring signs.

EPA Logo: The recipient will ensure that signage displays the EPA logo. The EPA logo must not be displayed in a manner that implies that EPA itself is conducting the project. Instead, the EPA logo must be accompanied with a statement indicating that the recipient received financial assistance from EPA for the project.

The recipient will ensure compliance with the sign specifications provided by the EPA Office of Public Affairs (OPA) available at: <https://www.epa.gov/grants/epa-logo-seal-specifications-signage-produced-epa-assistance-agreement-recipients>. As provided in the sign specifications from OPA, the EPA logo is the preferred identifier for assistance agreement projects and use of the EPA seal requires prior approval from the EPA. To obtain the appropriate EPA logo or seal graphic file, the recipient should send a request directly to [Londa Scott-Forte \(202-564-1504\)](#) and [Jini Ryan \(202-564-1075\)](#). Please explain in the message that the EPA logo is to be used on signage at a construction site funded with EPA assistance and copy the EPA Project Officer on the message.

G. Public or Media Events

The Recipient agrees to notify the EPA Project Officer listed in this award document of public or media events publicizing the accomplishment of significant events related to construction projects as a result of this agreement and provide the opportunity for attendance and participation by federal representatives with at least ten (10) working days' notice.

H. Federal Cross-cutting Requirements/Other Applicable Federal Laws

Recipient must comply with federal cross-cutting requirements as well as other applicable federal laws as provided in EPA's [Community Grants Program Final Implementation Guidance](#), October 2022.

I. American Iron and Steel (AIS)

AIS requirements apply to State Revolving Fund assistance agreements signed on or after January 17, 2014, including all treatment works projects funded by a CWSRF assistance agreement and all public water system projects funded by a DWSRF assistance agreement signed on or after January 17, 2014. Based on the FY 2022 Consolidated Appropriations Act directive Congressional language ("Applicable Federal requirements that would apply to a Clean Water State Revolving Fund or Drinking Water State Revolving Fund project grant recipient shall apply to a grantee receiving a CPF grant under this section"), AIS requirements apply to this award agreement.

(a) *Definitions.* As used in this award term and condition—

(1) "iron and steel products" mean the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials.

(2) "steel" means an alloy that includes at least 50 percent iron, between .02 and 2 percent carbon, and may include other elements.

(b) *Domestic preference.*

(1) This award term and condition requires that all iron and steel products used for a project for the construction, alteration, maintenance or repair of a public water system or treatment work are produced in the United States except as provided in paragraph (b)(2) of this section and condition.

(2) This requirement shall not apply in any case or category of cases in which the Administrator of the Environmental Protection Agency finds that—

(i) applying the requirement would be inconsistent with the public interest;

(ii) iron and steel products are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or

(iii) inclusion of iron and steel products produced in the United States will increase the cost of the overall project by more than 25 percent.

(3) The Build America, Buy America (BABA) Act requirements do not supersede the AIS requirements, and both provisions still apply and work in conjunction. Compliance with AIS requirements meets the BABA requirements for iron and steel.

(c) *Request for a Waiver under (b)(2) of this section*

(1) Any recipient request to use foreign iron or steel products in accordance with paragraph

(b)(2) of this section shall include adequate information for federal Government evaluation of the request, including—

(i) A description of the foreign and domestic iron, steel, and/or manufactured goods;

(ii) Unit of measure;

(iii) Quantity;

(iv) Cost;

(v) Time of delivery or availability;

(vi) Location of the project;

(vii) Name and address of the proposed supplier; and

(viii) A detailed justification of the reason for use of foreign iron or steel products cited in accordance with paragraph (b)(2) of this section.

(2) If the Administrator receives a request for a waiver under this section, the waiver request shall be made available to the public for at least 15 days prior to making a finding based on the request.

(3) Unless the Administrator issues a waiver of this term, use of foreign iron and steel products is noncompliant with P.L. 117-103 and the Explanatory Statement for Division G of P.L. 117-103.

(d) This term and condition shall be applied in a manner consistent with United States obligations under international agreements.

J. Build America, Buy America Act

This term and condition supplements the “Build America, Buy America” term and condition included in EPA’s [General Terms and Conditions](#).

(a) Definitions.

As used in this award term and condition —

(1) “Construction materials” includes an article, material, or supply—other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives—that is or consists primarily of:

- non-ferrous metals;
- plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables);
- glass (including optic glass);
- lumber; or
- drywall.

(2) “Domestic content procurement preference” means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

(3) “Infrastructure” includes, at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property. Infrastructure includes facilities that generate, transport, and distribute energy.

(4) “Project” means the construction, alteration, maintenance, or repair of infrastructure in the United States.

(b) Domestic Preference.

This term and condition implements the Infrastructure Investment and Jobs Act, Pub. L. No. 117-58, including Build America, Buy America Act, Pub. L. No. 117-58, §§70901-52. None of the funds provided under this award may be used for a project for infrastructure unless:

(1) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;

(2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and

(3) all construction materials (excluding cement and cementitious materials, aggregates such as stone, sand, or gravel, or aggregate binding agents or additives) are manufactured in the United States. All manufacturing processes for the construction material occurred in the United States.

(4) The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

(c) Waiver Request.

(1) When necessary, recipients may apply for a waiver from these requirements.

(2) A request to waive the application of the domestic content procurement preference must be in writing and submitted following the waiver instructions at <https://www.epa.gov/cwsrf/build-america-buy-america-baba>.

(3) Waiver requests are subject to public comment for at least 15 days prior to making a finding based on the request.

(4) Waiver requests are subject to review by the Office of Management and Budget's Made in America Office.

(5) There may be instances where an award qualifies, in whole or in part, for an existing waiver described at <https://www.epa.gov/cwsrf/build-america-buy-america-baba-approved-waivers>.

(6) The U.S. Environmental Protection Agency may grant a waiver based upon one of the exceptions as established in Section 70914(b) of the Infrastructure Investment and Jobs Act and further described in the Office of Management and Budget Memorandum M-22-11.

(7) Any recipient waiver request to use foreign iron, steel, manufactured products, and/or construction materials in an infrastructure project shall include adequate information for the Federal Government evaluation of the request, including—

i. The Federal Award Identification Number (FAIN);

ii. Location and description of the project;

iii. Total cost of infrastructure expenditures, including federal and non-federal funds;

iv. List of iron or steel item(s), manufactured products, and construction material(s) proposed to be excepted from Buy America requirements, including name, cost, country(ies) of origin (if known), relevant Product Services Code (PSC) and North American Industry Classification System (NAICS) code for each, unit of measure, quantity, time of delivery or availability, and name and address of the proposed supplier;

v. A detailed justification of the reason for use of foreign iron, steel, manufactured products, and/or construction materials;

vi. Anticipated impact if no waiver is issued; and

vii. A certification that the federal official or assistance recipient made a good faith effort to solicit bids for domestic products supported by terms included in requests for proposals, contracts, and nonproprietary communications with the prime contractor.

(8) Unless a waiver applies, use of foreign iron, steel, manufactured products, and/or construction materials that are consumed in, incorporated into, or affixed to an infrastructure project is noncompliant with this term and condition pursuant to the Infrastructure

Investment and Jobs Act, Pub. L. No. 117-58, including Build America, Buy America Act, Pub. L. No. 117-58 §§70901-52.

(d) Waiver Evidence Submission.

(1) Maintain documentation of any use of materials which are considered de minimis and are covered by an [existing waiver](#) (e.g. miscellaneous, generally low-cost products that are essential for construction and are incorporated into the physical structure of the project) with grant project files for a period of three years from the date of submission of the final expenditure report, in accordance with [2 CFR 200.334](#).

(2) If recipient seeks coverage under an existing [BABA waiver](#), recipient agrees to submit available evidence to the EPA project officer to support such a determination as identified in the BABA waiver. Recipient shall maintain this evidence with grant project files for a period of three years from the date of submission of the final expenditure report, in accordance with [2 CFR 200.334](#).

K. Environmental Review

In accordance with the requirements of the National Environmental Policy Act, EPA has issued a categorical exclusion for this project in accordance with provisions in [40 CFR Part 6](#). If EPA determines that a categorical exclusion is not appropriate for this project, Recipient agrees to submit information necessary to issue a Finding of No Significant Impact. If the scope of the project changes, Recipient understands that additional environmental review may be necessary.

The recipient must follow the existing Storm Water Pollution Prevention Plan (SWPP) to mitigate risks of stormwater runoff into adjacent waterways that could impact aquatic species. Recipient must have an archaeological monitor on site during excavation below fill and cease construction and notify the Washington State Historic Preservation Office and EPA of any inadvertent archaeological discoveries identified during construction.

L. Davis-Bacon

(a) Applicability of the Davis-Bacon (DB) Prevailing Wage Requirements.

The recipient agrees to include in all procurement contracts and subawards to provide assistance for the construction, alteration, and repair of treatment works carried out in whole or in part with funds made available by the FY 2022 Consolidated Appropriations Act a term and condition requiring compliance with section 513 of the Federal Water Pollution Control Act, also known as the Clean Water Act (CWA), and section 1450(e) of the Safe Drinking Water Act (SDWA) (42 U.S.C. 300j-9(e)) and require that procurement contractors and sub-grantees include such a term and condition in subcontracts and other lower tiered transactions. All contracts and subcontracts in excess of \$2,000 for the construction of treatment works carried out in whole or in part with assistance made available as stated herein shall include in full in the contract clauses as attached hereto entitled "Wage Rate Requirements Under the Clean Water Act, Section 513 and the Safe Drinking Water Act, Section 1450(e)." This term and condition applies to all subagreements to provide assistance under the authorities referenced herein, whether in the form of a subgrant, or any other vehicle to provide financing for a project.

If the recipient encounters a unique situation at a site that presents uncertainties regarding DB applicability, the recipient must discuss the situation with EPA before authorizing work on that site.

(b) Obtaining Wage Determinations.

(1) Unless otherwise instructed by EPA on a project specific basis, the recipients shall use DOL General Wage Classifications for the locality in which the construction activity subject to DB will take place. Recipients must obtain proposed wage determinations for specific localities at [SAM.gov](#). If the recipient is a non-governmental entity, after the recipient obtains its proposed wage determination, it must submit the wage determination to EPA_Grants_Info@epa.gov, for approval prior to inserting the wage

determination into a solicitation, contract or before issuing task orders, work assignments, or similar instruments to existing contractors (ordering instruments) unless subsequently directed otherwise by EPA's Award Official.

Note: Recipients must discuss unique situations that may not be covered by the DOL General Wage Classifications with EPA. If, based on discussions with a recipient, EPA determines that DB applies to a unique situation (e.g., unusually extensive excavation) the Agency will advise the recipient which General Wage Classification to use based on the nature of the construction activity at the site.

(2) Recipients shall obtain the wage determination for the locality in which a Community Grants activity subject to DB will take place *prior* to issuing requests for bids, proposals, quotes, or other methods for soliciting contracts (solicitation) for activities subject to DB. These wage determinations shall be incorporated into solicitations and any subsequent contracts. Prime contracts must contain a provision requiring that subcontractors follow the wage determination incorporated into the prime contract.

(i) While the solicitation remains open, the recipient shall monitor [SAM.gov](https://www.sam.gov) on a weekly basis to ensure that the wage determination contained in the solicitation remains current. The recipient shall amend the solicitation if DOL issues a modification more than 10 days prior to the closing date (i.e., bid opening) for the solicitation. If DOL modifies or supersedes the applicable wage determination less than 10 days prior to the closing date, the recipient may request a finding from EPA that there is not a reasonable time to notify interested contractors of the modification of the wage determination. EPA will provide a report of the Agency's finding to the recipient.

(ii) If the recipient does not award the contract within 90 days of the closure of the solicitation, any modifications DOL makes to the wage determination contained in the solicitation shall be effective unless EPA, at the request of the recipient, obtains an extension of the 90-day period from DOL pursuant to 29 CFR 1.6(c)(3)(iv). The recipient shall monitor [SAM.gov](https://www.sam.gov) on a weekly basis if it does not award the contract within 90 days of closure of the solicitation to ensure that wage determinations contained in the solicitation remain current.

(iii) If the recipient carries out a Community Grants activity subject to DB by issuing a task order, work assignment or similar instrument to an existing contractor (ordering instrument) rather than by publishing a solicitation, the recipient shall insert the appropriate DOL wage determination from [SAM.gov](https://www.sam.gov) into the ordering instrument.

(3) Recipients shall review all subcontracts subject to DB entered into by prime contractors to verify that the prime contractor has required its subcontractors to include the applicable wage determinations.

(4) As provided in 29 CFR 1.6(f), DOL may issue a revised wage determination applicable to a recipient's contract after the award of a contract or the issuance of an ordering instrument if DOL determines that the recipient has failed to incorporate a wage determination or has used a wage determination that clearly does not apply to the contract or ordering instrument. If this occurs, the recipient shall either terminate the contract or ordering instrument and issue a revised solicitation or ordering instrument or incorporate DOL's wage determination retroactive to the beginning of the contract or ordering instrument by change order. The recipient's contractor must be compensated for any increases in wages resulting from the use of DOL's revised wage determination.

(c) Contract and Subcontract Provisions

(1) The recipient shall insert in full in any contract in excess of \$2,000 which is entered into for the actual construction, alteration and/or repair, including painting and decorating, of treatment works, and construction projects that would be [eligible under the Drinking Water State Revolving Fund Program](#), and which is subject to the labor standards provisions of any of the acts listed in § 5.1 or Title VI of the CWA or Section 1452(a)(5) of the SDWA, the following labor standards provisions.

(i) Minimum wages.

(I) All laborers and mechanics employed or working upon the site of the work will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations

issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the applicable wage determination of the Secretary of Labor which the recipient obtained under the procedures specified in Item(b) Obtaining Wage Requirements, above, and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (1)(i)(IV) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph (1)(i)(II) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers. Recipients shall require that the contractor and subcontractors include the name of the recipient employee or official responsible for monitoring compliance with DB on the poster. Recipients may obtain wage determinations from <https://sam.gov/content/wage-determinations>.

(II)(A) The recipient, on behalf of EPA, shall require that contracts and subcontracts entered into under this agreement provide that any class of laborers or mechanics, including helpers, which is not listed in the wage determination, and which is to be employed under the contract shall be classified in conformance with the wage determination. The EPA Award Official shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

- (1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and
- (2) The classification is utilized in the area by the construction industry; and
- (3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(II)(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the recipient agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the recipient to the EPA Award Official. The Award Official will transmit the report, to the Administrator of the Wage and Hour Division (WHD) at whd-cbaconformance_incoming@dol.gov. The WHD Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the Award Official or will notify the Award Official within the 30-day period that additional time is necessary.

(II)(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the recipient do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the award official shall refer the questions, including the views of all interested parties and the recommendation of the Award Official, to the WHD Administrator for determination. The WHD Administrator, or an authorized representative, at whd-cbaconformance_incoming@dol.gov will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the Award Official within the 30-day period that additional time is necessary.

(II)(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (1)(i)(II)(B) or (C) of this section,

shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(III) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(IV) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, provided that the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account, assets for the meeting of obligations under the plan or program.

(ii) Withholding. The recipient, upon written request of the Award Official or an authorized representative of the Department of Labor, shall withhold or cause to withhold from the contractor under this contract or any other federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the contract, EPA may, after written notice to the contractor, or recipient take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(iii) Payrolls and basic records.

(I) Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made, and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(II)(A) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the recipient who will maintain the records on behalf of EPA. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead, the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division website at <https://www.dol.gov/whd/forms/wh347.pdf> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker and shall provide them upon request to the recipient for transmission to the EPA, if requested by EPA, the

contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the recipient.

(II)(B) Each payroll submitted to the recipient shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be provided under § 5.5 (a)(3)(ii) of Regulations, 29 CFR Part 5, the appropriate information is being maintained under § 5.5 (a)(3)(i) of Regulations, 29 CFR Part 5, and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR Part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(II)(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (1)(iii)(II)(B) of this section.

(II)(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

(III) The contractor or subcontractor shall make the records required under paragraph (1)(iii)(I) of this section available for inspection, copying, or transcription by authorized representatives of the EPA or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, EPA may, after written notice to the contractor, recipient, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

(iv) Apprentices and Trainees.

(I) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must

be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the WHD Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(II) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(III) Equal employment opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

(v) Compliance with Copeland Act requirements. The contractor shall comply with the requirements of 29 CFR Part 3, which are incorporated by reference in this contract.

(vi) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the EPA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in this term and condition.

(vii) Contract termination: debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

(viii) Compliance with Davis-Bacon and Related Act requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract.

(ix) Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors), the recipient, borrower or subrecipient and EPA, the U.S. Department of Labor, or the employees or their

representatives.

(x) Certification of eligibility.

(I) By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(II) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(III) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

(d) Contract Provisions for Contracts in Excess of \$100,000.

(1) Contract Work Hours and Safety Standards Act. The recipient shall insert the following clauses set forth in paragraphs (1)(i), (ii), (iii), and (iv) of this section in full in any contract in an amount in excess of \$100,000 and subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. These clauses shall be inserted in addition to the clauses required by Item (c) Contract and Subcontract Provisions, above, or 29 CFR 4.6. As used in this paragraph, the terms laborers and mechanics include watchmen and guards.

(i) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(ii) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1)(i) of this section the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1)(i) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1)(i) of this section.

(iii) Withholding for unpaid wages and liquidated damages. The recipient, upon written request of the Award Official or an authorized representative of the Department of Labor, shall withhold or cause to withhold from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (1)(ii) of this section.

(iv) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1)(i) through (iv) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1)(i) through (iv) of this section.

(2) In addition to the clauses contained in Item (c) Contract and Subcontract Provisions, above, in any contract subject only to the Contract Work Hours and Safety Standards Act and not to any of the other statutes cited in [29 CFR 5.1](#), the recipient shall insert a

clause requiring that the contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Further, the recipient shall insert in any such contract a clause providing that the records to be maintained under this paragraph shall be made available by the contractor or subcontractor for inspection, copying, or transcription by authorized representatives of EPA and the Department of Labor, and the contractor or subcontractor will permit such representatives to interview employees during working hours on the job.

(e) Compliance Verification.

(1) The recipient shall periodically interview a sufficient number of employees entitled to DB prevailing wages (covered employees) to verify that contractors or subcontractors are paying the appropriate wage rates. As provided in 29 CFR 5.6(a)(6), all interviews must be conducted in confidence. The recipient must use [Standard Form \(SF\) 1445](#) or equivalent documentation to memorialize the interviews. Copies of the SF 1445 are available from EPA on request.

(2) The recipient shall establish and follow an interview schedule based on its assessment of the risks of noncompliance with DB posed by contractors or subcontractors and the duration of the contract or subcontract. At a minimum, the recipient must conduct interviews with a representative group of covered employees within two weeks of each contractor or subcontractor's submission of its initial weekly payroll data and two weeks prior to the estimated completion date for the contract or subcontract. Recipients must conduct more frequent interviews if the initial interviews or other information indicates that there is a risk that the contractor or subcontractor is not complying with DB. Recipients shall immediately conduct necessary interviews in response to an alleged violation of the prevailing wage requirements. All interviews shall be conducted in confidence.

(3) The recipient shall periodically conduct spot checks of a representative sample of weekly payroll data to verify that contractors or subcontractors are paying the appropriate wage rates. The recipient shall establish and follow a spot check schedule based on its assessment of the risks of noncompliance with DB posed by contractors or subcontractors and the duration of the contract or subcontract. At a minimum, the recipient must spot check payroll data within two weeks of each contractor or subcontractor's submission of its initial payroll data and two weeks prior to the completion date the contract or subcontract. recipients must conduct more frequent spot checks if the initial spot check or other information indicates that there is a risk that the contractor or subcontractor is not complying with DB. In addition, during the examinations, the recipient shall verify evidence of fringe benefit plans and payments thereunder by contractors and subcontractors who claim credit for fringe benefit contributions.

(4) The recipient shall periodically review contractor and subcontractor use of apprentices and trainees to verify registration and certification with respect to apprenticeship and training programs approved by either the U.S Department of Labor or a state, as appropriate, and that contractors and subcontractors are not using disproportionate numbers of, laborers, trainees and apprentices. These reviews shall be conducted in accordance with the schedules for spot checks and interviews described in Item 5(b) and (c) above.

(5) Recipients must immediately report potential violations of the DB prevailing wage requirements to the EPA DB contact listed above and to the appropriate DOL Wage and Hour District Office listed at <https://www.dol.gov/whd/america2.htm>.

M. Operation and Maintenance

The recipient agrees to certify that it will properly operate and maintain all facilities partially funded by this grant for the useful life of the facilities as indicated below. These certifications will be submitted to EPA prior to final payment.

Useful Life Timeframes

- Land - Permanent
- Wastewater/Water Conveyance Structures: collection systems, pipes, interceptors, force mains, tunnels, distribution lines, etc. - 40 years
- Other Structures: plant buildings, concrete tankage, basins, lift stations and pump station structures, inlet structures, etc. - 30 years
- Wastewater and Drinking Water Process Equipment - 15 years
- Auxiliary Equipment - 10 years

END OF DOCUMENT

DRAFT Minutes
Stevenson Planning Commission Meeting
Monday, September 11, 2023
6:00 PM

Planning Commission Chair Jeff Breckel called the meeting to order at 6:07 p.m.

MEMBERS PRESENT

PC Chair Jeff Breckel; Commissioners Anne Keesee, Davy Ray, Charles Hales. Commissioner Zettler was not in attendance.

STAFF PRESENT

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

GUESTS PRESENT

Stevenson Public Works Director Carolyn Sourek

PUBLIC PRESENT

Mary Repar, Nick Bossoff, Rick Levitt, Ann Bane, Robert Bane, Robert Shandly, Therese Stacy, Ren Grendall, Dave Denning, Dustin Conroy, Bernard Versari

A. Preliminary Matters

1. Public Comment Expectations

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

2. Public Comment Period

For items not located elsewhere on the agenda)

Mary Repar invited all to a Community Roots Collaborative presentation on affordable housing in Vancouver. She shared information on a fermentation class to be held September 23rd at the Stevenson Library, and a plant and seed swap scheduled for November.

3. August 14th, 2023 Minutes

Minutes from the August 14th, 2023 Planning Commission meeting were approved unanimously as presented upon a motion by **Commissioner Keesee**, seconded by **Commissioner Hales**.

B. New Business

4. Final Plat Review:

Review Chinidere Subdivision Request to Vary the Approved Preliminary Plat - Pedestrian Pathway.

Community Development Director Shumaker briefly explained the purpose of the Plat review for the Chinidere Subdivision. The request is to modify the location of a pedestrian trail. Three alternative plans were submitted by the developer. Staff also provided recommendations. Any plat revision needs the support of the Planning Commission, with final approval provided by the City Council.

It was explained by **PC Chair Breckel** this was not a public hearing, but comments were welcome regarding the proposal.

There were three developer alternatives presented: The first removed the path completely, the second reduced sections of the path near several lots, and the third re-routed the path through a White Oak preservation area and then north along several other lot lines.

Much of the discussion centered on the pathway contained in the original plat that would have encircled the development. Dustin Conroy of Pioneer Surveying shared information on the difficulty of installing a path along certain lots due to the topography. He noted the installation of a sewer line had changed the site.

A site map was presented showing the various tracts.

Rick Levitt, developer of the site expressed his views on a privately owned path maintained by the Homeowner's Association requiring public access. A number of residents in the development commented on privacy loss and security as the pathway closely skirted their property.

After receiving meeting participant's comments throughout the discussion, **Community Development Director Shumaker** provided a recap of staff recommendations that could be made by the Planning Commission:

1. Along the west side of the subdivision remove a requirement to construct any path in that area or locate a specific easement within that area; and instead grant a blanket easement for the city to construct a path in the future;
2. Remove the proposed pathway along the nother boundary of the subdivision (marked in red), remove the crosswalk drops and reconstruct a continuous curb and sidewalk;
3. In the area marked in blue, relocate the path off the perimeter so it's only encumbering two lots and then engineer a way to get pedestrians safely from the path to the sidewalk.

Commissioner Hales motioned to approve the devloper's Option 1. The motion died from lack of a second.

Following further discussion **Commissioner Keesee motioned** to support Option 1, with the addition of the blue segment. The motion did not advance due to lack of a second. Further discussion ensued.

Commissioner Ray then motioned to accept staff recommendation for Option 2. **Commissioner Keesee** seconded.

Prior to the vote additional discussion took place. Points about the gradient, and accessing the oak habitat area continued to be a concern. **Commissioner Keesee** rescinded her second, and the motion died.

Commissioner Hales then motioned to accept Option 1 with several conditions: the removal of not just the path requirements

that the staff has recommended from the red easement ,but also the other path required on the east side shown in blue.

Prior to a second, **Commissioner Breckel** requested to amend the motion to ensure provision of an easement on the west side for open space. A further consideration was added to ensure curbs and sidewalks were restored.

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

Voting nay: **Commissioner Ray.**

Agenda amendment:

It was agreed to amend the agenda order to allow Item 7, Subcommittee Reports, be moved forward.

7. Subcommittee Reports

PARKING

Commissioner Keesee provided an update on the recent parking study. Volunteers served two hour shifts on August 24th and 26th. The intent is to obtain data in order to help develop a parking master plan which will come before the Planning Commission in October.

ANNEXATION

PC Chair Breckel and Commissioner Hales are participating, as is **City Councilmember Michael Johnson**, and **Community Development Director Shumaker**. A number of considerations are being reviewed regarding the development of an annexation policy. **PC Chair Breckel** noted they are working to establish a policy framework with clear, usable criteria in the event someone comes to the city requesting annexation. **Public Works Director Carolyn Sourek** has been providing needed answers on how to logically extend services.

5. Planning Commission Bylaws:

Consider Amending Packet Delivery Day

Following a short discussion it was agreed to have the agenda emailed if available on Wednesday, followed by the packet on Friday. No bylaw amendment was required.

C. Old Business

6. Shoreline Public Access:

Community Development Director Shumaker highlighted changes and clarifications made to the final version of the Shoreline Public Access plan. Comments and concerns regarding a paved pathway on Bob's Beach were addressed. It was pointed out in the plan it is considered a potential consideration, not a scheduled project. or design. Following further discussion the Planning Commission recommended approval of the plan with the community concerns noted.

D. Discussion

8. Thought of the Month

- Trends in Vashon Island

<https://www.seattletimes.com/business/real-estate/vashonisland-grapples-with-affordable-housingshortage/>

- EV Planning

[https://planning.org/planning/2023/summer/how-to-pave-the-way-for-equitable EV adoption](https://planning.org/planning/2023/summer/how-to-pave-the-way-for-equitable-EV-adoption)

9. Staff and Commission Reports

Septic/Sewer Discussion, Engineering Standards Update

The City Council will be considering changes to requirements for sewer connections. A public hearing and workshop will be held at the upcoming City Council meeting on September 21st.

Public Works is looking to amend Stevenson's engineering standards. It's current format is difficult to use by staff and developers due to lack of clarity and organization. The Planning Commission will likely be reviewing suggested changes in street requirements at some point.

10. Adjournment

MOTION to adjourn at 8:25 p.m. was approved unanimously.

Minutes recorded by Johanna Roe.

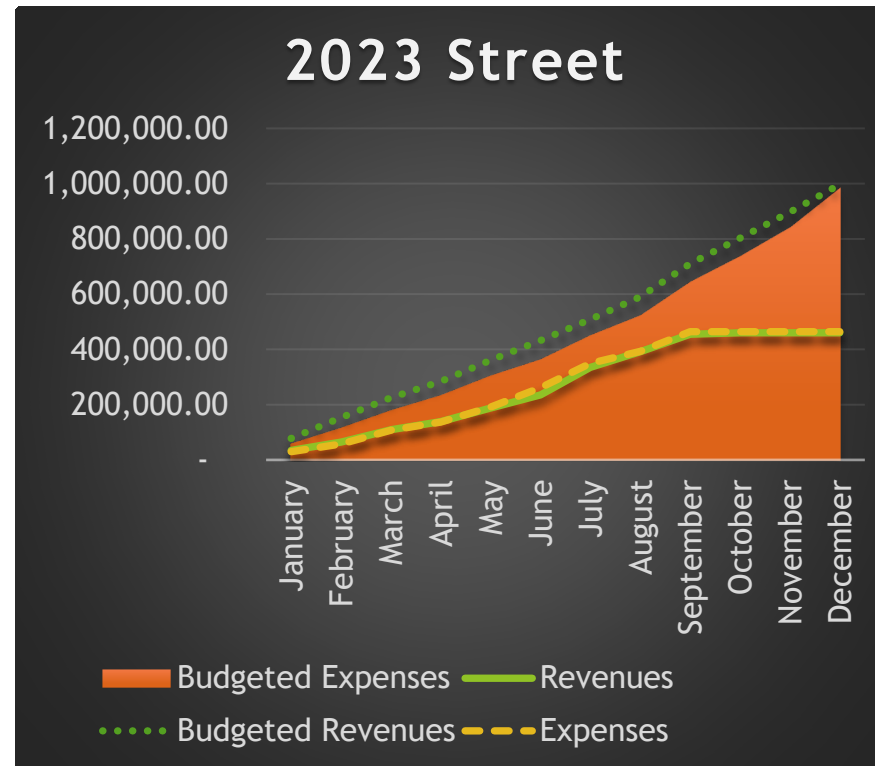
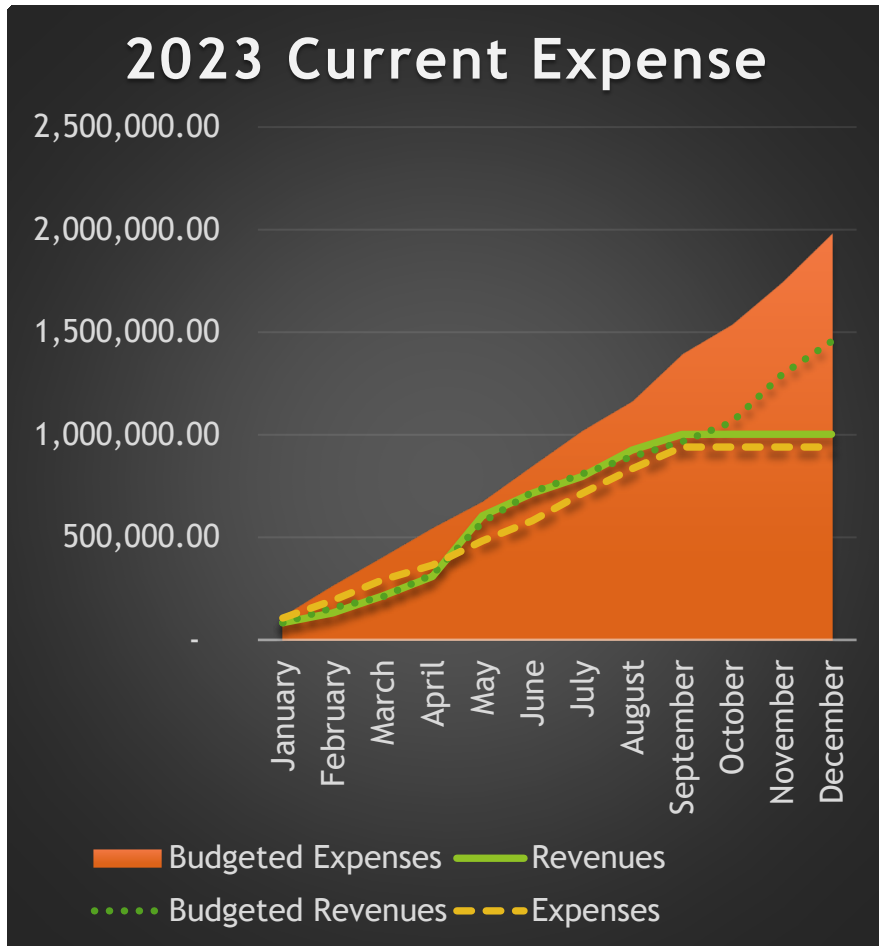
City of Stevenson

Q3 2023 Financial Report

Sales and Property Tax Dependent Funds

Current Expense revenues and expenses are trending in line with budget.

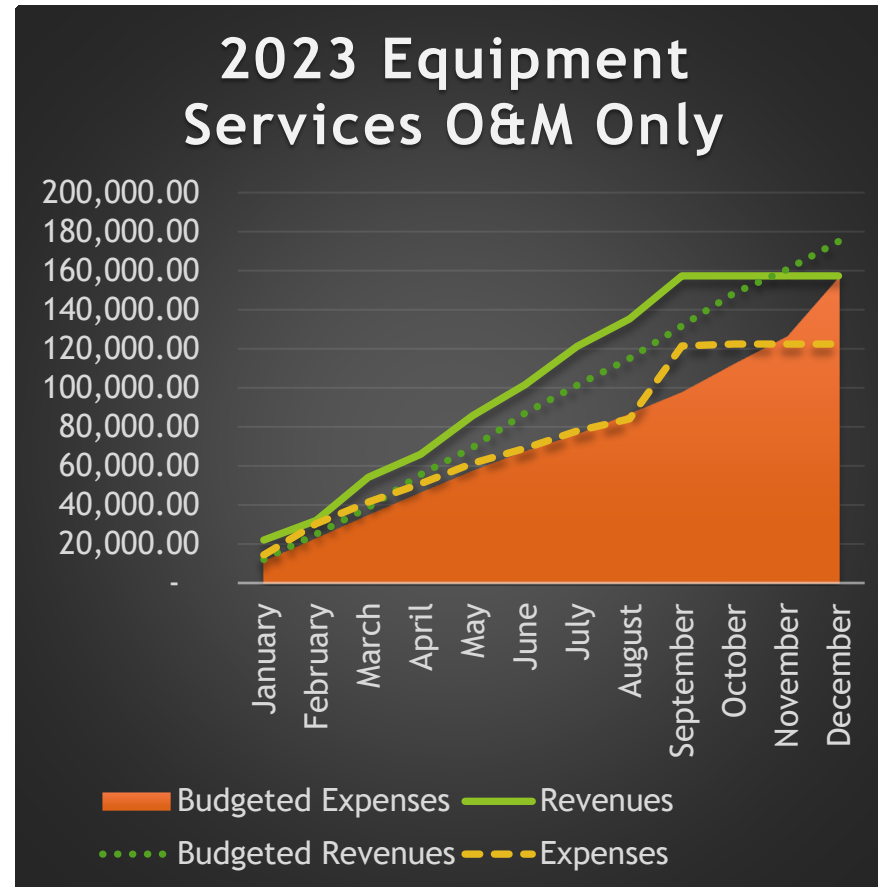
Street revenues and expenses are trending the same (revenue line is under the expenses line in the chart below) with both revenue and expenses currently coming in under budget. The large gap between budget and actual is due to TIB grant funded projects.



Restricted Revenue Funds

Tourism fund revenues are exceeding budget expectations and expenses are trending below budget. Most events take place over the summer and are invoiced by the end of the year.

Equipment Services revenues are trending above budget as well as expenses (\$23k). Expenses remain under revenues. The budget may be adjusted depending on revised projections.



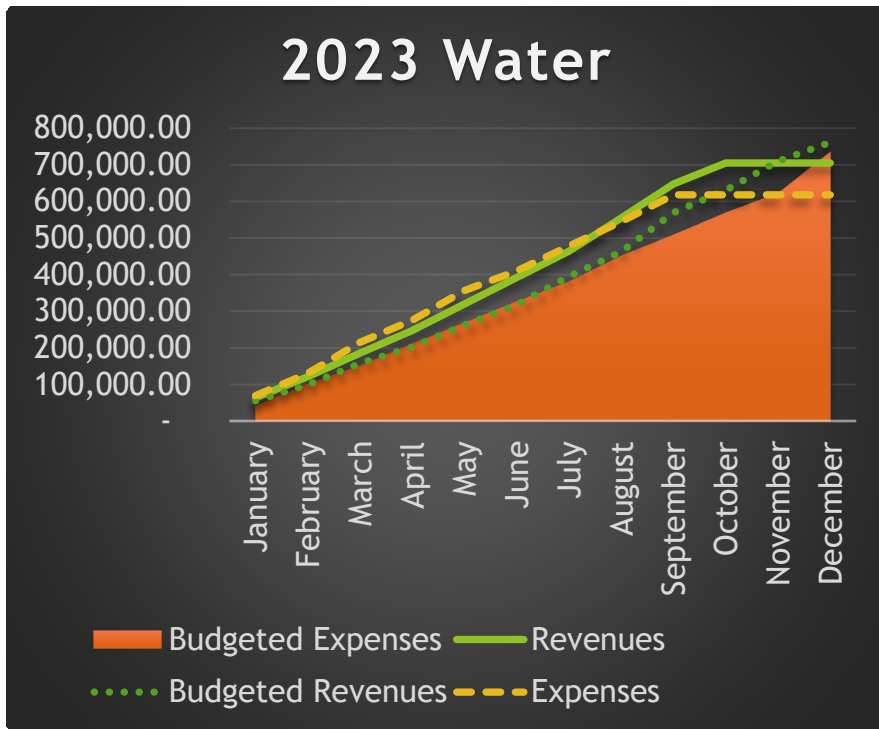
Proprietary Funds

Water revenues are trending above budget by 14% (\$78k) and expenses are currently 22% over (\$110k).

Increased expenses as outlined last quarter include increased consultant costs, admin labor, equipment rental, and insurance. Expenses will be monitored to ensure they don't continue to outpace revenues at the combined Water/Sewer Fund level.

Sewer revenues are trending above budget expectations by 6% and expenses are trending below budget by 12%.

Transfers for the sewer project will occur later in the year and may change the expense difference.



TREASURER'S REPORT

Fund Totals

City Of Stevenson

Time: 11:42:47 Date: 10/13/2023

09/01/2023 To: 09/30/2023

Page: 1

| Fund | Previous Balance | Revenue | Expenditures | Ending Balance | Claims Clearing | Payroll Clearing | Outstanding Deposits | Adjusted Ending Balance |
|---|------------------|------------|--------------|----------------|-----------------|------------------|----------------------|-------------------------|
| 001 General Expense Fund | 1,632,992.47 | 77,011.60 | 106,069.29 | 1,603,934.78 | 21,830.20 | 19,507.79 | 0.00 | 1,645,272.77 |
| 010 General Reserve Fund | 340,598.33 | 1,677.31 | | 342,275.64 | 0.00 | 0.00 | 0.00 | 342,275.64 |
| 020 Fire Reserve Fund | 1,687,576.38 | 7,979.03 | | 1,695,555.41 | 0.00 | 0.00 | 0.00 | 1,695,555.41 |
| 030 ARPA | 298,313.00 | 0.00 | | 298,313.00 | 0.00 | 0.00 | 0.00 | 298,313.00 |
| 100 Street Fund | 74,720.44 | 63,169.83 | 71,627.81 | 66,262.46 | 3,562.63 | 1,313.58 | 0.00 | 71,138.67 |
| 103 Tourism Promo & Develop Fund | 1,355,514.53 | 99,706.12 | 45,929.31 | 1,409,291.34 | 7,734.00 | 4.63 | 0.00 | 1,417,029.97 |
| 105 Affordable Housing Fund | 14,405.40 | 869.40 | | 15,274.80 | 0.00 | 0.00 | 0.00 | 15,274.80 |
| 107 HEALing SCARS Fund | 10,190.57 | 53.19 | | 10,243.76 | 0.00 | 0.00 | 0.00 | 10,243.76 |
| 300 Capital Improvement Fund | 241,760.70 | 3,622.18 | | 245,382.88 | 0.00 | 0.00 | 0.00 | 245,382.88 |
| 312 Columbia Ave | -9,707.50 | 0.00 | 4,681.25 | -14,388.75 | 0.00 | 0.00 | 0.00 | -14,388.75 |
| 400 Water/Sewer Fund | 2,070,424.83 | 233,629.41 | 187,845.15 | 2,116,209.09 | 9,090.40 | 9,436.27 | -519.39 | 2,134,216.37 |
| 406 Wastewater Short Lived Asset Res. Fund | 65,337.00 | 0.00 | | 65,337.00 | 0.00 | 0.00 | 0.00 | 65,337.00 |
| 408 Wastewater Debt Reserve Fund | 61,191.00 | 0.00 | | 61,191.00 | 0.00 | 0.00 | 0.00 | 61,191.00 |
| 410 Wastewater System Upgrades | -1,080,600.53 | 294,199.50 | 400,046.88 | -1,186,447.91 | 358,898.17 | 0.00 | 0.00 | -827,549.74 |
| 500 Equipment Service Fund | 109,058.93 | 22,029.33 | 38,171.13 | 92,917.13 | 0.00 | 354.52 | 0.00 | 93,271.65 |
| 630 Stevenson Municipal Court | 0.00 | 312.30 | 312.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 6,871,775.55 | 804,259.20 | 854,683.12 | 6,821,351.63 | 401,115.40 | 30,616.79 | -519.39 | 7,252,564.43 |

TREASURER'S REPORT

Account Totals

City Of Stevenson

Time: 11:42:47 Date: 10/13/2023

09/01/2023 To: 09/30/2023

Page: 2

| Cash Accounts | | Beg Balance | Deposits | Withdrawals | Ending | Outstanding Rec | Outstanding Exp | Adj Balance |
|---------------------|---------------------|--------------|------------|-------------|--------------|-----------------|-----------------|--------------|
| 1 | Checking | 610,543.13 | 721,545.93 | 838,891.83 | 493,197.23 | -191.29 | 431,732.19 | 924,738.13 |
| 10 | Xpress Bill Pay | 35,052.80 | 50,928.02 | 0.00 | 85,980.82 | -328.10 | 0.00 | 85,652.72 |
| 11 | Cash Drawer | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 | 100.00 |
| 12 | Petty Cash | 400.00 | 0.00 | 0.00 | 400.00 | 0.00 | 0.00 | 400.00 |
| Total Cash: | | 646,095.93 | 772,473.95 | 838,891.83 | 579,678.05 | -519.39 | 431,732.19 | 1,010,890.85 |
| Investment Accounts | | Beg Balance | Deposits | Withdrawals | Ending | Outstanding Rec | Outstanding Exp | Adj Balance |
| 5 | LGIP | 3,613,343.13 | 15,993.96 | 0.00 | 3,629,337.09 | 0.00 | 0.00 | 3,629,337.09 |
| 6 | US Bank Safekeeping | 2,612,336.49 | 0.00 | 0.00 | 2,612,336.49 | 0.00 | 0.00 | 2,612,336.49 |
| Total Investments: | | 6,225,679.62 | 15,993.96 | 0.00 | 6,241,673.58 | 0.00 | 0.00 | 6,241,673.58 |
| | | 6,871,775.55 | 788,467.91 | 838,891.83 | 6,821,351.63 | -519.39 | 431,732.19 | 7,252,564.43 |

TREASURER'S REPORT
Fund Investments By Account

City Of Stevenson

Time: 11:42:47 Date: 10/13/2023
Page: 3

09/01/2023 To: 09/30/2023

| Fund Totals: | Previous Balance | Purchases | Interest | Total Investments | Liquidated | Ending Balance |
|---|---------------------|-------------|------------------|-------------------|------------|---------------------|
| 001 000 General Expense Fund | 1,032,464.46 | | 4,570.06 | 4,570.06 | | 1,037,034.52 |
| 010 000 General Reserve Fund | 126,668.22 | | 560.68 | 560.68 | | 127,228.90 |
| 020 000 Fire Reserve Fund | 1,045,670.77 | | 4,628.52 | 4,628.52 | | 1,050,299.29 |
| 100 000 Street Fund | 22,728.00 | | 100.60 | 100.60 | | 22,828.60 |
| 103 000 Tourism Promo & Develop Fund | 798,111.23 | | 3,532.73 | 3,532.73 | | 801,643.96 |
| 300 000 Capital Improvement Fund | 179,960.58 | | 796.57 | 796.57 | | 180,757.15 |
| 400 000 Water/Sewer Fund | 364,848.34 | | 1,614.95 | 1,614.95 | | 366,463.29 |
| 500 000 Equipment Service Fund | 42,891.53 | | 189.85 | 189.85 | | 43,081.38 |
| 5 - LGIP | <u>3,613,343.13</u> | <u>0.00</u> | <u>15,993.96</u> | <u>15,993.96</u> | | <u>3,629,337.09</u> |
| 001 000 General Expense Fund | 503,878.09 | | | | | 503,878.09 |
| 010 000 General Reserve Fund | 213,930.11 | | | | | 213,930.11 |
| 020 000 Fire Reserve Fund | 641,905.61 | | | | | 641,905.61 |
| 103 000 Tourism Promo & Develop Fund | 519,655.32 | | | | | 519,655.32 |
| 105 000 Affordable Housing Fund | 14,405.40 | | | | | 14,405.40 |
| 107 000 HEALing SCARS Fund | 10,190.57 | | | | | 10,190.57 |
| 300 000 Capital Improvement Fund | 56,501.51 | | | | | 56,501.51 |
| 400 000 Water/Sewer Fund | 618,270.09 | | | | | 618,270.09 |
| 500 000 Equipment Service Fund | 33,599.79 | | | | | 33,599.79 |
| 6 - US Bank Safekeeping | <u>2,612,336.49</u> | <u>0.00</u> | <u>0.00</u> | | | <u>2,612,336.49</u> |
| | <u>6,225,679.62</u> | <u>0.00</u> | <u>15,993.96</u> | <u>15,993.96</u> | | <u>6,241,673.58</u> |

TREASURER'S REPORT

Fund Investment Totals

City Of Stevenson

09/01/2023 To: 09/30/2023

Time: 11:42:47 Date: 10/13/2023

Page: 4

| Fund Totals: | Previous Balance | Purchases | Interest | Ttl Investments | Liquidated | Investment Bal | Available Cash |
|--|---------------------|-----------|------------------|------------------|------------|---------------------|-------------------|
| 001 General Expense Fund | 1,536,342.55 | | 4,570.06 | 4,570.06 | | 1,540,912.61 | 63,022.17 |
| 010 General Reserve Fund | 340,598.33 | | 560.68 | 560.68 | | 341,159.01 | 1,116.63 |
| 020 Fire Reserve Fund | 1,687,576.38 | | 4,628.52 | 4,628.52 | | 1,692,204.90 | 3,350.51 |
| 030 ARPA | | | | | | 0.00 | 298,313.00 |
| 100 Street Fund | 22,728.00 | | 100.60 | 100.60 | | 22,828.60 | 43,433.86 |
| 103 Tourism Promo & Develop Fund | 1,317,766.55 | | 3,532.73 | 3,532.73 | | 1,321,299.28 | 87,992.06 |
| 105 Affordable Housing Fund | 14,405.40 | | | | | 14,405.40 | 869.40 |
| 107 HEALing SCARS Fund | 10,190.57 | | | | | 10,190.57 | 53.19 |
| 300 Capital Improvement Fund | 236,462.09 | | 796.57 | 796.57 | | 237,258.66 | 8,124.22 |
| 312 Columbia Ave | | | | | | 0.00 | -14,388.75 |
| 400 Water/Sewer Fund | 983,118.43 | | 1,614.95 | 1,614.95 | | 984,733.38 | 1,131,475.71 |
| 406 Wastewater Short Lived Asset Res. Fund | | | | | | 0.00 | 65,337.00 |
| 408 Wastewater Debt Reserve Fund | | | | | | 0.00 | 61,191.00 |
| 410 Wastewater System Upgrades | | | | | | 0.00 | -1,186,447.91 |
| 500 Equipment Service Fund | 76,491.32 | | 189.85 | 189.85 | | 76,681.17 | 16,235.96 |
| | <u>6,225,679.62</u> | | <u>15,993.96</u> | <u>15,993.96</u> | | <u>6,241,673.58</u> | <u>579,678.05</u> |

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

6,821,351.63

TREASURER'S REPORT

Outstanding Vouchers

09/01/2023 To: 09/30/2023

As Of: 09/30/2023 Date: 10/13/2023

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City Of Stevenson

| Year | Trans# | Date | Type | Acct# | War# | Vendor | Amount | Memo |
|------|--------|------------|----------|-------|-------|--|------------|---|
| 2023 | 2501 | 09/28/2023 | Util Pay | 1 | | Xpress Billpay | 191.29 | Xpress Import - CC - 09-28-2023__daily_batch.csv |
| | | | | | | Receipts Outstanding: | 191.29 | |
| 2023 | 2494 | 09/29/2023 | Payroll | 1 | EFT | Colonial Life | 110.97 | Pay Cycle(s) 09/30/2023 To 09/30/2023 - Disability; Pay Cycle(s) 09/30/2023 To 09/30/2023 - Life Insurance |
| 2023 | 2498 | 09/29/2023 | Payroll | 1 | EFT | State of WA Dept of Social & Health Serv | 738.43 | Pay Cycle(s) 09/30/2023 To 09/30/2023 - WA Child Support |
| 2023 | 2495 | 09/29/2023 | Payroll | 1 | EFT | Department of Retirement Systems | 15,688.73 | Pay Cycle(s) 09/30/2023 To 09/30/2023 - PERS2; Pay Cycle(s) 09/30/2023 To 09/30/2023 - DCP |
| 2023 | 2497 | 09/29/2023 | Payroll | 1 | EFT | HRA VEBA Trust Contributions | 9,769.57 | Pay Cycle(s) 09/30/2023 To 09/30/2023 - HRA VEBA |
| 2022 | 3319 | 12/31/2022 | Claims | 1 | 16584 | Skamania Lawyer PLLC | 635.00 | December 2022 Statement |
| 2023 | 2349 | 09/21/2023 | Claims | 1 | 17175 | AHart Associates Inc | 5,261.11 | Public Work Strategic Plan 8.31.23 |
| 2023 | 2352 | 09/21/2023 | Claims | 1 | 17178 | BOTG Kite Fest | 3,000.00 | BOTG 2023 Kitefest Reimbursement |
| 2023 | 2354 | 09/21/2023 | Claims | 1 | 17180 | Bell Design Company Inc | 6,870.50 | 22B303 Engineering Standards Update 7.15.23-8.11.23 |
| 2023 | 2358 | 09/21/2023 | Claims | 1 | 17184 | CenturyLink | 152.01 | September 2023 Kanaka Creek Transfer; September 2023 WWTP Phone |
| 2023 | 2359 | 09/21/2023 | Claims | 1 | 17185 | Centurylink Comm Inc | 46.21 | Statement 08.19.2023 |
| 2023 | 2362 | 09/21/2023 | Claims | 1 | 17188 | Clifton Michael Coulter | 933.75 | September 11, 2023 Statement |
| 2023 | 2365 | 09/21/2023 | Claims | 1 | 17191 | Columbia River Disposal | 205.78 | Invoice Statement 09.01.2023 |
| 2023 | 2380 | 09/21/2023 | Claims | 1 | 17206 | Jeffrey D Barrar PS | 6,449.93 | August 28, 2023 Statement; September 11, 2023 Statement |
| 2023 | 2383 | 09/21/2023 | Claims | 1 | 17209 | Tyler MacKinnon | 646.20 | Firehall Door Repair |
| 2023 | 2387 | 09/21/2023 | Claims | 1 | 17213 | One Call Concepts Inc | 32.10 | August 2023 Statement |
| 2023 | 2399 | 09/21/2023 | Claims | 1 | 17225 | Skamania County Sheriff | 2,700.00 | August 2023 Incarceration Fees |
| 2023 | 2404 | 09/21/2023 | Claims | 1 | 17230 | Stellar J Corporation | 358,898.17 | Construction WW Projects 2022WWTP |
| 2023 | 2406 | 09/21/2023 | Claims | 1 | 17232 | The Kellogg Group | 4,734.00 | 2023 Stevenson Waterfront Music Festival |
| 2023 | 2407 | 09/21/2023 | Claims | 1 | 17233 | The Watershed Company | 10,325.00 | Stevenson SMP Public Access Plan |
| 2023 | 2411 | 09/21/2023 | Claims | 1 | 17237 | US Bank Safekeeping | 114.00 | August 2023 Safekeeping Fees |
| 2023 | 2414 | 09/21/2023 | Claims | 1 | 17240 | Verizon Wireless | 111.64 | August 2023 Cell Phone Charges |
| 2023 | 2479 | 09/30/2023 | Payroll | 1 | 17244 | Michael D Johnson | 136.78 | PP 09.01.23-09.30.23 |
| 2023 | 2482 | 09/30/2023 | Payroll | 1 | 17245 | Kristy A McCaskell | 136.78 | PP 09.01.23-09.30.23 |
| 2023 | 2486 | 09/30/2023 | Payroll | 1 | 17246 | John L,C Rosander | 3,647.77 | PP 09.01.23-09.30.23 |
| 2023 | 2499 | 09/29/2023 | Payroll | 1 | 17247 | City of Stevenson | 319.38 | Pay Cycle(s) 09/30/2023 To 09/30/2023 - City Payback |
| 2023 | 2500 | 09/29/2023 | Payroll | 1 | 17248 | WGAP Washington Gorge Action Program | 68.38 | Pay Cycle(s) 09/30/2023 To 09/30/2023 - Food Bank |

TREASURER'S REPORT

Outstanding Vouchers

09/01/2023 To: 09/30/2023

As Of: 09/30/2023 Date: 10/13/2023

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City Of Stevenson

| Year | Trans# | Date | Type | Acct# | War# | Vendor | Amount | Memo |
|-----------------------|--------|------------|----------|-------|------|----------------|------------|--|
| | | | | | | | 431,732.19 | |
| 2023 | 2502 | 09/30/2023 | Util Pay | 10 | | Xpress Billpay | 153.50 | Xpress Import - Metavante - 09-29-2023_daily_batch.csv |
| 2023 | 2503 | 09/30/2023 | Util Pay | 10 | | Xpress Billpay | 174.60 | Xpress Import - EFT - 09-30-2023_daily_batch.csv |
| Receipts Outstanding: | | | | | | | 328.10 | |
| | | | | | | | 431,732.19 | |

| Fund | Claims | Payroll | Total |
|----------------------------------|------------|-----------|------------|
| 001 General Expense Fund | 21,830.20 | 19,507.79 | 41,337.99 |
| 100 Street Fund | 3,562.63 | 1,313.58 | 4,876.21 |
| 103 Tourism Promo & Develop Fund | 7,734.00 | 4.63 | 7,738.63 |
| 400 Water/Sewer Fund | 9,090.40 | 9,436.27 | 18,526.67 |
| 410 Wastewater System Upgrades | 358,898.17 | 0.00 | 358,898.17 |
| 500 Equipment Service Fund | 0.00 | 354.52 | 354.52 |
| | 401,115.40 | 30,616.79 | 431,732.19 |

TREASURER'S REPORT

Signature Page

City Of Stevenson

09/01/2023 To: 09/30/2023

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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

2023 BUDGET POSITION

City Of Stevenson

Time: 11:42:17 Date: 10/13/2023

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001 General Expense Fund Months: 01 To: 09

| Revenues | Amt Budgeted | Revenues | Remaining | |
|--|---------------------|---------------------|--------------------|---------------|
| 100 Unreserved | 1,457,189.47 | 1,457,189.47 | 0.00 | 100.0% |
| 102 Unemployment Reserve | 33,413.82 | 33,413.82 | 0.00 | 100.0% |
| 104 Custodial Reserve | 51,135.13 | 51,135.13 | 0.00 | 100.0% |
| 308 Beginning Balances | 1,541,738.42 | 1,541,738.42 | 0.00 | 100.0% |
| 311 Property Tax | 546,401.90 | 344,136.82 | 202,265.08 | 63.0% |
| 313 Sales Tax | 328,000.00 | 345,242.87 | (17,242.87) | 105.3% |
| 316 Utility Tax | 32,000.00 | 40,682.27 | (8,682.27) | 127.1% |
| 317 Other Tax | 16,000.00 | 20,353.77 | (4,353.77) | 127.2% |
| 310 Taxes | 922,401.90 | 750,415.73 | 171,986.17 | 81.4% |
| 321 Licenses | 2,900.00 | 6,244.99 | (3,344.99) | 215.3% |
| 322 Permits | 0.00 | 396.00 | (396.00) | 0.0% |
| 320 Licenses & Permits | 2,900.00 | 6,640.99 | (3,740.99) | 229.0% |
| 330 Grants | 142,000.00 | 86,959.03 | 55,040.97 | 61.2% |
| 335 State Shared | 11,000.00 | 16,556.52 | (5,556.52) | 150.5% |
| 336 State Entitlements, Impact Payments & Taxe | 18,653.42 | 17,220.90 | 1,432.52 | 92.3% |
| 337 Interlocal Loan Repayments | 19,800.00 | 6,560.17 | 13,239.83 | 33.1% |
| 330 Intergovernmental Revenues | 191,453.42 | 127,296.62 | 64,156.80 | 66.5% |
| 341 Admin, Printing & Probation Fees | 280,014.81 | 5,227.78 | 274,787.03 | 1.9% |
| 342 Fire District 2 | 32,700.00 | 19,208.60 | 13,491.40 | 58.7% |
| 345 Planning | 4,500.00 | 24,454.98 | (19,954.98) | 543.4% |
| 376 Parks | 0.00 | 18,557.55 | (18,557.55) | 0.0% |
| 340 Charges For Goods & Services | 317,214.81 | 67,448.91 | 249,765.90 | 21.3% |
| 350 Fines & Penalties | 12,700.00 | 4,627.76 | 8,072.24 | 36.4% |
| 100 General Interest Income | 5,500.00 | 43,166.12 | (37,666.12) | 784.8% |
| 376 Parks | 2,500.00 | 2,500.00 | 0.00 | 100.0% |
| 360 Interest & Other Earnings | 8,000.00 | 45,666.12 | (37,666.12) | 570.8% |
| Fund Revenues: | 2,996,408.55 | 2,543,834.55 | 452,574.00 | 84.9% |
| Expenditures | Amt Budgeted | Expenditures | Remaining | |
| 511 Legislative | 37,000.00 | 19,285.22 | 17,714.78 | 52.1% |
| 512 Judicial | 60,510.00 | 50,733.47 | 9,776.53 | 83.8% |
| 513 Executive | 147,076.60 | 100,638.88 | 46,437.72 | 68.4% |
| 514 Financial, Recording & Elections | 137,200.54 | 118,185.97 | 19,014.57 | 86.1% |
| 515 Legal Services | 16,500.00 | 13,986.26 | 2,513.74 | 84.8% |
| 517 Employee Benefit Programs | 10,525.00 | 12,724.68 | (2,199.68) | 120.9% |
| 518 Centralized Services | 176,723.32 | 79,406.18 | 97,317.14 | 44.9% |
| 521 Law Enforcement | 228,846.03 | 169,768.20 | 59,077.83 | 74.2% |
| 202 Fire Department | 155,207.50 | 49,295.69 | 105,911.81 | 31.8% |
| 203 Fire District 2 | 90,750.00 | 16,255.66 | 74,494.34 | 17.9% |
| 522 Fire Control | 245,957.50 | 65,551.35 | 180,406.15 | 26.7% |
| 528 Dispatch Services | 6,000.00 | 3,229.71 | 2,770.29 | 53.0% |
| 551 Public Housing Services | 0.00 | 0.00 | 0.00 | 0.0% |

2023 BUDGET POSITION

City Of Stevenson

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001 General Expense Fund Months: 01 To: 09

| Expenditures | Amt Budgeted | Expenditures | Remaining | |
|---|---------------------|---------------------|---------------------|--------------|
| 553 Conservation | | | | |
| 553 Conservation | 500.00 | 438.75 | 61.25 | 87.8% |
| 550 Building | 0.00 | 265.00 | (265.00) | 0.0% |
| 560 Planning | 389,855.00 | 191,823.60 | 198,031.40 | 49.2% |
| 570 Economic Development | 27,685.00 | 14,642.50 | 13,042.50 | 52.9% |
| 558 Planning & Community Devel | 417,540.00 | 206,731.10 | 210,808.90 | 49.5% |
| 562 Public Health | 10,000.00 | 0.00 | 10,000.00 | 0.0% |
| 565 Welfare | 10,000.00 | 6,667.00 | 3,333.00 | 66.7% |
| 566 Substance Abuse | 150.00 | 166.20 | (16.20) | 110.8% |
| 573 Cultural & Community Activities | 500.00 | 662.20 | (162.20) | 132.4% |
| 576 Park Facilities | 57,700.00 | 44,664.70 | 13,035.30 | 77.4% |
| 580 Non Expenditures | 0.00 | (2,940.10) | 2,940.10 | 0.0% |
| 597 Interfund Transfers | 418,374.16 | 50,000.00 | 368,374.16 | 12.0% |
| 100 Unreserved | 930,756.27 | 0.00 | 930,756.27 | 0.0% |
| 102 Unemployment Reserve | 33,414.00 | 0.00 | 33,414.00 | 0.0% |
| 104 Custodial Reserve | 51,135.13 | 0.00 | 51,135.13 | 0.0% |
| 999 Ending Balance | 1,015,305.40 | 0.00 | 1,015,305.40 | 0.0% |
| Fund Expenditures: | 2,996,408.55 | 939,899.77 | 2,056,508.78 | 31.4% |
| Fund Excess/(Deficit): | 0.00 | 1,603,934.78 | | |

2023 BUDGET POSITION

City Of Stevenson

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010 General Reserve Fund Months: 01 To: 09

| Revenues | Amt Budgeted | Revenues | Remaining | |
|-------------------------------|-------------------|-------------------|-------------------|---------------|
| 308 Beginning Balances | 335,258.75 | 335,258.75 | 0.00 | 100.0% |
| 360 Interest & Other Earnings | 0.00 | 7,016.89 | (7,016.89) | 0.0% |
| Fund Revenues: | 335,258.75 | 342,275.64 | (7,016.89) | 102.1% |
| Expenditures | Amt Budgeted | Expenditures | Remaining | |
| 999 Ending Balance | 335,258.75 | 0.00 | 335,258.75 | 0.0% |
| Fund Expenditures: | 335,258.75 | 0.00 | 335,258.75 | 0.0% |
| Fund Excess/(Deficit): | 0.00 | 342,275.64 | | |

2023 BUDGET POSITION

City Of Stevenson

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| 020 Fire Reserve Fund | | Months: 01 To: 09 | | | |
|-------------------------------|---------------------|---------------------|---------------------|--------------|--|
| Revenues | Amt Budgeted | Revenues | Remaining | | |
| 308 Beginning Balances | 1,650,586.13 | 1,650,586.13 | 0.00 | 100.0% | |
| 360 Interest & Other Earnings | 0.00 | 44,969.28 | (44,969.28) | 0.0% | |
| 397 Interfund Transfers | 128,374.16 | 0.00 | 128,374.16 | 0.0% | |
| Fund Revenues: | 1,778,960.29 | 1,695,555.41 | 83,404.88 | 95.3% | |
| Expenditures | Amt Budgeted | Expenditures | Remaining | | |
| 999 Ending Balance | 1,778,960.29 | 0.00 | 1,778,960.29 | 0.0% | |
| Fund Expenditures: | 1,778,960.29 | 0.00 | 1,778,960.29 | 0.0% | |
| Fund Excess/(Deficit): | 0.00 | 1,695,555.41 | | | |

2023 BUDGET POSITION

City Of Stevenson

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030 ARPA Months: 01 To: 09

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

2023 BUDGET POSITION

City Of Stevenson

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| 100 Street Fund | | Months: 01 To: 09 | | |
|--|---------------------|-------------------|-------------------|--------------|
| Revenues | Amt Budgeted | Revenues | Remaining | |
| 308 Beginning Balances | 75,740.56 | 75,740.56 | 0.00 | 100.0% |
| 313 Sales Tax | 358,000.00 | 321,672.21 | 36,327.79 | 89.9% |
| 316 Utility Tax | 60,000.00 | 48,529.54 | 11,470.46 | 80.9% |
| 310 Taxes | 418,000.00 | 370,201.75 | 47,798.25 | 88.6% |
| 320 Licenses & Permits | 600.00 | 1,560.00 | (960.00) | 260.0% |
| 330 Grants | 244,330.00 | 0.00 | 244,330.00 | 0.0% |
| 336 State Entitlements, Impact Payments & Taxe | 43,849.50 | 31,742.36 | 12,107.14 | 72.4% |
| 330 Intergovernmental Revenues | 288,179.50 | 31,742.36 | 256,437.14 | 11.0% |
| 360 Interest & Other Earnings | 0.00 | 1,355.70 | (1,355.70) | 0.0% |
| 390 Other Financing Sources | 0.00 | 0.00 | 0.00 | 0.0% |
| 397 Interfund Transfers | 290,000.00 | 50,000.00 | 240,000.00 | 17.2% |
| Fund Revenues: | 1,072,520.06 | 530,600.37 | 541,919.69 | 49.5% |
| Expenditures | Amt Budgeted | Expenditures | Remaining | |
| 542 Roadway | 516,603.06 | 218,186.95 | 298,416.11 | 42.2% |
| 543 Stormwater | 26,300.00 | 27,575.41 | (1,275.41) | 104.8% |
| 545 Lights, Signs, Paths, Landscaping | 38,000.00 | 35,621.48 | 2,378.52 | 93.7% |
| 546 Snow Removal | 33,340.00 | 3,195.47 | 30,144.53 | 9.6% |
| 542 Streets - Maintenance | 614,243.06 | 284,579.31 | 329,663.75 | 46.3% |
| 543 Streets Admin & Overhead | 148,202.50 | 101,500.80 | 46,701.70 | 68.5% |
| 544 Road & Street Operations | 25,000.00 | 45,330.36 | (20,330.36) | 181.3% |
| 566 Substance Abuse | 0.00 | 118.50 | (118.50) | 0.0% |
| 594 Capital Expenditures | 196,049.00 | 32,808.94 | 163,240.06 | 16.7% |
| 597 Interfund Transfers | 0.00 | 0.00 | 0.00 | 0.0% |
| 999 Ending Balance | 89,025.50 | 0.00 | 89,025.50 | 0.0% |
| Fund Expenditures: | 1,072,520.06 | 464,337.91 | 608,182.15 | 43.3% |
| Fund Excess/(Deficit): | 0.00 | 66,262.46 | | |

2023 BUDGET POSITION

City Of Stevenson

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103 Tourism Promo & Develop Fund Months: 01 To: 09

| Revenues | Amt Budgeted | Revenues | Remaining | |
|-------------------------------------|---------------------|---------------------|---------------------|---------------|
| 308 Beginning Balances | 1,104,606.79 | 1,104,606.79 | 0.00 | 100.0% |
| 310 Taxes | 473,000.00 | 463,044.58 | 9,955.42 | 97.9% |
| 360 Interest & Other Earnings | 0.00 | 32,028.10 | (32,028.10) | 0.0% |
| Fund Revenues: | 1,577,606.79 | 1,599,679.47 | (22,072.68) | 101.4% |
| Expenditures | Amt Budgeted | Expenditures | Remaining | |
| 573 Cultural & Community Activities | 432,628.27 | 183,049.55 | 249,578.72 | 42.3% |
| 594 Capital Expenditures | 82,000.00 | 7,338.58 | 74,661.42 | 8.9% |
| 597 Interfund Transfers | 200,000.00 | 0.00 | 200,000.00 | 0.0% |
| 999 Ending Balance | 862,978.52 | 0.00 | 862,978.52 | 0.0% |
| Fund Expenditures: | 1,577,606.79 | 190,388.13 | 1,387,218.66 | 12.1% |
| Fund Excess/(Deficit): | 0.00 | 1,409,291.34 | | |

2023 BUDGET POSITION

City Of Stevenson

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| 105 Affordable Housing Fund | | Months: 01 To: 09 | | |
|-------------------------------|------------------|-------------------|------------------|--------------|
| Revenues | Amt Budgeted | Revenues | Remaining | |
| 308 Beginning Balances | 12,435.11 | 12,435.11 | 0.00 | 100.0% |
| 310 Taxes | 5,000.00 | 2,764.50 | 2,235.50 | 55.3% |
| 360 Interest & Other Earnings | 0.00 | 75.19 | (75.19) | 0.0% |
| Fund Revenues: | 17,435.11 | 15,274.80 | 2,160.31 | 87.6% |
| Expenditures | Amt Budgeted | Expenditures | Remaining | |
| 999 Ending Balance | 17,435.11 | 0.00 | 17,435.11 | 0.0% |
| Fund Expenditures: | 17,435.11 | 0.00 | 17,435.11 | 0.0% |
| Fund Excess/(Deficit): | 0.00 | 15,274.80 | | |

2023 BUDGET POSITION

City Of Stevenson

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107 HEALing SCARS Fund Months: 01 To: 09

| Revenues | Amt Budgeted | Revenues | Remaining | |
|-------------------------------|------------------|------------------|------------------|---------------|
| 308 Beginning Balances | 10,190.57 | 10,190.57 | 0.00 | 100.0% |
| 360 Interest & Other Earnings | 0.00 | 53.19 | (53.19) | 0.0% |
| Fund Revenues: | 10,190.57 | 10,243.76 | (53.19) | 100.5% |
| Expenditures | Amt Budgeted | Expenditures | Remaining | |
| 999 Ending Balance | 10,190.57 | 0.00 | 10,190.57 | 0.0% |
| Fund Expenditures: | 10,190.57 | 0.00 | 10,190.57 | 0.0% |
| Fund Excess/(Deficit): | 0.00 | 10,243.76 | | |

2023 BUDGET POSITION

City Of Stevenson

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| 300 Capital Improvement Fund | | Months: 01 To: 09 | | | |
|-------------------------------|-------------------|-------------------|--------------------|---------------|--|
| Revenues | Amt Budgeted | Revenues | Remaining | | |
| 308 Beginning Balances | 210,190.20 | 210,190.20 | 0.00 | 100.0% | |
| 310 Taxes | 20,000.00 | 28,387.85 | (8,387.85) | 141.9% | |
| 360 Interest & Other Earnings | 0.00 | 6,804.83 | (6,804.83) | 0.0% | |
| Fund Revenues: | 230,190.20 | 245,382.88 | (15,192.68) | 106.6% | |
| Expenditures | Amt Budgeted | Expenditures | Remaining | | |
| 597 Interfund Transfers | 25,000.00 | 0.00 | 25,000.00 | 0.0% | |
| 999 Ending Balance | 205,190.20 | 0.00 | 205,190.20 | 0.0% | |
| Fund Expenditures: | 230,190.20 | 0.00 | 230,190.20 | 0.0% | |
| Fund Excess/(Deficit): | 0.00 | 245,382.88 | | | |

2023 BUDGET POSITION

City Of Stevenson

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311 First Street Months: 01 To: 09

| Revenues | Amt Budgeted | Revenues | Remaining | |
|--------------------------------|------------------|--------------|------------------|-------------|
| 308 Beginning Balances | 0.00 | 0.00 | 0.00 | 0.0% |
| 330 Intergovernmental Revenues | 0.00 | 0.00 | 0.00 | 0.0% |
| 397 Interfund Transfers | 25,000.00 | 0.00 | 25,000.00 | 0.0% |
| Fund Revenues: | 25,000.00 | 0.00 | 25,000.00 | 0.0% |
| Expenditures | Amt Budgeted | Expenditures | Remaining | |
| 594 Capital Expenditures | 25,000.00 | 0.00 | 25,000.00 | 0.0% |
| 999 Ending Balance | 0.00 | 0.00 | 0.00 | 0.0% |
| Fund Expenditures: | 25,000.00 | 0.00 | 25,000.00 | 0.0% |
| Fund Excess/(Deficit): | 0.00 | 0.00 | | |

2023 BUDGET POSITION

City Of Stevenson

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| 312 Columbia Ave | | Months: 01 To: 09 | | | |
|--------------------------------|------------------|--------------------|------------------|--------------|--|
| Revenues | Amt Budgeted | Revenues | Remaining | | |
| 308 Beginning Balances | (63,287.48) | (63,287.48) | 0.00 | 100.0% | |
| 330 Intergovernmental Revenues | 145,617.25 | 125,994.35 | 19,622.90 | 86.5% | |
| Fund Revenues: | 82,329.77 | 62,706.87 | 19,622.90 | 76.2% | |
| Expenditures | Amt Budgeted | Expenditures | Remaining | | |
| 594 Capital Expenditures | 82,329.77 | 77,095.62 | 5,234.15 | 93.6% | |
| 999 Ending Balance | 0.00 | 0.00 | 0.00 | 0.0% | |
| Fund Expenditures: | 82,329.77 | 77,095.62 | 5,234.15 | 93.6% | |
| Fund Excess/(Deficit): | 0.00 | (14,388.75) | | | |

2023 BUDGET POSITION

City Of Stevenson

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| 313 Park Plaza Fund | | Months: 01 To: 09 | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------|--|
| Revenues | Amt Budgeted | Revenues | Remaining | | |
| 308 Beginning Balances | 0.00 | 0.00 | 0.00 | 0.0% | |
| 330 Intergovernmental Revenues | 100,000.00 | 0.00 | 100,000.00 | 0.0% | |
| 397 Interfund Transfers | 200,000.00 | 0.00 | 200,000.00 | 0.0% | |
| Fund Revenues: | 300,000.00 | 0.00 | 300,000.00 | 0.0% | |
| Expenditures | Amt Budgeted | Expenditures | Remaining | | |
| 594 Capital Expenditures | 100,000.00 | 0.00 | 100,000.00 | 0.0% | |
| 999 Ending Balance | 200,000.00 | 0.00 | 200,000.00 | 0.0% | |
| Fund Expenditures: | 300,000.00 | 0.00 | 300,000.00 | 0.0% | |
| Fund Excess/(Deficit): | 0.00 | 0.00 | | | |

2023 BUDGET POSITION

City Of Stevenson

Time: 11:42:17 Date: 10/13/2023

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| 400 Water/Sewer Fund | | Months: 01 To: 09 | | | |
|----------------------------------|---------------------|---------------------|---------------------|--------------|--|
| Revenues | Amt Budgeted | Revenues | Remaining | | |
| 400 Water/Sewer | 1,151,234.64 | 1,151,234.64 | 0.00 | 100.0% | |
| 401 Water | 631,301.09 | 631,301.09 | 0.00 | 100.0% | |
| 402 Sewer | 175,778.18 | 175,778.18 | 0.00 | 100.0% | |
| 308 Beginning Balances | 1,958,313.91 | 1,958,313.91 | 0.00 | 100.0% | |
| 343 Water | 761,675.00 | 647,817.73 | 113,857.27 | 85.1% | |
| 344 Sewer | 1,322,308.13 | 1,051,063.62 | 271,244.51 | 79.5% | |
| 340 Charges For Goods & Services | 2,083,983.13 | 1,698,881.35 | 385,101.78 | 81.5% | |
| 343 Water | 46,674.00 | 117,856.25 | (71,182.25) | 252.5% | |
| 344 Sewer | 56,532.00 | 51,615.00 | 4,917.00 | 91.3% | |
| 400 Water/Sewer | 4,000.00 | 39,399.40 | (35,399.40) | 985.0% | |
| 360 Interest & Other Earnings | 107,206.00 | 208,870.65 | (101,664.65) | 194.8% | |
| 380 Non Revenues | 0.00 | 0.00 | 0.00 | 0.0% | |
| Fund Revenues: | 4,149,503.04 | 3,866,065.91 | 283,437.13 | 93.2% | |
| Expenditures | Amt Budgeted | Expenditures | Remaining | | |
| 534 Water Utilities | 948,956.89 | 618,219.67 | 330,737.22 | 65.1% | |
| 535 Sewer | 1,202,072.58 | 701,472.15 | 500,600.43 | 58.4% | |
| 534 Water | 60,854.54 | 59,932.15 | 922.39 | 98.5% | |
| 535 Sewer | 82,249.20 | 41,124.60 | 41,124.60 | 50.0% | |
| 591 Debt Service | 143,103.74 | 101,056.75 | 42,046.99 | 70.6% | |
| 534 Water | 272,160.00 | 167,852.90 | 104,307.10 | 61.7% | |
| 535 Sewer | 100,000.00 | 161,255.35 | (61,255.35) | 161.3% | |
| 594 Capital Expenditures | 372,160.00 | 329,108.25 | 43,051.75 | 88.4% | |
| 597 Interfund Transfers | 441,329.00 | 0.00 | 441,329.00 | 0.0% | |
| 400 Water/Sewer | 393,595.56 | 0.00 | 393,595.56 | 0.0% | |
| 401 Water | 415,975.09 | 0.00 | 415,975.09 | 0.0% | |
| 402 Sewer | 232,310.18 | 0.00 | 232,310.18 | 0.0% | |
| 999 Ending Balance | 1,041,880.83 | 0.00 | 1,041,880.83 | 0.0% | |
| Fund Expenditures: | 4,149,503.04 | 1,749,856.82 | 2,399,646.22 | 42.2% | |
| Fund Excess/(Deficit): | 0.00 | 2,116,209.09 | | | |

2023 BUDGET POSITION

City Of Stevenson

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406 Wastewater Short Lived Asset Res. Fund Months: 01 To: 09

| Revenues | Amt Budgeted | Revenues | Remaining | |
|-------------------------------|------------------|------------------|------------------|--------------|
| 308 Beginning Balances | 65,337.00 | 65,337.00 | 0.00 | 100.0% |
| 397 Interfund Transfers | 21,779.00 | 0.00 | 21,779.00 | 0.0% |
| Fund Revenues: | 87,116.00 | 65,337.00 | 21,779.00 | 75.0% |
| Expenditures | Amt Budgeted | Expenditures | Remaining | |
| 999 Ending Balance | 87,116.00 | 0.00 | 87,116.00 | 0.0% |
| Fund Expenditures: | 87,116.00 | 0.00 | 87,116.00 | 0.0% |
| Fund Excess/(Deficit): | 0.00 | 65,337.00 | | |

2023 BUDGET POSITION

City Of Stevenson

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408 Wastewater Debt Reserve Fund Months: 01 To: 09

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

2023 BUDGET POSITION

City Of Stevenson

Time: 11:42:17 Date: 10/13/2023

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| 410 Wastewater System Upgrades | | | Months: 01 To: 09 | |
|--------------------------------|----------------------|-----------------------|---------------------|--------------|
| Revenues | Amt Budgeted | Revenues | Remaining | |
| 308 Beginning Balances | (1,179,179.71) | (1,179,179.71) | 0.00 | 100.0% |
| 330 Intergovernmental Revenues | 5,028,740.07 | 294,199.50 | 4,734,540.57 | 5.9% |
| 390 Other Financing Sources | 9,637,369.64 | 5,585,447.57 | 4,051,922.07 | 58.0% |
| 397 Interfund Transfers | 400,000.00 | 0.00 | 400,000.00 | 0.0% |
| Fund Revenues: | 13,886,930.00 | 4,700,467.36 | 9,186,462.64 | 33.8% |
| Expenditures | Amt Budgeted | Expenditures | Remaining | |
| 591 Debt Service | 0.00 | 1,382.69 | (1,382.69) | 0.0% |
| 594 Capital Expenditures | 13,886,930.00 | 5,885,532.58 | 8,001,397.42 | 42.4% |
| 999 Ending Balance | 0.00 | 0.00 | 0.00 | 0.0% |
| Fund Expenditures: | 13,886,930.00 | 5,886,915.27 | 8,000,014.73 | 42.4% |
| Fund Excess/(Deficit): | 0.00 | (1,186,447.91) | | |

2023 BUDGET POSITION

City Of Stevenson

Time: 11:42:17 Date: 10/13/2023

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| 420 Cascade Avenue Mitigation Fund | | Months: 01 To: 09 | | |
|------------------------------------|------------------|-------------------|------------------|-------------|
| Revenues | Amt Budgeted | Revenues | Remaining | |
| 397 Interfund Transfers | 19,550.00 | 0.00 | 19,550.00 | 0.0% |
| Fund Revenues: | 19,550.00 | 0.00 | 19,550.00 | 0.0% |
| Expenditures | Amt Budgeted | Expenditures | Remaining | |
| 999 Ending Balance | 19,550.00 | 0.00 | 19,550.00 | 0.0% |
| Fund Expenditures: | 19,550.00 | 0.00 | 19,550.00 | 0.0% |
| Fund Excess/(Deficit): | 0.00 | 0.00 | | |

2023 BUDGET POSITION

City Of Stevenson

Time: 11:42:17 Date: 10/13/2023

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| 500 Equipment Service Fund | | | Months: 01 To: 09 | |
|---|-------------------|-------------------|-------------------|--------------|
| Revenues | Amt Budgeted | Revenues | Remaining | |
| 308 Beginning Balances | 157,311.97 | 157,311.97 | 0.00 | 100.0% |
| 340 Charges For Goods & Services | 175,000.00 | 149,285.52 | 25,714.48 | 85.3% |
| 360 Interest & Other Earnings | 0.00 | 2,674.93 | (2,674.93) | 0.0% |
| 390 Other Financing Sources | 0.00 | 5,370.00 | (5,370.00) | 0.0% |
| Fund Revenues: | 332,311.97 | 314,642.42 | 17,669.55 | 94.7% |
| Expenditures | Amt Budgeted | Expenditures | Remaining | |
| 548 Public Works - Centralized Services | 156,544.23 | 121,434.46 | 35,109.77 | 77.6% |
| 594 Capital Expenditures | 100,000.00 | 100,290.83 | (290.83) | 100.3% |
| 999 Ending Balance | 75,767.74 | 0.00 | 75,767.74 | 0.0% |
| Fund Expenditures: | 332,311.97 | 221,725.29 | 110,586.68 | 66.7% |
| Fund Excess/(Deficit): | 0.00 | 92,917.13 | | |

2023 BUDGET POSITION

City Of Stevenson

Time: 11:42:17 Date: 10/13/2023

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630 Stevenson Municipal Court Months: 01 To: 09

| Revenues | Amt Budgeted | Revenues | Remaining | |
|-------------------------------|--------------|-----------------|-------------------|-------------|
| 308 Beginning Balances | 0.00 | 0.00 | 0.00 | 0.0% |
| 380 Non Revenues | 0.00 | 2,992.11 | (2,992.11) | 0.0% |
| Fund Revenues: | 0.00 | 2,992.11 | (2,992.11) | 0.0% |
| Expenditures | Amt Budgeted | Expenditures | Remaining | |
| 580 Non Expenditures | 0.00 | 2,992.11 | (2,992.11) | 0.0% |
| 999 Ending Balance | 0.00 | 0.00 | 0.00 | 0.0% |
| Fund Expenditures: | 0.00 | 2,992.11 | (2,992.11) | 0.0% |
| Fund Excess/(Deficit): | 0.00 | 0.00 | | |

2023 BUDGET POSITION TOTALS

City Of Stevenson

Months: 01 To: 09

Time: 11:42:17 Date: 10/13/2023

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| Fund | Revenue Budgeted | Received | | Expense Budgeted | Spent | |
|---------------------------------------|----------------------|----------------------|--------------|----------------------|---------------------|--------------|
| 001 General Expense Fund | 2,996,408.55 | 2,543,834.55 | 84.9% | 2,996,408.55 | 939,899.77 | 31% |
| 010 General Reserve Fund | 335,258.75 | 342,275.64 | 102.1% | 335,258.75 | 0.00 | 0% |
| 020 Fire Reserve Fund | 1,778,960.29 | 1,695,555.41 | 95.3% | 1,778,960.29 | 0.00 | 0% |
| 030 ARPA | 298,313.00 | 298,313.00 | 100.0% | 298,313.00 | 0.00 | 0% |
| 100 Street Fund | 1,072,520.06 | 530,600.37 | 49.5% | 1,072,520.06 | 464,337.91 | 43% |
| 103 Tourism Promo & Develop Fund | 1,577,606.79 | 1,599,679.47 | 101.4% | 1,577,606.79 | 190,388.13 | 12% |
| 105 Affordable Housing Fund | 17,435.11 | 15,274.80 | 87.6% | 17,435.11 | 0.00 | 0% |
| 107 HEALing SCARS Fund | 10,190.57 | 10,243.76 | 100.5% | 10,190.57 | 0.00 | 0% |
| 300 Capital Improvement Fund | 230,190.20 | 245,382.88 | 106.6% | 230,190.20 | 0.00 | 0% |
| 311 First Street | 25,000.00 | 0.00 | 0.0% | 25,000.00 | 0.00 | 0% |
| 312 Columbia Ave | 82,329.77 | 62,706.87 | 76.2% | 82,329.77 | 77,095.62 | 94% |
| 313 Park Plaza Fund | 300,000.00 | 0.00 | 0.0% | 300,000.00 | 0.00 | 0% |
| 400 Water/Sewer Fund | 4,149,503.04 | 3,866,065.91 | 93.2% | 4,149,503.04 | 1,749,856.82 | 42% |
| 406 Wastewater Short Lived Asset Res. | 87,116.00 | 65,337.00 | 75.0% | 87,116.00 | 0.00 | 0% |
| 408 Wastewater Debt Reserve Fund | 61,191.00 | 61,191.00 | 100.0% | 61,191.00 | 0.00 | 0% |
| 410 Wastewater System Upgrades | 13,886,930.00 | 4,700,467.36 | 33.8% | 13,886,930.00 | 5,886,915.27 | 42% |
| 420 Cascade Avenue Mitigation Fund | 19,550.00 | 0.00 | 0.0% | 19,550.00 | 0.00 | 0% |
| 500 Equipment Service Fund | 332,311.97 | 314,642.42 | 94.7% | 332,311.97 | 221,725.29 | 67% |
| 630 Stevenson Municipal Court | 0.00 | 2,992.11 | 0.0% | 0.00 | 2,992.11 | 0% |
| | <u>27,260,815.10</u> | <u>16,354,562.55</u> | <u>60.0%</u> | <u>27,260,815.10</u> | <u>9,533,210.92</u> | <u>35.0%</u> |

Washington Gorge Action Programs
Skamania County Housing Programs
 Oct-2023
 Submitted by Curt Gray

Rental Assistance

Outputs

| | Sep |
|---|------|
| Number of households served | 25 |
| Number of individuals within those households | 47 |
| Total Number of bed nights provided | 1410 |

Housing and Essential Needs

Outputs

| | Sep |
|---|-----|
| Number of individuals served with Housing/Utilities | 3 |
| Number of individuals served with Essential Needs | 1 |
| Total Number of bed nights provided | 90 |

Permanent Support Housing

| | Sep |
|--|-----|
| Number of individuals obtained employment | 2 |
| Number of individuals increasing their income | 1 |
| Number of individuals retained employment for 90 days or more | 1 |
| Number of HH removed Barriers that hindered individuals in obtaining job | 1 |
| Number of HH moved into affordable permanent housing | 0 |
| Number of HH Received referral to mainstream resources | 1 |
| Number of individuals completed Life Skills meeting | 1 |
| Number of individuals denied services | 0 |

Outputs PSH

| | Sep |
|---|-----|
| Number of households served | 3 |
| Number of individuals within those households | 3 |

Shelter

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

Outputs

| | Sep |
|---|-----|
| Number of households served | 5 |
| Number of individuals within those households | 12 |
| Total Number of bed nights provided | 226 |

Total Outcomes for all Programs

| | Sep |
|--|-----|
| Number of individuals obtained employment | 1 |
| Number of individuals increasing their income | 1 |
| Number of individuals retained employment for 90 days or more | 1 |
| Number of HH removed Barriers that hindered individuals in obtaining job | 1 |
| Number of HH moved into affordable permanent housing | 0 |
| Number of HH Received referral to mainstream resources | 43 |
| Number of individuals completed Life Skills meeting | 12 |
| Number of individuals denied services | 0 |

Success Stories

September 2023:

1. No COVID outbreaks in our shelters
2. Two (2) shelter residents have obtained employment
3. One (1) PSH client has maintained employment for more than 90 days



Destination: Home

A COORDINATED APPROACH TO HOUSING AND
HOUSELESSNESS IN THE MID-COLUMBIA REGION

Workplan and
Progress Report
2022-2027 STRATEGIC PLAN

Quarterly Strategic Plan Progress Report - October 2023

Goal Area #1: Shelter

Objective: Stabilize the region’s shelter system and improve coordination between shelters and service providers

| Priorities, Strategies, and Actions | Lead Partner | Status | Progress Report and Timeline Updates |
|--|---|--------------------|---|
| <p>Strategic Priority 1: Unite agencies in the 5-county Mid-Columbia region to better coordinate shelter placement and supportive services</p> | | | |
| <p>Strategy: Shelter and re-house people more quickly by creating a shared system for tracking shelter openings and aligning referral and intake processes</p> | | | |
| <p>Action: Convene subcommittee of shelter staff and service providers to review existing coordinated entry procedures, develop a common intake process and improved tracking of shelter openings, and explore options for shared referral and case management platforms</p> | <p>Care Coordination, Access, and Equity (CCAЕ) Workgroup</p> | <p>In Progress</p> | <p>Fall 2023: In late spring 2023, MCCAC hired a Housing Intake and Referral Coordinator. By August 2023, multiple partners were in the first phase of implementing Unite Us as the shared referral and case management program, with Bridges to Health/PacificSource, Providence Hood River Memorial Hospital, and MCCAC actively utilizing the program, and One Community Health in conversation with Epic to move toward integration. Actual committee work will begin in fall 2023 now</p> |

| | | | |
|---|-------------|-----------------------------|---|
| | | | that MCCAC has more staff capacity to coordinate these efforts. |
| Action: By late 2023, choose and begin implementing improved system to track shelter openings and coordinate intake and referrals | CCAЕ | In Progress | Fall 2023: See above re: hiring of Housing Intake and Referral Coordinator and initial implementation of Unite Us. Next steps are for committee to convene and discuss/promote referral system for region-wide shelter network. |
| Action: By late 2025, choose and begin implementing improved system to enhance coordination of case management for houseless clients | CCAЕ | On Hold or Not Yet Underway | Fall 2023: See above. Decision on and implementation of larger system to enhance case management coordination will need to align over the coming years with new systems that partners stand up as the Gloria Navigation Center opens and begins operating joint services on a regular schedule. As of October 2023 MCCAC has hired an Operations Manager who will play a leadership role in that larger process/this staff member will coordinate with the Office of Housing Stabilization to align efforts. |
| Action: By mid- 2023, research shelter and houseless services hotlines in other rural areas and write report to outline resources that would be needed for our region to create one | MCCAC Staff | In Progress | Fall 2023: Staff has begun working on this; report on track for completion by late fall 2023. |

| | | | |
|---|------|----------------------|---|
| Strategic Priority 2: Prioritize stable shelter funding, rapid re-housing funding, and staff support | | | |
| Strategy: Stabilize shelter system and rapid re-housing program funding | | | |
| Action: Partner with domestic violence survivor advocacy organizations, other shelter service providers, and local elected officials in the region to apply and advocate for shelter and rapid re-housing funding | CCAЕ | In Progress, Ongoing | Fall 2023: Region has received competitive funding through HUD’s Special NOFO on Rural and Unsheltered Houselessness; grant implementation is beginning as of Fall 2023. As of Sep 2023, region has also |

| | | | |
|--|---------------------------------------|--|--|
| | | | received final funding from the state of Oregon to close the gap on completing Gloria Center/on-site emergency shelter construction and several million dollars for use between 2023-2025 to address rapid rehousing needs. MCCAC also has executed a contract to begin billing some of its shelter/housing staff time to Medicaid to help ensure longer term funding sustainability, and coordinated with DV and other partners to submit request to the state of Oregon for significant additional shelter resources for the 23-25 biennium. |
| Action: By late 2022, hire a staff member based in MCCAC's Office of Housing Stabilization to lead fundraising efforts for the Collaborative's shelter, rapid re-housing, and other priorities; secure position funding for the duration of this plan. | MCCAC | Hiring Complete, Long-Term Funding In Progress | Fall 2023: MCCAC's Development and Engagement Coordinator was hired in November 2022 and now has in place a resource development plan. She is actively working to build a base of flexible funding support including from private foundations, health funders, individual donors and fundraising events. |
| Action: Pursue Project Turnkey funds in Oregon in 2022 to increase the number of shelter and transitional housing units in the Mid-Columbia region; pursue similar funding opportunities in Washington at the local and state levels when possible | MCCAC and others? | Complete for Oregon | Fall 2023: Project Turnkey Funds were secured and MCCAC purchased the former Oregon Motor Motel Feb. 2023. Feb-Sept MCCAC engaged in renovations including by securing additional funds from OCF and other funders after site purchase. Sept. 2023 soft opening with MCCAC shelter clients, Oct. 2023 community Grand Opening event. |
| Action: Secure funding to complete construction of The Gloria Navigation Center in The Dalles and fund ongoing, on-site emergency shelter operations and service coordination | MCCAC with support from MCHC partners | Capital Project Funding Complete Operations and Services Funding in | Fall 2023: MCCAC closed the final funding gap for The Gloria Center Capital Project in Sept. 2023 with funding from The Ford Family Foundation and the State of Oregon shelter addendum funds. |

| | | | |
|---|--|----------------------|--|
| | | Progress/ Ongoing | |
| Strategy: Enhance training and support for shelter staff and caseworkers | | | |
| Action: Convene subcommittee and conduct survey to address supports needed for shelter staff and caseworkers | | In Progress | Fall 2023: Staff has secured draft survey templates; next step is to convene subcommittee to help finalize and implement survey. |
| Action: Publish annual report on the region's shelter and housing casework staffing and benefits; include suggestions on how to improve staff support | | | Fall 2023: Pending survey |
| Action: At least once a year, host trauma-informed convenings for shelter and casework staff to attend trainings and share best practices | | In Progress | Fall 2023: MCCAC is offering convening to those who are interested in learning about trauma-informed practices, culturally competent/responsive care, and rehousing resources on Oct. 31, 2023 in Hood River. |

Goal Area #2: Services

Objective: Ensure the region's supportive services meet client needs in a culturally responsive way

| Priorities, Strategies, and Actions | Lead Partners | Status | Progress Report and Timeline Updates |
|---|---------------|--------|--------------------------------------|
| Strategic Priority 1: Increase accessibility of services with a focus on needs identified by clients | | | |
| Strategy: Provide culturally responsive and bilingual services | | | |

| | | | |
|---|--|-------------------------|--|
| Action: Regularly work with The Next Door, Inc. and use online readability tools to screen regional housing assistance forms for accessible, plain language | CCAЕ | In Progress/ Ongoing | |
| Action: Hire local interpreters to translate housing assistance and other services enrollment documents into English and Spanish, and pair houseless clients with caseworkers who speak their native language whenever possible | CCAЕ | In Progress/ Ongoing | Fall 2023: This work is already underway at various individual partner organizations; need to develop and begin implementing more Collaborative-wide approach |
| Action: Support Collaborative partner organizations to use tools such as bilingual pay differentials to diversify shelter and casework staff | CCAЕ | In Progress/ Ongoing | Fall 2023: This work is already underway at various individual partner organizations; develop and begin implementing Collaborative-wide approach |
| Action: At least once per year, provide trainings about culturally responsive care to help service providers better serve the region’s diverse houseless population | CCAЕ | In Progress | Fall 2023: Trainings will be included in October 31, 2023 Housing Stabilization Summit |
| Action: Coordinate to create annual, Collaborative-wide fundraising strategy to support and expand culturally responsive services that promote housing stabilization | CCAЕ | In Progress | Fall 2023: Initial meetings with key culturally specific and responsive partners on OR side of river were held summer 2023, draft one-pager of key takeaways was developed and will guide development of priority areas where MCHC can support this work; next step is to ensure WA side needs are reflected. |
| Strategy: Elevate the voices of people with lived experience and use client feedback to improve services | | | |
| Action: By late 2022, establish a workgroup of people with lived experience with houselessness to advise on the Collaborative’s work and share feedback on services | LE Workgroup | Complete | Fall 2023: Lived Experience Work Group meeting monthly |
| Action: By mid-2023, support lived experience workgroup to publish a conversation template that caseworkers and shelter staff can use to create more client-led housing stabilization plans | LE Workgroup | Not yet started | Fall 2023: Lived Experience Work Group has earmarked this as a potential future project in coordination with housing/shelter program directors. |
| Action: By mid-2023, publish a toolkit to help Collaborative partner organizations collect feedback from houseless clients about improving services | LE Workgroup and Providence Center for Outcomes Research and | Complete | Fall 2023: Lived Experience Work Group provided feedback on toolkit over summer 2023, toolkit has been updated based on feedback and is finalized. |

| | | | |
|--|--|---------------------|--|
| | Education (CORE) | | |
| Action (B): Coordinate with lived experience workgroup to organize annual opportunities for community leaders, service providers, and law enforcement officers to experience a day in the life of a houseless person | Lived Experience Workgroup, County Task Forces | In Progress | Fall 2023: Lived experience work group in initial planning stages of “A Day in the Life” event. Timeline has been extended to plan this event, currently anticipate holding “A Day in the Life” event in second quarter of 2024. |
| Action: Support Collaborative partner organizations to identify people with lived experience with houselessness to serve on hiring panels for shelter and casework staff | MCCAC, WAGAP, Lived Experience Workgroup | Not yet started | Fall 2023: Lived Experience Work Group is currently exploring engaging on this project. |
| Action: Secure funding to provide stipends for lived experience workgroup members | | In Progress/Ongoing | Fall 2023: MCCAC’s Development and Engagement Coordinator is actively working to build a base of flexible funding support including from individual donors and through fundraising events. Stipends are currently available at lived experience work group meetings based on work done on this priority so far. |
| Action (C): Encourage policymakers to provide opportunities for houseless individuals and frontline caseworkers to give policy input | Lived Experience Workgroup, County Task Forces | In Progress/Ongoing | Fall 2023: MCCAC’s Development and Engagement Coordinator and Director of Housing Stabilization are coordinating to arrange shared meetings with each of the Houseless Collaborative’s County Taskforces about policy priorities of people with lived experience that the Taskforce could help to advance. Status/Timeline Update(s): MCCAC and WAGAP staff recommends task forces help coordinate so local jurisdictions seek feedback on proposed policies related to houselessness from Lived Experience Workgroup beginning in summer 2023 2023 Goal: Workgroup will outline recommendations about this process in 1-2 |

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| | | | <p>page guide for policymakers that will be drafted by October 31st, 2023 and published/distributed by November 15th, 2023.</p> <p>Workgroup should also aim to have at least one annual, shared meeting with each of the Houseless Collaborative’s County Taskforces about policy priorities of people with lived experience that the Taskforce could help to advance.</p> |
| Strategic Priority 2: Address gaps in services for houseless clients | | | |
| Strategy: Improve access to existing services in the region that promote housing stabilization | | | |
| Action: By mid-2023, create and distribute a bilingual (English and Spanish) flowchart or other user-friendly document to depict key services in the region and how to access them | CCAЕ | In Progress | <p>Fall 2023: Spring 2023: Samples collected; Collaborative version needs to be created, translated into Spanish, and distributed. Timeline Update: Access/Equity Subcommittee will lead on approval before publishing and will meet to begin that work in April 2023; on track for distribution by mid-2023 with support from MCCAC/WAGAP staff.</p> |
| Action: Update supportive services document at least annually and re-distribute to regional partner organizations for use by caseworkers and clients | Staff | In Progress | <p>Fall 2023: Staff from MCCAC and WAGAP have begun compiling info on resources for quick reference guide and identified templates to build on</p> |
| Action: Coordinate at least two informational sessions about rapid re-housing program offerings in the region to area social service agencies, property management companies, and independent landlords per year | Staff | In Progress | <p>Fall 2023: Housing Stabilization Summit Oct. 31 will provide session focused on learning about these resources.</p> |
| Action (D): Coordinate with transportation stakeholders and local jurisdictions to identify ways to enhance transportation options for houseless clients who need caseworkers to accompany them to enroll in services and implement solutions | County Task Forces | Not Yet Underway | <p>Fall 2023: Status/Timeline Update(s): MCCAC and WAGAP staff recommend task forces explore opportunities and agree to timelines</p> |

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| according to the needs and resources of each county represented within the Collaborative | | | for taking action in this priority area of the plan based on various jurisdictions' and transportation partners' financial capacity and willingness to otherwise partner on this Example of how taskforce could engage: Work with local governments represented on taskforce or within county to assemble and pass budget proposals for reduced or free fare program for houseless community members and/or their caseworkers who need to accompany them to appointments related to their housing or overall stabilization |
| Action: Find flexible resources to pay for gift cards and other incentives to help build trust and help houseless clients feel more comfortable accessing services | CCAЕ | In Progress/ Ongoing | Fall 2023: MCCAC's Development and Engagement Coordinator is actively working to build a base of flexible funding support including from individual donors and through fundraising events; for example, nearly \$10k was raised at first annual Housing Heroes event in October 2023. |
| Strategy: Secure resources for services that need to be created or enhanced to improve support for the region's houseless community | | | |
| Action: Regularly seek funding to sustain and improve services houseless people reliably connect to like shelter, street outreach services, emergency medical care, and law enforcement | CCAЕ | In Progress/ Ongoing | Fall 2023: Highlighted progress in this area as of Fall 2023 includes MCCAC, CFL, City of the Dalles, and other partners coordinating to improve blended funding and staffing approach for shelter and street outreach staff |
| Action: Advocate to remove barriers within systems and improve services houseless people struggle to connect to reliably, such as supportive housing, safe and appropriate medical respite care following a serious health event or discharge from the hospital, jail diversion and reintegration after incarceration, and wraparound case management | CCAЕ | In Progress/ Ongoing | Fall 2023: Region completed 2023 Permanent Supportive Housing Institute as of September 2023, which will open region up for more funding resources in coming years for PSH developments on OR side of river. Collaborative members also engaged during legislative session for various priorities; for instance in March 2023 MCCAC submitted testimony in support |

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| | | | SB 1076 to improve medical discharge processes for houseless clients; legislation is not likely to pass as drafted but task force will likely be created and MCCAC staff is tracking this goal in Salem in partnership with Mid-Willamette Valley Community Action |
| Action (E): Involve Collaborative members in regional plans focused on expanding behavioral health and substance use disorder support services, and other Houseless Collaborative priorities | Care Coordination, Access, and Equity Workgroup, County Task Forces | In Progress/ Ongoing | Fall 2023: See above; Center for Living, The City of The Dalles, and MCCAC (and possibly additional partners) are exploring a pilot street outreach team that would be community-based, have flexible client interaction, and target unhoused individuals who are not being engaged by services and who may be experiencing mental health distress and/or who are intoxicated and/or drug affected. |
| Action (F): Support behavioral health providers to advocate for expansion of the region’s behavioral health programs, including enhanced crisis response services that will be made available upon completion of the Columbia Gorge Resolution Center in The Dalles | Care Coordination, Access, and Equity Workgroup, County Task Forces | Fundraising for Columbia Gorge Resolution Center Complete; Completion of that Project and other enhancements to behavioral health services In Progress/ Ongoing | Fall 2023: See above regarding collaborative street outreach pilot project. Columbia Gorge Resolution Center strategy/focus has shifted somewhat but is still underway. |
| Action: Support Providence Hood River to ensure strong coordination of services during and after their launch of the Better Outcomes thru Bridges Program in the Mid-Columbia region | CCAЕ | In Progress/ Ongoing | Fall 2023: The Providence BOB Team is collaborating with community partners, attends BHRN meetings, and is actively involved in community outreach and peer groups. They could use additional support in increasing connections with Wasco County, |

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| | | | distributing Narcan, and identifying safe spaces for clients upon hospital discharge. |
| Action: Pursue funding to increase the number of Traditional Health Workers—especially Peer Support Specialists—in our region who can provide housing, behavioral health, and other navigation services to houseless clients | CCAЕ | In Progress/ Ongoing | Fall 2023: MCCAC finalized a contract for funding Traditional Health Workers through Medicaid in Aug. 2023. This could potentially be tested as a pilot and then considered by other partners in MCHC. |
| Action: Develop plan and resources to provide more educational opportunities for houseless clients, such as renter education classes and know your rights trainings focused on interactions with law enforcement | CCAЕ | In Progress/ Ongoing | Fall 2023: MCCAC has signed up to become a Rentwell provider so staff can teach formal classes on how to be a good renter and give houseless clients more access to landlord incentives such as the landlord guarantee fund if they complete the class. Staff are in the process of becoming certified instructors and Rentwell programming is anticipated to be up and running by late 2023. |
| Action (G): Invest in making resources such as those offered by the PCC CLEAR Clinic more accessible to houseless clients in our region to help them clear criminal and eviction records | Care Coordination, Access, and Equity Workgroup, County Task Forces | Partially Completed; Finding a Path to Long-Term Sustainability still In Progress | Fall 2023: Lynn-Marie Crider attended the July 2023 meeting of MCHC and shared information about the free legal clinics . MCCAC also assisted in raising awareness about these clinics through sharing and distribution of flyers in English and Spanish. The Collaborative could continue to support this priority through promotion of existing clinics and supporting fundraising efforts to expand the PCC CLEAR Clinic’s services to the region on a more permanent/expanded basis. |
| Strategic Priority 3: Strengthen communication between service providers | | | |
| Strategy: Decrease barriers to services by enhancing coordination of client intake processes, referrals, and case management | | | |
| Action: Include service providers in the subcommittee that will assess technology platforms before choosing and implementing a | CCAЕ | In Progress | Fall 2023: See updates in shelter section. |

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| shared intake, referral, and case management system for houseless clients in 2023 | | | |
| Action: Support subcommittee to propose and test case conferencing models to improve coordination of care, especially for chronically houseless clients and those with significant behavioral health or substance abuse needs | CCAIE | | |

Goal Area #3: Housing

Objective: Preserve and expand affordable, accessible housing

| Priorities, Strategies, and Actions | Lead Partner(s) | Status | Progress Report and Timeline Updates |
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| Strategic Priority 1: Increase the supply of housing units that low-income households (80% Area Median Income or below) can afford to rent | | | |
| Strategy: Advocate to increase funding, lower costs, and remove policy barriers to affordable and accessible housing development | | | |
| Action (H): By mid-2023, convene subcommittee to conduct research on the best ways to enhance funding for and remove barriers to the construction and preservation of affordable housing in the region, especially in rural and unincorporated areas | County Task Forces | In Progress | Fall 2023: Status/Timeline Update: MCCAC recommends utilizing existing expertise and involvement of County Task Force members to help advise on this and creation of report included in next goal |
| Action (I): By late 2023, publish report about subcommittee’s research and recommendations | County Task Forces | In Progress | Fall 2023: Status/Timeline Update: MCCAC is exploring funding or consulting support options to assist with this project |
| Action (J): Advocate with relevant local governments to waive system development charges and impact fees | County Task Forces | Not Yet Underway | Fall 2023: |

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| | | | Status/Timeline Update: Task force will need to help update this section and shape the work on this priority in their respective counties |
| Action (K): Advocate with relevant local governments to establish and use construction excise taxes | County Task Forces | Not Yet Underway | Status/Timeline Update: Task force will need to help update this section and shape the work on this priority in Wasco County Example of how taskforce could engage: Develop and support passage of proposals by county's relevant local governments |
| Action (L): Engage Collaborative members in urban renewal funding discussions and encourage use of urban renewal funds to build affordable, accessible housing | County Task Forces | Not Yet Underway | Fall 2023: |
| Action (M): Work with service providers and local elected officials to secure adequate supportive services and rent assistance to align with funding used to construct affordable housing | Care Coordination, Access, and Equity Workgroup, County Task Forces | In Progress | Fall 2023: MCHA/CCHC, MCCAC, and CFL completed the Supportive Housing Institute and developed their initial plan for PSH to be co-located on The Gloria Center site. |
| Strategy: Take public actions to support Columbia Cascade Housing Corporation, tribal housing authorities, local governments, and other partners to build at least 262 affordable, accessible housing units in the region by 2027 | | | |
| Action: Support completion of the Rand Road project in Hood River (129 units total, 39 of which will be for households at or below 30% AMI and 90 of which will be for households at or below 60% AMI) | CTFs, Advocacy Partners | In Progress | Fall 2023: Opportunity to support project is coming up on October 25th at public meeting about the project. See materials sent out after October 10th full Collaborative meeting. |
| Action (N): Help complete the Westgate Market project in The Dalles (75 units total, all of which will be for households at or below 80% AMI and a portion of which will be reserved specifically for low-income veterans) | County Task Forces, Advocacy Partners | In Progress | Fall 2023: Request submitted by CCDC for Congressionally Directed Spending to support project (would be in federal 2024 Omnibus spending bill if request is successful) |

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| Action: Support completion of the White Salmon Assisted Living Facility project (52 units total with 13 at or below 50% AMI and the rest at or below 120% AMI with a potential for some below 80% AMI pending future funding) | CTFs, Advocacy Partners | In Progress | Fall 2023: \$2.5 million in Congressionally Directed Spending was secured for this project in the 2023 federal omnibus spending bill. See Jan. 9 CCC story for more information. |
| Action: Support completion of the Wishram Project (45 units total, all of which will be for households at or below 50% AMI and 23 of which will be reserved for houseless applicants) | CTFs, Advocacy Partners | In Progress | Fall 2023: Wishram Housing is complete with all 46 units occupied (update from Nch'i Wana Housing) |
| Action (O): Explore and foster private land donations for affordable, accessible housing development | County Task Forces | In Progress | Status/Timeline Update: Columbia Cascade Housing Corporation will need to advise on latest progress on this priority and needed support from task force Example of how taskforce could engage: Coordinate with Columbia Cascade Housing Corporation to make and execute a localized strategy |
| Strategic Priority 2: Use preservation, acquisition, and rehabilitation to protect the region's existing supply of affordable, accessible housing | | | |
| Strategy: Advocate for relevant funding, policies, and projects | | | |
| Action: Support completion of the Rhine Village acquisition and rehab project in White Salmon (36 units total, 35 units for households at or below 60% AMI) | CTFs, Advocacy Partners | In Progress | Fall 2023: Update forthcoming from CCDC |
| Action: Support completion of the Columbia View acquisition and rehab project in Cascade Locks (12 units total, all of which will be for households at or below 60% AMI) | CTFs, Advocacy Partners | In Progress | Fall 2023: Update forthcoming from CCDC |
| Action: By early 2024, work with the Columbia Cascade Housing Corporation to write regional report on affordable, accessible housing preservation opportunities; include advice about new acquisition and rehabilitation projects to pursue | CTFs, Advocacy Partners | On Hold or Not Yet Underway | |

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| Action (Q): In coordination with local elected officials, governments, and agencies, apply for funding to support eligible projects | County Task Forces, Advocacy Partners | In Progress/ Ongoing | Fall 2023: CCDC and MCCAC are currently working on a capacity building funding application and MCCAC is currently exploring the HUD PRO Housing funding opportunity. Spring 2023: Letters of support submitted by Houseless Collaborative partners including Mayor Mays/City of The Dalles for Westgate Market Development Congressionally Directed Spending request submitted in early 2023; other updates from CCDC forthcoming |
| Action (R): Work with local governments to pass policies that promote affordable and accessible housing preservation, such as preserving mobile home parks and closing loopholes on short-term apartment rentals | County Task Forces, Advocacy Partners | In Progress/ Ongoing | Fall 2023: MCCAC is currently exploring the HUD PRO Housing funding opportunity which could potentially support these efforts. |
| Action (S): Find and work with local supportive governments and organizations to advocate for the Community Development Block Grant program and housing rehabilitation loan programs | County Task Forces | In Progress/ Ongoing | Fall 2023: MCCAC is currently exploring the HUD PRO Housing funding opportunity under the umbrella of CDBG and CCDC and MCCAC are currently working on a capacity building funding application to support this work. |
| Strategic Priority 3: Prioritize access to affordable, accessible housing units for communities of color and other traditionally underserved populations | | | |
| Strategy: Partner with organizations who serve culturally specific populations to ensure equitable access to affordable housing | | | |
| Action: By mid-2023, convene subcommittee to identify strategies to make access to affordable housing more equitable, such as preference policies for applicants referred by providers serving culturally specific populations | CTFs | | |
| Action: Seek additional funding for tools to enhance the ability of organizations who provide culturally specific services to | CCAIE Workgroup | | MCCAC staff recommends aligning this with Collaborative's goal of developing larger annual fundraising strategy to |

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| place client in vacant housing units, such as housing placement service fees | | | enhance culturally specific and responsive housing stabilization services; as noted above, MCCAC's Development and Engagement Coordinator has coordinated the initial work to develop this year's strategy by meeting with leaders from organizations that provide culturally specific and responsive housing stabilization services to compile their initial thoughts; once these initial components are compiled, MCCAC staff and WAGAP will coordinate next steps on this action item with Access/Equity Committee. |
| Action: Ensure robust marketing to traditionally underserved communities when units are made available, including through creation and use of a language access plan | CCAIE Workgroup, CTFs | | |
| Strategic Priority 4: Educate elected officials, community leaders, and the public about why our region needs more affordable and accessible housing | | | |
| Strategy: Collect and share data and personal stories to educate people about houselessness and highlight the need for more housing | | | |
| Action: Support MCCAC and WAGAP to expand the annual Point in Time Count, including by involving providers who provide culturally specific services to underserved populations, and those who support clients with behavioral health needs | CCAIE Workgroup | Ongoing | Fall 2023: Planning for Jan 2024 PIT Count will begin soon |
| Action: Publish annual, local report with personal stories from people in our area who have been houseless and data on regional housing needs from the Corporation for Supportive Housing, Oregon Affordable Housing Inventory, recent regional studies on land and affordable housing inventory, and the National Low Income Housing Coalition's "Out of Reach" or other reports | CCAIE Workgroup, CTFs | Complete for 2023 | Fall 2023: MCCAC has published a video story of a client at The Annex and also is working with lived experience work group to identify people for next round of personal stories. 2023 report was published in late 2022/early 2023 and is available here on the Houseless Collaborative's website |

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| Action: Have meetings with local and state elected officials in our region to share the report, highlight its impact on our communities, and ask them to support the Collaborative’s housing goals; also engage regularly with elected officials in the region and at the statewide level to advocate for Houseless Collaborative priorities when relevant advocacy opportunities arise | CCAЕ Workgroup, CTFs, Advocacy Partners | Complete for 2023 | Fall 2023: Houseless Collaborative members are encouraged to reach out to their elected officials to share report and discuss timely Houseless Collaborative priorities |
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Goal Area #4: Advocacy

Objective #4: Advocate, engage the community, and build support for the region’s efforts to address houselessness

| Priorities, Strategies, and Actions | Lead Partner(s) | Status | Progress Report and Timeline Updates |
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| Strategic Priority 1: Communicate to build awareness and support | | | |
| Strategy: Develop and implement a strategic communications plan | | | |
| Action (V): By mid-2023, hire staff or contractor to support the Office of Housing Stabilization to write and begin implementing a strategic communications plan; review/update plan on an annual basis and regularly engage Collaborative members in its ongoing implementation | MCCAC Office of Housing Stabilization, County Task Forces, Advocacy Partners | In Progress | Fall 2023: Brink Communications completed a strategic communications plan , key messaging , and updated media list in July 2023 based on contract with MCHC/MCCAC to do so. Focus is on Houseless Collaborative priorities, especially The Gloria Center, The Annex, and the Gorge Resolution Center. |
| Action: Regularly collect and publicly share real stories of people who have experienced houselessness or struggled to access services | MCCAC, WAGAP, MCHC Advocacy Team, | In Progress | Fall 2023: MCCAC has published a video story of a client at The Annex and also is working with lived experience work groups |

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| | Lived Experience Workgroup Office of Housing Stabilization, CCAE Workgroup | | identify people for next round of personal stories to be published. See this Sept. 8 article from CCC News. 4 client stories were also included in end of year 5-county report about affordable housing needs and houselessness in our region |
| Strategic Priority 2: Use accurate data to inform people of the realities of houselessness and to address opposition to the Collaborative’s priorities | | | |
| Strategy: Collect and share data about regional houselessness and housing | | | |
| Action: Secure stable, long-term funding to pay at least one staff member to support the Collaborative’s data collection and reporting needs | CCAЕ | Hires in Oregon Complete, Process to Secure Longer-Term Funding Ongoing | Fall 2023: Separate funding for OR position secured for 23-25 biennium so HB 4123 funding does not have to be used and can be prioritized for other Houseless Collaborative needs longer term |
| Action (X): Coordinate with local hospitals, law enforcement, employers, and organizations who provide culturally specific services to collect and share data about the impact of houselessness—and of houselessness prevention and response services—on the community | County Task Forces | In Progress | Fall 2023: Status/Timeline Update: In spring 2023 MCCAC published a “data and reports” page of its website, which includes the data we have collected and published so far. Additional coordination with task force members is needed to coordinate with local hospitals, law enforcement, employers, and organizations who provide culturally specific services (including county task force members) to collect and share more detailed data related to the impact of the issue on these sectors. |

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| Action: Publish annual press release in English and Spanish to highlight regional houselessness statistics, emphasize success stories, dispel myths about affordable housing and houselessness, and share progress on the Collaborative's equity commitments | CCAE, County Taskforces | In Progress | Fall 2023: MCCAC published 2023 PIT Count press release in July 2023 Spring 2023: MCCAC staff recommends publishing this press release each fall or winter using Point in Time Count data, personal stories from clients being served by partner organizations' housing stabilization programs, individual agency data, and examples of equity commitment progress |
| Strategic Priority 3: Advocate for funding and policies that support the Collaborative's strategic investments | | | |
| Strategy: Participate in statewide, regional, and local task forces focused on houselessness | | | |
| Action (Y): Advocate to secure appointments on task forces for members of the Collaborative | County Task Forces | In Progress | Fall 2023: Status/Timeline Update: Joel Madsen from CCHC and Kenny LaPoint from MCCAC have been asked to join statewide taskforces focused on expanding the supply of affordable housing, and implementation of changes to care coordination under Oregon's 1115 Medical Waiver, respectively, |
| Action (Z): Provide opportunities at quarterly Collaborative meetings for task force members to report on their work and ensure institutional memory is not lost when their time on task forces end and new members are appointed | County Task Forces | In Progress/ Ongoing | Fall 2023: Spring 2023: MCCAC staff have added standing agenda item re: brief taskforce member updates to quarterly full Collaborative meetings |
| Action (AA): Leverage policy tools and resources for the region | County Task Forces | In Progress/ Ongoing | Fall 2023: Spring 2023: MCCAC staff are working with Oregon side stakeholders to develop county-specific collaboratives or taskforces to coordinate around this and other priorities in the larger Collaborative's |

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| | | | <p>strategic plan; WAGAP staff are engaging with existing county-specific collaboratives in Klickitat and Skamania Counties to do the same</p> <p>Status/Timeline Update: Task force will need to help update this section and shape the work on this priority in Wasco County</p> <p>Example of how taskforce could engage: Support development and passage of proposals according to local opportunities within county to leverage policy tools and resources</p> |
| Strategy: Pursue public funding at the federal, state, and local level | | | |
| Action(BB): Work closely with local elected officials and governments to identify and secure additional government funding to support the Collaborative’s long-term priorities | County Task Forces | In Progress/ Ongoing | <p>Fall 2023: As of September 2023 The Gloria Center is fully funded; the final funding gap was closed through Oregon state shelter addendum funds and a grant from The Ford Family Foundation.</p> <p>Status/Timeline Update: MCCAC staff have developed initial resource development plan and are in the process of completing interviews with culturally specific/responsive partner organizations to ensure plan has a strong equity lens; plan should be ready to share with county task forces and full collaborative by flate 2023 and updated annually thereafter</p> |
| Action (CC): Every year, coordinate a delegation of local leaders to meet with their representatives and advocate for funding at the state and federal level | County Task Forces | In Progress/ Ongoing | <p>Fall 2023: MCCAC and some other Collaborative members have been doing this throughout the 2023 legislative session; heading into legislative working days and the 2024 short legislative session, task force members should agree to whether there should be</p> |

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| | | | more coordinated approach or set of meetings with a delegation of local leaders to meet with state legislators and/or congressional offices |
| Action: By mid-2023, develop and begin training an advocacy team made up of people who are or have experienced houselessness to publicly share their stories and lobby decision-makers | MCCAC, WAGAP, MCHA, County houseless collaboratives/ taskforces, Lived Experience Workgroup, MCHC Advocacy Team | In Progress/ Ongoing Not yet underway | Fall 2023: Lived Experience Work Group is currently exploring this as a possible project. |
| Action: Meet at least quarterly with state or federal agency staff to nurture relationships and strengthen applications for grants they administer. | | | |
| Strategy: Seek foundation and other private funding opportunities | | | |
| Action: On an annual basis, create and update a region-wide grant pipeline and direct the Collaborative’s fundraising staff to coordinate its implementation. | | | |
| Action: Include strategy for cultivating foundation relationships in grant pipeline and regularly engage Collaborative members in meetings with potential funders | | In Progress | Fall 2023: MCCAC’s Development and Engagement Coordinator has had meetings with several foundations and in July 2023 met jointly with Meyer Memorial Trust and Nch’i Wana Housing. |
| Strategy: Build a committed base of donors to support the Collaborative’s objectives | | | |
| Action: Direct the Collaborative’s fundraising staff to develop and begin implementing a major donor strategy by late 2023 | | In Progress | |
| Action: By mid-2023, launch a small donor fundraising program to enhance flexible resources for the Collaborative’s work and build community support for the region’s homelessness response and prevention efforts. | | In Progress | Fall 2023: launched and growing as of Fall 2023! |

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| <p>Action: On an annual basis, host at least one Mid-Columbia Houseless Collaborative fundraising event in Oregon and one in Washington to raise money for the Collaborative’s priorities, highlight the impact of our work, and publicly thank supporters</p> | | <p>In Progress</p> | <p>Fall 2023: Oregon side event was completed in form of first Housing Heroes dinner on October 5th, 2023</p> |
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CHECK REGISTER

City Of Stevenson

Time: 14:03:09 Date: 10/19/2023

09/22/2023 To: 10/19/2023

Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|---------|--------|-------|--|-----------|---|
| 2470 | 09/30/2023 | Payroll | 1 | EFT | | 3,980.97 | PP 09.01.23-09.30.23 |
| 2471 | 09/30/2023 | Payroll | 1 | EFT | | 547.13 | PP 09.01.23-09.30.23 |
| 2472 | 09/30/2023 | Payroll | 1 | EFT | | | PP 09.01.23-09.30.23 |
| 2473 | 09/30/2023 | Payroll | 1 | EFT | | 4,946.88 | PP 09.01.23-09.30.23 |
| 2474 | 09/30/2023 | Payroll | 1 | EFT | | 5,242.20 | PP 09.01.23-09.30.23 |
| 2475 | 09/30/2023 | Payroll | 1 | EFT | | 136.78 | PP 09.01.23-09.30.23 |
| 2476 | 09/30/2023 | Payroll | 1 | EFT | | 5,012.50 | PP 09.01.23-09.30.23 |
| 2477 | 09/30/2023 | Payroll | 1 | EFT | | 91.19 | PP 09.01.23-09.30.23 |
| 2478 | 09/30/2023 | Payroll | 1 | EFT | | 5,824.66 | PP 09.01.23-09.30.23 |
| 2480 | 09/30/2023 | Payroll | 1 | EFT | | 68.82 | PP 09.01.23-09.30.23 |
| 2481 | 09/30/2023 | Payroll | 1 | EFT | | 8,710.54 | PP 09.01.23-09.30.23 |
| 2483 | 09/30/2023 | Payroll | 1 | EFT | | 68.38 | PP 09.01.23-09.30.23 |
| 2484 | 09/30/2023 | Payroll | 1 | EFT | | 294.13 | PP 09.01.23-09.30.23 |
| 2485 | 09/30/2023 | Payroll | 1 | EFT | | 5,843.52 | PP 09.01.23-09.30.23 |
| 2487 | 09/30/2023 | Payroll | 1 | EFT | | 2,977.71 | PP 09.01.23-09.30.23 |
| 2488 | 09/30/2023 | Payroll | 1 | EFT | | 5,155.09 | PP 09.01.23-09.30.23 |
| 2489 | 09/30/2023 | Payroll | 1 | EFT | | 6,167.72 | PP 09.01.23-09.30.23 |
| 2490 | 09/30/2023 | Payroll | 1 | EFT | | 6,994.27 | PP 09.01.23-09.30.23 |
| 2491 | 09/30/2023 | Payroll | 1 | EFT | | 4,840.42 | PP 09.01.23-09.30.23 |
| 2492 | 09/30/2023 | Payroll | 1 | EFT | | 136.78 | PP 09.01.23-09.30.23 |
| 2493 | 09/29/2023 | Payroll | 1 | EFT | AWC Employee Benefit Trust | 16,899.10 | Pay Cycle(s) 09/30/2023 To 09/30/2023 - Medical; Pay Cycle(s) 09/30/2023 To 09/30/2023 - Dental; Pay Cycle(s) 09/30/2023 To 09/30/2023 - Vision |
| 2494 | 09/29/2023 | Payroll | 1 | EFT | Colonial Life | 110.97 | Pay Cycle(s) 09/30/2023 To 09/30/2023 - Disability; Pay Cycle(s) 09/30/2023 To 09/30/2023 - Life Insurance |
| 2495 | 09/29/2023 | Payroll | 1 | EFT | Department of Retirement Systems | 15,688.73 | Pay Cycle(s) 09/30/2023 To 09/30/2023 - PERS2; Pay Cycle(s) 09/30/2023 To 09/30/2023 - DCP |
| 2496 | 09/29/2023 | Payroll | 1 | EFT | EFTPS Tax Payment | 26,381.20 | 941 Deposit for Pay Cycle(s) 09/30/2023 - 09/30/2023 |
| 2497 | 09/29/2023 | Payroll | 1 | EFT | HRA VEBA Trust Contributions | 9,769.57 | Pay Cycle(s) 09/30/2023 To 09/30/2023 - HRA VEBA |
| 2498 | 09/29/2023 | Payroll | 1 | EFT | State of WA Dept of Social & Health Serv | 738.43 | Pay Cycle(s) 09/30/2023 To 09/30/2023 - WA Child Support |
| 2606 | 10/19/2023 | Claims | 1 | EFT | Department of Revenue | | Check was generated in error prior to approval process |
| 2607 | 10/19/2023 | Claims | 1 | EFT | A&J Select | | Check was generated in error prior to approval process |
| 2608 | 10/19/2023 | Claims | 1 | EFT | Avista Utilities | | Check was generated in error prior to approval process |
| 2609 | 10/19/2023 | Claims | 1 | EFT | BSK Associates | | Check was generated in error prior to approval process |
| 2610 | 10/19/2023 | Claims | 1 | EFT | Bell Design Company Inc | | Check was generated in error prior to approval process |
| 2611 | 10/19/2023 | Claims | 1 | EFT | Cascade Columbia Distribution | | Check was generated in error prior to approval process |
| 2612 | 10/19/2023 | Claims | 1 | EFT | CenturyLink | | Check was generated in error prior to approval process |
| 2613 | 10/19/2023 | Claims | 1 | EFT | Centurylink Comm Inc | | Check was generated in error prior to approval process |
| 2614 | 10/19/2023 | Claims | 1 | EFT | City of Stevenson | | Check was generated in error prior to approval process |
| 2615 | 10/19/2023 | Claims | 1 | EFT | Columbia Gorge Excavation LLC | | Check was generated in error prior to approval process |

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|-------|------------|--------|--------|-------|--|--------|--|
| 2616 | 10/19/2023 | Claims | 1 | EFT | Columbia Hardware Inc | | Check was generated in error prior to approval process |
| 2617 | 10/19/2023 | Claims | 1 | EFT | Columbia River Disposal | | Check was generated in error prior to approval process |
| 2618 | 10/19/2023 | Claims | 1 | EFT | Kaitlyn M Conrath | | Check was generated in error prior to approval process |
| 2619 | 10/19/2023 | Claims | 1 | EFT | Consolidated Supply Company | | Check was generated in error prior to approval process |
| 2620 | 10/19/2023 | Claims | 1 | EFT | DCG/Watershed, Inc. | | Check was generated in error prior to approval process |
| 2621 | 10/19/2023 | Claims | 1 | EFT | DeVaul Publishing | | Check was generated in error prior to approval process |
| 2622 | 10/19/2023 | Claims | 1 | EFT | Department of Natural Resources | | Check was generated in error prior to approval process |
| 2623 | 10/19/2023 | Claims | 1 | EFT | Ecological Land Services Inc | | Check was generated in error prior to approval process |
| 2624 | 10/19/2023 | Claims | 1 | EFT | Financial Consulting Solutions Group Inc | | Check was generated in error prior to approval process |
| 2625 | 10/19/2023 | Claims | 1 | EFT | Flo Analytics | | Check was generated in error prior to approval process |
| 2626 | 10/19/2023 | Claims | 1 | EFT | Geotechnical Resources Inc | | Check was generated in error prior to approval process |
| 2627 | 10/19/2023 | Claims | 1 | EFT | Grayling Engineers | | Check was generated in error prior to approval process |
| 2628 | 10/19/2023 | Claims | 1 | EFT | Gregory Scott Cheney | | Check was generated in error prior to approval process |
| 2629 | 10/19/2023 | Claims | 1 | EFT | H2Oregon | | Check was generated in error prior to approval process |
| 2630 | 10/19/2023 | Claims | 1 | EFT | Harper Houf Peterson Righellis Inc | | Check was generated in error prior to approval process |
| 2631 | 10/19/2023 | Claims | 1 | EFT | Hood River Sand & Gravel, Inc | | Check was generated in error prior to approval process |
| 2632 | 10/19/2023 | Claims | 1 | EFT | Integrity Safety Services Inc | | Check was generated in error prior to approval process |
| 2633 | 10/19/2023 | Claims | 1 | EFT | Jammie's Environmental Inc | | Check was generated in error prior to approval process |
| 2634 | 10/19/2023 | Claims | 1 | EFT | Kilmer, Voorhees & Laurick P.C. | | Check was generated in error prior to approval process |
| 2635 | 10/19/2023 | Claims | 1 | EFT | Kimball Midwest | | Public Works Supplies - Voided |
| 2636 | 10/19/2023 | Claims | 1 | EFT | Tyler MacKinnon | | Check was generated in error prior to approval process |
| 2637 | 10/19/2023 | Claims | 1 | EFT | Main Street - Singh | | Check was generated in error prior to approval process |
| 2638 | 10/19/2023 | Claims | 1 | EFT | Maul Foster Alongi | | Check was generated in error prior to approval process |
| 2639 | 10/19/2023 | Claims | 1 | EFT | Northwest Graphic Works LLC | | Check was generated in error prior to approval process |
| 2640 | 10/19/2023 | Claims | 1 | EFT | Office of State Treasurer-Cash Mgmt Di | | October 2023 Remittance - Voided |
| 2641 | 10/19/2023 | Claims | 1 | EFT | One Call Concepts Inc | | Check was generated in error prior to approval process |
| 2642 | 10/19/2023 | Claims | 1 | EFT | PUD No 1 of Skamania County | | Check was generated in error prior to approval process |
| 2643 | 10/19/2023 | Claims | 1 | EFT | Petty Cash | | Check was generated in error prior to approval process |
| 2644 | 10/19/2023 | Claims | 1 | EFT | QCL Inc | | Check was generated in error prior to approval process |
| 2645 | 10/19/2023 | Claims | 1 | EFT | RADCOMP Technologies | | Check was generated in error prior to approval process |

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|-------|------------|---------|--------|-------|--|----------|--|
| 2646 | 10/19/2023 | Claims | 1 | EFT | Rick May | | Check was generated in error prior to approval process |
| 2647 | 10/19/2023 | Claims | 1 | EFT | Ricoh USA Inc | | Check was generated in error prior to approval process |
| 2648 | 10/19/2023 | Claims | 1 | EFT | John P Schulze | | Check was generated in error prior to approval process |
| 2649 | 10/19/2023 | Claims | 1 | EFT | Sea-Western Inc | | Check was generated in error prior to approval process |
| 2650 | 10/19/2023 | Claims | 1 | EFT | Skamania County Chamber of Commerce | | Check was generated in error prior to approval process |
| 2651 | 10/19/2023 | Claims | 1 | EFT | Skamania County Department of Public Wor | | Check was generated in error prior to approval process |
| 2652 | 10/19/2023 | Claims | 1 | EFT | Skamania County Economic Development | | Check was generated in error prior to approval process |
| 2653 | 10/19/2023 | Claims | 1 | EFT | Skamania County Probation | | Check was generated in error prior to approval process |
| 2654 | 10/19/2023 | Claims | 1 | EFT | Skamania County Prosecutor | | Check was generated in error prior to approval process |
| 2655 | 10/19/2023 | Claims | 1 | EFT | Skamania County Sheriff | | Check was generated in error prior to approval process |
| 2656 | 10/19/2023 | Claims | 1 | EFT | Skamania County Solid Waste Department | | Check was generated in error prior to approval process |
| 2657 | 10/19/2023 | Claims | 1 | EFT | Skamania County Treasurer | | Check was generated in error prior to approval process |
| 2658 | 10/19/2023 | Claims | 1 | EFT | State Auditor's Office | | Check was generated in error prior to approval process |
| 2659 | 10/19/2023 | Claims | 1 | EFT | Stellar J Corporation | | Check was generated in error prior to approval process |
| 2660 | 10/19/2023 | Claims | 1 | EFT | Timothy Charles Shell | | Check was generated in error prior to approval process |
| 2661 | 10/19/2023 | Claims | 1 | EFT | US Bank Safekeeping | | Check was generated in error prior to approval process |
| 2662 | 10/19/2023 | Claims | 1 | EFT | US Bank Voyager Fleet Systems | | Check was generated in error prior to approval process |
| 2663 | 10/19/2023 | Claims | 1 | EFT | US Bank | | Incorrect Bars Distributions |
| 2664 | 10/19/2023 | Claims | 1 | EFT | USA Bluebook | | Check was generated in error prior to approval process |
| 2665 | 10/19/2023 | Claims | 1 | EFT | Understory Landscape Architecture, LLC | | Check was generated in error prior to approval process |
| 2666 | 10/19/2023 | Claims | 1 | EFT | Urban Forest Nursery, Inc. | | Check was generated in error prior to approval process |
| 2667 | 10/19/2023 | Claims | 1 | EFT | Verizon Wireless | | Check was generated in error prior to approval process |
| 2668 | 10/19/2023 | Claims | 1 | EFT | Wallis Engineering PLLC | | Check was generated in error prior to approval process |
| 2669 | 10/19/2023 | Claims | 1 | EFT | Waste Connections Vancouver District 2 | | Check was generated in error prior to approval process |
| 2670 | 10/19/2023 | Claims | 1 | EFT | Wave Division Holdings LLC | | Check was generated in error prior to approval process |
| 2671 | 10/19/2023 | Claims | 1 | EFT | Carson J Whitney | | Check was generated in error prior to approval process |
| 2680 | 10/19/2023 | Claims | 1 | EFT | Department of Revenue | 7,789.99 | September 2023 Taxes |
| 2479 | 09/30/2023 | Payroll | 1 | 17244 | | 136.78 | PP 09.01.23-09.30.23 |
| 2482 | 09/30/2023 | Payroll | 1 | 17245 | | 136.78 | PP 09.01.23-09.30.23 |
| 2486 | 09/30/2023 | Payroll | 1 | 17246 | | 3,647.77 | PP 09.01.23-09.30.23 |

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|-------|------------|---------|--------|-------|--|-----------|--|
| 2499 | 09/29/2023 | Payroll | 1 | 17247 | City of Stevenson | 319.38 | Pay Cycle(s) 09/30/2023 To 09/30/2023 - City Payback |
| 2500 | 09/29/2023 | Payroll | 1 | 17248 | WGAP Washington Gorge Action Program | 68.38 | Pay Cycle(s) 09/30/2023 To 09/30/2023 - Food Bank |
| 2551 | 10/10/2023 | Claims | 1 | 17249 | Lannie Perkins | | Check was printed on the backside |
| 2554 | 10/11/2023 | Claims | 1 | 17250 | Lannie Perkins | 1,000.00 | Testing Fees for CDL |
| 2681 | 10/19/2023 | Claims | 1 | 17251 | A&J Select | 16.12 | September 2023 Statement |
| 2682 | 10/19/2023 | Claims | 1 | 17252 | Avista Utilities | 129.90 | September 2023 Statement |
| 2683 | 10/19/2023 | Claims | 1 | 17253 | BSK Associates | 1,740.75 | September 2023 WWTP Sampling; Long Term Water Supply Hegewald Well |
| 2684 | 10/19/2023 | Claims | 1 | 17254 | Bell Design Company Inc | 2,482.00 | Engineering Standards Update 8.12.23 & 9.8.23 |
| 2685 | 10/19/2023 | Claims | 1 | 17255 | Cascade Columbia Distribution | 1,558.88 | Water Plant PAX |
| 2686 | 10/19/2023 | Claims | 1 | 17256 | CenturyLink | 152.85 | October 2023 WWTP Phone; October 2023 Kanaka Creek |
| 2687 | 10/19/2023 | Claims | 1 | 17257 | Centurylink Comm Inc | 46.91 | September Statement |
| 2688 | 10/19/2023 | Claims | 1 | 17258 | City of Stevenson | 3,545.22 | September 2023 Statement; September 2023 Statement; September 2023 Statement; September 2023 Statement; September 2023 Statement; September 2023 Statement; September 2023 Statement; September 2023 Sta |
| 2689 | 10/19/2023 | Claims | 1 | 17259 | Class 5 | 315.06 | November 2023 Statement Monthly Phone; November 2023 Statement |
| 2690 | 10/19/2023 | Claims | 1 | 17260 | CAT Columbia Area Transit | 10,000.00 | Dog Mountain Service 4.29.2023-6.19.2023 |
| 2691 | 10/19/2023 | Claims | 1 | 17261 | Columbia Gorge Excavation LLC | 323.10 | Del Ray & Vancouver Ave Digoutss |
| 2692 | 10/19/2023 | Claims | 1 | 17262 | Columbia Gorge Racing Association | 3,000.00 | 2023 Gorge Olympic Cup Expenses |
| 2693 | 10/19/2023 | Claims | 1 | 17263 | Columbia Hardware Inc | 640.49 | September 2023 Statement |
| 2694 | 10/19/2023 | Claims | 1 | 17264 | Columbia River Disposal | 205.97 | September 2023 Garbage Service |
| 2695 | 10/19/2023 | Claims | 1 | 17265 | Kaitlyn M Conrath | 86.50 | Mary Corey Retirement Cake/Drinks |
| 2696 | 10/19/2023 | Claims | 1 | 17266 | Consolidated Supply Company | 248.38 | Water Distribution Equipment |
| 2697 | 10/19/2023 | Claims | 1 | 17267 | DCG/Watershed, Inc. | 43,264.36 | Environmental Consulting services July 2023 -Parks Master Plan Project; Environmental Consulting services August 2023 -Parks Master Plan Project; Environmental Consulting services September 2023 -Park |
| 2698 | 10/19/2023 | Claims | 1 | 17268 | DeVaul Publishing | 170.10 | Special Joint Meeting 09.28.2023; Legal Ad: Call for Tourism Promotion Proposals; Small Works Roster 10.4.2023 |
| 2699 | 10/19/2023 | Claims | 1 | 17269 | Department of Natural Resources | 2,362.59 | Fire Cache Supplies |
| 2700 | 10/19/2023 | Claims | 1 | 17270 | Ecological Land Services Inc | 546.00 | Collection System Phase I-WW Collections |
| 2701 | 10/19/2023 | Claims | 1 | 17271 | Enviro-Clean Equipment Inc | 10,145.30 | Equip for Vac Truck 10.13.2023 |
| 2702 | 10/19/2023 | Claims | 1 | 17272 | Financial Consulting Solutions Group Inc | 3,641.25 | Professional Services rendered to 09.15.2023 |
| 2703 | 10/19/2023 | Claims | 1 | 17273 | Flo Analytics | 4,408.75 | September 2023 Statement |

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|-------|------------|--------|--------|-------|--|-----------|--|
| 2704 | 10/19/2023 | Claims | 1 | 17274 | Geotechnical Resources Inc | 795.00 | Planning Assistance though 8.31.2023 |
| 2705 | 10/19/2023 | Claims | 1 | 17275 | Gorge Auto Parts Inc | 952.57 | Statement 7.20.2023-9.25.2023 |
| 2706 | 10/19/2023 | Claims | 1 | 17276 | Grayling Engineers | 622.50 | Long Term Water Supply |
| 2707 | 10/19/2023 | Claims | 1 | 17277 | Gregory Scott Cheney | 2,370.00 | September 27, 2023 Statement |
| 2708 | 10/19/2023 | Claims | 1 | 17278 | H2Oregon | 40.38 | WW Cooler H/C Rent: 5 gallons Drinking Water |
| 2709 | 10/19/2023 | Claims | 1 | 17279 | Harper Houf Peterson Righellis Inc | 2,609.60 | Gravel Road Imp. & Rock Creek Bridge |
| 2710 | 10/19/2023 | Claims | 1 | 17280 | Hood River Sand & Gravel, Inc | 831.14 | Del Ray and Vancouver Ave |
| 2711 | 10/19/2023 | Claims | 1 | 17281 | Integrity Safety Services Inc | 1,260.00 | Safety Training: First Aid/CPR Class |
| 2712 | 10/19/2023 | Claims | 1 | 17282 | Jammie's Environmental Inc | 2,799.30 | WWTP Hauling August 2023 |
| 2713 | 10/19/2023 | Claims | 1 | 17283 | Kilmer, Voorhees & Laurick P.C. | 2,060.00 | Professional Services September 2023 |
| 2714 | 10/19/2023 | Claims | 1 | 17284 | Kimball Midwest | 440.12 | Public Works Supplies |
| 2715 | 10/19/2023 | Claims | 1 | 17285 | Les Schwab Tire Center | 2,065.08 | 2 Tires for Vac-Truck |
| 2716 | 10/19/2023 | Claims | 1 | 17286 | Tyler MacKinnon | 17,232.00 | Fire Hall Doors 50% Down Payment |
| 2717 | 10/19/2023 | Claims | 1 | 17287 | Main Street - Singh | 2,676.94 | Statement 9.9.2023 |
| 2718 | 10/19/2023 | Claims | 1 | 17288 | Maul Foster Alongi | 770.00 | Columbia Realignment |
| 2719 | 10/19/2023 | Claims | 1 | 17289 | Northwest Graphic Works LLC | 3,249.22 | Sweatshirts and Tshirts for Crew |
| 2720 | 10/19/2023 | Claims | 1 | 17290 | Office of State Treasurer-Cash Mgmt Di | 581.92 | October 2023 Remittance |
| 2721 | 10/19/2023 | Claims | 1 | 17291 | One Call Concepts Inc | 10.70 | Statement 9.26.2023 |
| 2722 | 10/19/2023 | Claims | 1 | 17292 | PUD No 1 of Skamania County | 7,387.28 | Statement 09.18.2023; Statement 09.18.2023; Statement 9.26.2023; Statement 9.26.2023; Statement 10.08.2023; Statement 10.08.2023 |
| 2723 | 10/19/2023 | Claims | 1 | 17293 | Petty Cash | 324.62 | Replenish Petty Cash 10.16.2023 |
| 2724 | 10/19/2023 | Claims | 1 | 17294 | QCL Inc | 305.00 | Annual Renewal |
| 2725 | 10/19/2023 | Claims | 1 | 17295 | RADCOMP Technologies | 3,488.92 | Battery Back Ups; Statement 10.04.2023 |
| 2726 | 10/19/2023 | Claims | 1 | 17296 | Rick May | 77.50 | Refund of remainder of deposit for Geotech Review |
| 2727 | 10/19/2023 | Claims | 1 | 17297 | Ricoh USA Inc | 136.84 | September 2023 Statement |
| 2728 | 10/19/2023 | Claims | 1 | 17298 | John P Schulze | 75.00 | Commercial Driver License Learners Permit; Commercial Drivers License Application |
| 2729 | 10/19/2023 | Claims | 1 | 17299 | Sea-Western Inc | 460.90 | Fire Boots; Coaxshe Vector Wildand Fire Pant |
| 2730 | 10/19/2023 | Claims | 1 | 17300 | Skamania County Building Inspection | 5,548.35 | Cityworks City Portion 10.04.2023 |
| 2731 | 10/19/2023 | Claims | 1 | 17301 | Skamania County Chamber of Commerce | 12,168.56 | September 2023 Chamber Expenses |
| 2732 | 10/19/2023 | Claims | 1 | 17302 | Skamania County Department of Public Wor | 2,015.84 | Vancouver Avenue Sink Hole |
| 2733 | 10/19/2023 | Claims | 1 | 17303 | Skamania County Economic Development | 25.00 | Scott Anderson EDC Luncheon |
| 2734 | 10/19/2023 | Claims | 1 | 17304 | Skamania County Probation | 374.73 | September 2023 Probation Costs |
| 2735 | 10/19/2023 | Claims | 1 | 17305 | Skamania County Prosecutor | 1,500.00 | October 2023 Remittance |
| 2736 | 10/19/2023 | Claims | 1 | 17306 | Skamania County Sheriff | 4,020.00 | September 2023 Jail Services |
| 2737 | 10/19/2023 | Claims | 1 | 17307 | Skamania County Solid Waste Department | 100.65 | September 2023 Waste Disposal |
| 2738 | 10/19/2023 | Claims | 1 | 17308 | Skamania County Treasurer | 18,547.30 | October 2023 Remittance; October 2023 Remittance |
| 2739 | 10/19/2023 | Claims | 1 | 17309 | State Auditor's Office | 1,985.55 | Audit 2023 |

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|--|------------|--------|--------|-------|--|------------|---|
| 2740 | 10/19/2023 | Claims | 1 | 17310 | Stellar J Corporation | 463,286.21 | WWTP Construction and Maintenance |
| 2741 | 10/19/2023 | Claims | 1 | 17311 | Timothy Charles Shell | 2,701.00 | On-call Engineering and Development Review; Contract Administration |
| 2742 | 10/19/2023 | Claims | 1 | 17312 | US Bank Safekeeping | 32.00 | September 2023 US Bank Safekeeping Fees |
| 2743 | 10/19/2023 | Claims | 1 | 17313 | US Bank Voyager Fleet Systems | 193.99 | September 2023 Statement Fuel |
| 2744 | 10/19/2023 | Claims | 1 | 17314 | US Bank | 7,104.09 | September 2023 Statement Card 8023; September 2023 Statement Card 4631 |
| 2745 | 10/19/2023 | Claims | 1 | 17315 | USA Bluebook | 206.73 | Weld-On Bucket Hook; 2-Ton |
| 2746 | 10/19/2023 | Claims | 1 | 17316 | Understory Landscape Architecture, LLC | 9,715.04 | Park Plaza Design Phase 1 |
| 2747 | 10/19/2023 | Claims | 1 | 17317 | Urban Forest Nursery, Inc. | 2,186.31 | 8 replacement trees |
| 2748 | 10/19/2023 | Claims | 1 | 17318 | Verizon Wireless | 111.80 | September 2023 Cell Phone Charges |
| 2749 | 10/19/2023 | Claims | 1 | 17319 | Wallis Engineering PLLC | 19,124.63 | September 2023 WWTP Services; September 2023 - 2021 Collection System Services |
| 2750 | 10/19/2023 | Claims | 1 | 17320 | Waste Connections Vancouver District 2 | 17.33 | September 2023 Statement |
| 2751 | 10/19/2023 | Claims | 1 | 17321 | Wave Division Holdings LLC | 555.81 | WTP Internet Service September 2023; September 2023 Statement; September 2023 Statement; September 2023 Statement |
| 2752 | 10/19/2023 | Claims | 1 | 17322 | Carson J Whitney | 179.50 | DOT Physical/Exam; DOL Permit Carson Whitney; DOL Drivers Test Carson |
| | | | | | | 145,340.77 | |
| 001 General Expense Fund | | | | | | 145,340.77 | |
| 100 Street Fund | | | | | | 35,081.08 | |
| 103 Tourism Promo & Develop Fund | | | | | | 25,517.05 | |
| 312 Columbia Ave | | | | | | 1,695.00 | |
| 313 Park Plaza Fund | | | | | | 9,715.04 | |
| 400 Water/Sewer Fund | | | | | | 116,236.42 | |
| 410 Wastewater System Upgrades | | | | | | 482,956.84 | |
| 500 Equipment Service Fund | | | | | | 26,946.04 | |
| 630 Stevenson Municipal Court | | | | | | 591.96 | |
| | | | | | | 844,080.20 | |
| * Transaction Has Mixed Revenue And Expense Accounts | | | | | | 844,080.20 | |
| | | | | | | Claims: | 703,143.42 |
| | | | | | | Payroll: | 140,936.78 |

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|-------|------|------|--------|-------|----------|--------|------|

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

Clerk Treasurer: _____ Date: _____

Claims Vouchers Reviewed By:

Signed: _____

Signed: _____

Signed: _____

Auditing Committee (Councilmembers or Mayor)