

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**May 16, 2019**  
**6:00 PM, City Hall**

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

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

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

- a) **Special Occasion Liquor License Applications** - Skamania County Fair Board at the Fairgrounds July 25-27th for Gorgegrass and the Stevenson Volunteer Firefighters Association at the Port of Skamania June 1st from 5-9pm for Fire Fest.
- b) **\*Special Occasion Liquor License Application** - American Legion Auxiliary at the Skamania Fairgrounds on August 14-17th for the beer garden at the county fair.
- c) **Liquor License Renewals** - The Kellogg Group, LLC (Clark and Lewie's), Dudley, LLC (Big T's Grill)
- d) **Minutes** of April 18, 2019 City Council Meeting. (p. 5)

MOTION: To approve Consent Agenda items a-d.

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

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

- a) **6:15 - Single Family Residences in C1 Moratorium** - City Administrator Leana Kinley presents Resolution 2019-333 regarding adoption of the Findings of Fact to support Ordinance 2019-1143 and Ordinance 2019-1143 extending a moratorium on construction of new single-family residences in the C1 zone for public comment and council consideration. (p. 14)

MOTION: To approve Resolution 2019-333 adopting the Findings of Fact to support Ordinance 2019-1143.

MOTION: To approve Ordinance 2019-1143 extending a moratorium on construction of new single-family residences in the C1 zone.

- b) 6:30 - Detached Accessory Dwelling Units (ADUs) and Utility Fees** - City Community Development Director Ben Shumaker presents to council Ordinance 2019-1141 for council consideration regarding allowing detached ADUs in residential zones for consideration. Staff also presents the attached memo regarding how water and sewer utilities associated with ADUs should be applied. (p. 19)

MOTION: To approve ordinance 2019-1141 amending the Stevenson zoning code (SMC title 17) to allow detached accessory dwelling units; clarifying the use categories within SMC 17.13.020 and SMC 17.13.050; and repealing portions of ordinances 1073, 2017-1103 and 2017-1104.

- c) 6:45 - Transportation Improvement Program** - Public Works Director Eric Hansen will present the updated Six-Year Transportation Improvement Program (TIP) for public input and council review. This is the first of two scheduled public hearings for the annual TIP update. (p. 46)

## 6. OLD BUSINESS:

- a) Discuss Copier Lease** - The lease for the small copier expires in June. City Administrator Leana Kinley will present options from multiple vendors to replace both city copiers through either a lease or outright purchase. (p. 54)

MOTION: To approve the contract with \_\_\_\_ for the purchase of two copiers in the amount of \_\_\_\_\_ and for the service contract at the rates listed.

- b) Discuss Scheduling Joint Meeting with Fire Department** - Staff suggests scheduling a special joint meeting with the Fire Department to further discuss the Fire Hall project. Direction on agenda items and goals of the meeting from council will be discussed.
- c) Sewer Plant Update** - Public Works Director Eric Hansen will provide an update on the Stevenson Wastewater System and the Compliance Schedule.

## 7. NEW BUSINESS:

- a) Letter to Commissioners Regarding I-1639** - City Administrator Leana Kinley presents the attached draft letter to the Skamania County Commissioners regarding the enforcement of I-1639 for council consideration. (p. 88)

MOTION: To approve the letter to the Skamania County Commissioners (as drafted/with changes as discussed).

- b) Discuss Financial Software System** - City Administrator Leana Kinley presents the attached memo regarding a change to the city's financial software from Vision Municipal Solutions to BIAS Software for council discussion. (p. 89)

MOTION: To approve the contract with BIAS for financial software services in the amount of \_\_\_\_\_ for 2019.

- c) Approve Contract Amendment with Wallis Engineering** - Public Works Director Eric Hansen requests approval of the attached contract amendment in the amount of \$22,676.34 for a total revised contract amount of \$224,224.17 for additional Right of Way acquisition and public outreach for the Russell Avenue Improvement project. (p. 99)

MOTION: To approve the contract amendment with Wallis Engineering in the amount of \$22,676.34 for a total revised contract amount of \$224,224.17.

- d) Amending Metropolitan Park District Resolution** - City Administrator Leana Kinley requests an amendment to correct to form of Resolution 2019-328. A copy of the redlined version is attached. (p. 107)

MOTION: To amend resolution 2019-328 as presented to correct to form.

## 8. INFORMATION ITEMS:

- a) Chamber of Commerce Activities** - The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in April. (p. 108)
- b) Planning Commission Minutes** - Minutes are attached from the 4/8/19 Planning Commission meeting. (110)
- c) Sheriff's Report** - A copy of the Skamania County Sheriff's report for April is attached for council review. (p. 114)
- d) Municipal Court Cases Filed** - A summary of Stevenson Municipal Court cases recently filed is attached for council's review. (p. 119)
- e) \*Fire Department Report** - The attached report describes some of the activities conducted by the Fire Department in April. (p. 120)

## 9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Eric Hansen, Public Works Director

b) Ben Shumaker, Community Development Director

c) Leana Kinley, City Administrator

**10. VOUCHER APPROVAL AND INVESTMENTS UPDATE:** Will be provided at the council meeting.

a) \*March 2019 payroll & April 2019 A/P checks have been audited and are presented for approval. March payroll checks 13333 thru 13340 total \$99,614.01 which includes one EFTPS and five ACH payments. A/P Checks 13341 thru 13410 total \$125,087.36 which includes two ACH payments. The A/P Check Register and Fund Transaction Summary are attached for your review. Detailed claims vouchers will be available for review at the Council meeting. No investment activity in March 2019.

April 2019 payroll & May 2019 A/P checks have been audited and are presented for approval. April payroll checks 13411 thru 13419 total \$99,430.77 which includes one EFTPS and five ACH payments. A/P Checks 13469 thru 13526 total \$167,545.41 which includes two ACH payments. The A/P Check Register and Fund Transaction Summary are attached for your review. Detailed claims vouchers will be available for review at the Council meeting. No investment activity in April 2019. (p. 121)

**11. MAYOR AND COUNCIL REPORTS:**

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

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

- a) a) RCW 42.30.110.1(b) to consider the selection of a site or the acquisition of real estate.
- b) \*b) RCW 42.30.110 (g) to review the performance of a public employee.

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

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**UPCOMING MEETINGS AND EVENTS:**

- EMS Street Fair May 18, 11-2 pm.
- Memorial Day-City Offices Closed, May 27th
- Firefighters Fest, Port of Skamania, June 1st, 5-9 pm



**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**April 18, 2019**  
**6:00 PM, City Hall**

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**1. CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor Scott Anderson called the meeting to order at 6:02 p.m, led the group in reciting the pledge of allegiance and conducted roll call.

**PRESENT**

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

**ABSENT**

Councilmember Jenny Taylor

**MOTION:** To retroactively excuse Councilmembers Weissfeld and Knudsen from the March meeting and excuse Councilmember Taylor from tonight's meeting made by Councilmember Knudsen, Seconded by Councilmember Muth.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Knudsen

**2. CHANGES TO THE AGENDA:** None

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

- a) **Liquor License Renewal** - Fraternal Order of Eagles Aeri, Skamania Lodge (DH Washington Management LLC, Terrapins Lessee, LLC per WAC)
- b) **\*Liquor License Assumption** - Skamania Lodge license transfer from DH Washington Management LLC, Terrapins Lessee, LLC to Benchmark Stevenson, LLC
- c) **Special Occasion Liquor License Application** - Oregon Academy of Family Physicians at the Columbia Gorge Interpretive Center May 2 from 5:30-7:30 pm.
- d) **Minutes** of March 21, 2019 City Council Meeting.

MOTION: To approve Consent Agenda items a-d made by Councilmember Muth, Seconded by Councilmember Knudsen.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Knudsen

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

Community member Mary Repar noted the recent County Commissioners meeting and the Sheriff's input regarding I-1639. She asked the Council to take a stand on this issue.

City Attorney Ken Woodrich noted a recent letter he was asked to write on behalf of Washougal City Council in regards to the same initiative. In Washington, the statues are constitutional unless overturned. Council consensus to move forward with a letter similar to Washougal. Anderson suggested tabling until next month to allow Council time to review initiative information and Woodrich's Washougal letter.

Muth noted, in full disclosure, that he was asked by Sheriff Brown to present a lawsuit to the county but he did not move forward and is not further involved.

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

- a) **Sewer Plant Update** - Public Works Director Eric Hansen provided an update on the Stevenson Wastewater System and the Compliance Schedule.

Hansen asked for input regarding John Mercer with Brewery Wastewater Inc to bring him in to work with the city and consult with the brewers and beverage companies.

Council asked about cost and who would pay for the cost. Hansen does not expect it to cost more than \$6,000. Council considered sharing the cost with industry users. Council was interested in moving forward with understanding industry user involvement in this process and a possible contract with Mercer.

#### **6. NEW BUSINESS:**

- a) **\*Wallis Engineering WWTP Design Contract** - City Administrator Leana Kinley presented the attached contract from Wallis Engineering for the design of the city's wastewater treatment plant and collection system in the amount of \$389,478.

Wallis Engineering representative Mike Conway was in attendance and shared excitement in working with the city. Highlighted things that can be changed in the system to better support the overall plant at this time.

MOTION: To approve the contract with Wallis Engineering for the design of the city's wastewater system in the amount of \$389,478 made by Councilmember Hendricks, Seconded by Councilmember Weissfeld.

Anderson asked for further discussion and Muth questioned the language in the contract regarding waiving consequential damages. Woodrich suggested adding language in Section M "in excess of insurance limits required here under".

MOTION: To amend the Wallis Engineering contract to include a revision to Section M consequential damage limitation to state, "in excess of insurance limits required hereunder" made by Councilmember Muth, Seconded by Councilmember Knudsen. No further discussion.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Knudsen

No further discussion on the motion as amended.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Knudsen

- b) EDA Grant Application Preliminary Engineering Report - City**  
Administrator Leana Kinley presented contract amendment #3 with Tetra Tech in the amount of \$10,977 for a total revised contract amount of \$355,709 to complete the PER for the EDA Grant application for council ratification.

MOTION: To approve ratification of amendment #3 of the Tetra Tech contract in the amount of \$10,977 for a total revised contract amount of \$355,709 made by Councilmember Weissfeld, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Knudsen

- c) Road Diet Ordinance 2019-1142 - Community Development Director Ben Shumaker presented Ordinance 2019-1142 adopting a road diet by reducing the road width requirements of certain streets for council deliberation.**

Planning Commission reviewed proposals from Planning and Public Works staff regarding a reduction in street widths for Local and Private streets and settled on what is noted in bold.

Council asked how the standards were originally reached. Shumaker noted that there was an urgent need to adopt standards based on growth and standards from other cities were copied. Council also discussed how the road diet could support affordable housing and Shumaker confirmed it supports in two ways: 1. in the upfront cost and 2. average repaving cost decreases (middle of page 3). Council asked about rebuilding of existing streets. Shumaker explained that the standards set are for future development but could support building and rebuilding. Council noted the comprehensive plan and how narrow streets lead to a more rural feel.

Shumaker asked for feedback on planter strips. Council discussed the need for maintenance versus separating traffic from pedestrians. Council also discussed making it optional versus required. Council majority to move forward with required planter strips at a minimum width of 3 feet.

Shumaker spoke on behalf of the Planning Commission, which voted in favor of a reduction to the minimum total Right of Way and total pavement width as long as staff and elected officials work together. This led to the requirement for the City Council, Fire Marshal and Planning Commission to all agree and verify there's enough lot area for off street parking for a minimum total pavement width of 28' for Local residential streets.

Shumaker moved onto private streets. There were minor differences in the language between the Standards and the Stevenson Municipal Code regarding what goes on a plat for private streets. Public Works recommendation is to go with what is in the code. Further, no to sidewalks will be required on private streets that serve a maximum of four homes.

Council also discussed striping all roads. Planning Commission recommended requiring stripes, a majority of council concurred.

**MOTION:** To approve ordinance 2019-1142 adopting a "road diet" by amending the street width requirements of the Stevenson Engineering Standards Volume 1- Design and Planning, Chapter 2-Streets made by Councilmember Knudsen, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks,  
Councilmember Knudsen  
Voting Nay: Councilmember Muth

- d) **Discuss Copier Lease** - The lease for the small copier will soon expire. City Administrator Kinley presented options from multiple vendors to replace the small copier and possibly the large copier, which is close to the end of its life.

Kinley explained that the current pricing is cheaper than the vendors options because the current copier is owned. The current average monthly cost is about \$265 a month and a print cost of \$170 a month. There are three companies currently being analyzed for cost. Kinley noted the CTX lease cost is the lowest and print cost is average.

Anderson suggested looking at the cost of buying a copier versus the leases discussed tonight. This discussion will continue at next month's meeting.

## 7. INFORMATION ITEMS:

- a) **Chamber of Commerce Activities** - A report was attached which described some of the activities conducted by the Skamania County Chamber of Commerce in March, 2019.
- b) **\*Fire Department Report** - A report was attached which described some of the activities conducted by the Fire Department in March, 2019.
- c) **Municipal Court Cases Filed** - A summary of Stevenson Municipal Court Cases recently filed were presented for Council's review.
- d) **Planning Commission Minutes** - Minutes were attached from the 2/19/19 and 3/11/19 Planning Commission meetings.
- e) **Sheriff's Report** - A copy of the Skamania County Sheriff's report for March 2019 was attached for council review.
- f) **2019 Election Information** - A flyer containing information on important dates and steps for filing candidacy for open positions was attached. There are three councilmember positions up in 2019 - Paul Hendricks, Position 3; Jenny Taylor, Position 4; and Matthew Knudsen, Position 5. The candidate winning the seat for Position 5 will serve the remainder of 2019 and then a full four-year term beginning in 2020.
- g) **Building Permits Issued** - Building Inspector Karl Russell reported that there are 15 active SFRs, 1 active ADU/Garage, 1 active Tri-Plex

(McCloskey), 1 Lodge Pavilion, 4 Cabins (Sikora), 1 Change of Occupancy-Hardware Store in Stevenson. On the horizon are at least two more tree houses at the Lodge, Multi-family on the Storie property, 3 SFRs in Hidden Ridge, 1 triplex and 1 townhouse on Vancouver (Cox's old lot). North Bonneville has 1 active SFR, 1 active townhouse, 1 larger plumbing remodel for the Addiction Recovery Network building, 1 sausage/butcher store finalized and 1 brewery/restaurant on the horizon (already OK'd by planning and DOE).

- h) **\*Financial Report** - City Administrator Leana Kinley presented the City's Financial Report for year-to-date revenues and expenditures through March 31, 2019.

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

- a) Eric Hansen, Public Works Director

Contacted by Napa Auto Parts requesting a loading zone near their loading door. Proposing Monday through Friday 7 a.m. to 6 p.m. and will paint, maintain and provide signage. It would be an ordinance change. Woodrich suggested temporary loading zone until the downtown plan is adopted and council concurred.

Russell Avenue is currently being fast tracked. Undergrounding scheduled for the summer. Council asked about the inconvenience to downtown businesses and Hansen confirmed it won't be limiting access to the water. Currently considering business agreements for awnings which are now considered an encroachment.

Del Rey trail maintenance this Saturday. The downtown association will also be unveiling the new mural.

- b) Ben Shumaker, Community Development Director

Connector trail to Pothole Road maintenance also underway on Saturday.

The Planning Commission is close to being ready to forward the recommendation changes to the accessory dwelling unit (ADU) ordinances. This will likely come to City Council at the next meeting.

The downtown plan is starting up. The city has held preliminary meetings and will push forward in May.

The city followed up on a nuisance enforcement case for property owner who did clearing along shoreline of a fish bearing stream. Property owner chose to move forward with the Department of Natural Resources and they continued to clear without DNR oversight or support. At this point, it is a DNR case.

c) Leana Kinley, City Administrator

The phones at City Hall have been crackling and dropping calls. Kinley is currently working on an RFP for a phone system.

City staff continues to struggle with the financial software system currently in use. Kinley looking into other systems, services and costs.

The city staff is working on a CDBG survey that the state is funding. It involves income surveys in the community, both within the city limits as well as Fire District 2. The city will inform community members that it is a legitimate survey through press releases and mailings. Any funding could be applied to the new Fire Hall or other projects.

The Department of Commerce Energy Grant decision for the smart meters has been delayed another month and a half.

North Bonneville has determined that they do not want to be part of the pool district. With the district, five commissioner positions will be opened. Election in August will provide more information about the pool and how this moves forward. Pool representatives will be present at the next Council meeting to ask for money to get them through the year until the levy funding is available.

The city is working with the Port Waterfront Project to move it forward and get the trail completed this year. Current challenges include cost and requested the city pay for one-third of the estimated \$10,000 in additional costs to revise and implement the Port's mitigation planting plan. Kinley will bring an agreement forward regarding a current permit with the city for the shoreline. Shumaker noted that the Port will first get mitigation plan approval from the Corps and then, if necessary, further approval and permit revision with the city.

The city received the fire needs assessment final report on the Fire Hall project. The report includes geotech and wetlands report. There have been discussions with staff regarding not moving forward with the Fire Hall project as is, but such discussions have not come forward to Council yet. To do so, Kinley says the Fire Department would have

to reconsider their requirements. Weissfeld requested more discussion on the Fire Hall at the next Council meeting.

Current Minute Taker Claire Baylor is relocating and will be replaced by Johanna Roe. Roe will start next month.

Kinley will meet with the Washington Cities Insurance Agencies next week.

The water plant roof is experiencing multiple leaks. Overall will be needing a new roof but will be considering smaller fixes in the meantime. One quote to tear off and redo is \$200,000 to \$300,000 dollars and one quote to roof over what's there is \$80,000. In other water plant news, new coagulant being used has helped reduce some spiking.

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

- a) \*March 2019 payroll & April 2019 A/P checks have been audited and are presented for approval. March payroll checks 13333 thru 13340 total \$99,614.01 which includes one EFTPS and five ACH payments. A/P Checks 13332 and 13341 thru 13410 total \$125,087.36 which includes two ACH payments. The A/P Check Register and Fund Transaction Summary are attached for your review. Detailed claims vouchers will be available for review at the Council meeting. No investment activity in March 2019.

Kinley noted that the vouchers currently in the agenda are different than what was sent out earlier in the day. Councilmember Weissfeld questioned a difference in the balance on the cover sheet from the supporting documentation. Kinley will review and present the vouchers at the next meeting for approval.

#### **10. MAYOR AND COUNCIL REPORTS:**

Councilmember Hendricks

Hendricks noted being approached by a resident recently regarding the building process and, in working with the city, how each step was held off by the completion of the step before. Hendricks asked about a checklist with all steps listed and Shumaker noted that there is a checklist. The city office staff is working on getting it included in packets and having it checked when people come into City Hall in the future. The process is a work in progress but the current checklist concern has been fixed.



Councilmember Weissfeld

The PDC passed a threshold in the number of people registered to vote in the county. As a result, Weissfeld was asked to submit a financial form and wanted to inform other elected officials to also submit the form.

Weissfeld requested an update on the affordable housing project with the land trust discussed last month. She would like to have a conversation about the Chinidere property that has recently been put up for sale.

The EDC terminated their contract with Radcomp and reported moving to another company provided financial savings. Anderson noted that the city does not have a contract with Radcomp as the services are different.

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

**12. EXECUTIVE SESSION** - City Council convened in Executive Session under:

- a) RCW 42.30.110.1(i) to discuss with legal counsel representing the agency potential litigation.

No decisions were made and staff was directed to proceed as discussed.

**13. ADJOURNMENT** - Mayor adjourned the meeting at 8:26 p.m.

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Minutes by Claire Baylor

**CITY OF STEVENSON  
RESOLUTION 2019-333**

**ADOPTING FINDINGS OF FACTS SUPPORTING SINGLE FAMILY RESIDENCES IN  
THE C1 ZONE MORATORIUM RENEWAL ORDINANCE**

**WHEREAS**, the City Council for Stevenson, Washington previously approved Single-Family Residences in the C1 Zone Moratorium Ordinance No. 2018-1130 on December 6, 2018; and

**WHEREAS**, the City has not completed the downtown plan to address this issue; and

**WHEREAS**, RCW 35A.63.220 requires a City to conduct a public hearing and adopt Findings of Fact supporting the moratorium; and

**WHEREAS**, on May 16<sup>th</sup> a public hearing was opened at a regular public meeting and the public and staff gave testimony concerning the single-family residences in the C1 zone construction moratorium.

**NOW THEREFORE**, the City Council of the City of Stevenson, Washington, does hereby resolve as follows:

The City Council of the City of Stevenson adopts the following findings of fact:

1. The City has listed in the 2013 Comprehensive Plan to, “consider allowing new single-family development in the downtown area as conditional uses according to specific criteria such as the presence of lot sizes to small to support new commercial uses.”
2. In October 19<sup>th</sup> and 20<sup>th</sup>, 2018 council met and developed a strategic plan which included a goal for the downtown to increase the mixed-use development by 2024.
3. The look and feel of the City’s downtown and waterfront districts are vital to the overall health of the City’s community and residents’ quality of life.
4. Vacant lands within the downtown and waterfront districts are in very short supply.
5. The City has begun the development of a downtown plan including a traffic study and design standards, which is expected to be complete by the October council meeting.
6. The current C1 zone allows single-family residences and any property owner submitting a complete application for a new single-family residence would be vested to the code at the time of application.
7. The city needs time to adopt reasonable standards for conditional uses in the C1 zone for single-family residences as outlined in the Comprehensive Plan to better protect the character and vitality of the community.

Passed by a vote of \_\_\_\_\_ at the regular city council meeting of May 16, 2019.

\_\_\_\_\_  
Scott Anderson  
Mayor of Stevenson

\_\_\_\_\_  
Leana Kinley  
Clerk Treasurer

APPROVED AS TO FORM:

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

**City of Stevenson  
Ordinance No. 2019-1143**

**AN ORDINANCE RELATED TO SINGLE-FAMILY RESIDENCES IN THE C1 ZONE OF THE CITY AND PURSUANT TO RCW 35A.63.220 AND OTHER APPROPRIATE AUTHORITY AUTHORIZING A MORATORIUM EXTENSION ON FURTHER NEW CONSTRUCTION OF SINGLE-FAMILY RESIDENCES AND APPLICATIONS FOR NEW CONSTRUCTION OF SINGLE-FAMILY RESIDENCES AS MORE PARTICULARLY SET FORTH HEREIN.**

**WHEREAS**, the City of Stevenson finds the need to regulate zoning standards for new construction of single-family residences (SFR) within the Commercial C1 zone; and

**WHEREAS**, the City is in the process of reviewing its downtown zoning standards to address this issue, which will take time; and

**WHEREAS**, a moratorium on further filing and processing of applications for the new construction of SFRs is necessary while the City completes the review of the appropriate zoning standards, or otherwise mitigates its impacts; and

**WHEREAS**, the Stevenson City Council finds that the City's ability to preserve the look and feel of the city as outlined in the adopted Comprehensive Plan will be jeopardized unless this moratorium is authorized; and

**WHEREAS**, the Stevenson City Council finds that the authorization of this moratorium is necessary to protect the health, welfare, safety and future economic viability of the City; and

**WHEREAS**, RCW 35A.63.220 provides that, "A council or board that adopts a moratorium or interim zoning control, without holding a public hearing on the proposed moratorium or interim zoning control, shall hold a public hearing on the adopted moratorium or interim zoning control within at least sixty days of its adoption, whether or not the council or board received a recommendation on the matter from the commission. If the council or board does not adopt findings of fact justifying its action before this hearing, then the council or board shall do so immediately after this public hearing. A moratorium or interim zoning control adopted under this section may be effective for not longer than six months, but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period. A moratorium or interim zoning control may be renewed for one or more six-month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal"; and

**WHEREAS**, RCW 36.70A.390 provides that, "A county or city governing body that adopts a moratorium, interim zoning map, interim zoning ordinance, or interim official control without holding a public hearing on the proposed moratorium, RCW 35A.63.220 or RCW 36.70A.390, shall hold a public hearing on the adopted moratorium, interim zoning map, interim zoning ordinance, or interim official control within at least sixty days of its adoption, whether or not the governing body received a recommendation on the matter from the planning commission or

department. If the governing body does not adopt findings of fact justifying its action before this hearing, then the governing body shall do so immediately after this public hearing. A moratorium, interim zoning map, interim zoning ordinance, or interim official control adopted under this section may be effective for not longer than six months, but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period. A moratorium, interim zoning map, interim zoning ordinance, or interim official control may be renewed for one or more six-month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal"; and

**WHEREAS**, moratoria and interim zoning control enacted under RCW 35.99.050, RCW 35A.63.220 or RCW 36.70A.390 are methods by which local governments may preserve the status quo so that new plans and regulations will not be rendered moot or frustrated by intervening development; and

**WHEREAS**, RCW 35A.63.220 and RCW 36.70A.390 both authorize the enactment of a moratorium, interim zoning map, interim zoning ordinance, or interim official control without holding a public hearing; and

**WHEREAS**, the Stevenson City Council previously adopted a moratorium on December 6, 2018 which will expire on June 6, 2019; and

**WHEREAS**, the Stevenson City Council held a duly advertised public hearing on May 16, 2019, to consider public comment concerning the authorization of such moratorium; and

**WHEREAS**, the Stevenson City Council adopted Findings of Fact as stated in Resolution No. 2019-333 after the public and staff gave testimony at the public hearing; and

**WHEREAS**, the Stevenson City Council finds that the best interests of the City would be served if such a moratorium extension was authorized.

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

Section 1. A six (6) month moratorium extension is hereby imposed on accepting applications for new construction of single-family residences within any Commercial C1 zone (SMC Ch 17.25). As the term is used herein, "single-family residence" shall mean:

- A. "Single-family detached dwelling" as described in SMC table 17.13.010-1: Residence or Accommodation Uses, and
- B. Any construction of a mixed-use nature involving fewer than 2 dwelling units on a single lot.
- C. "Manufactured Home" as described in SMC table 17.13.010-1: Residence or Accommodation Uses, and
- D. "Modular Homes" as described in SMC table 17.13.010-1: Residence or Accommodation Uses.

Section 2. The moratorium imposed pursuant to Section 1 above may be extended for one or more additional six (6) month periods in the event a work plan or further study determines that such extension is necessary or to determine what further policies and procedures related to future new single-family residence applications will best serve the purposes of the City.

Section 3. Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to any person, is, for any reason, declared invalid, in whole or in part by any court or agency of competent jurisdiction, said decision shall not affect the validity of the remaining portions hereof.

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

**ADOPTED** this 16<sup>th</sup> day of May, 2019.

CITY OF STEVENSON

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Scott Anderson, Mayor

ATTEST:

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Leana Kinley, Clerk

APPROVED AS TO FORM:

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Kenneth B. Woodrich, City Attorney



# City of Stevenson

## Planning Department

(509)427-5970

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

**TO:** City Council  
**FROM:** Ben Shumaker  
**DATE:** May 16<sup>th</sup>, 2018  
**SUBJECT:** Zoning Code Amendments – Use Table Clean-Up, Codifying Interpretations, & ADUs

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### **Introduction**

This memo provides the City Council with 1) a description of the 3 types of Zoning Code Amendments being recommended by the Planning Commission through the attached ordinance and 2) an incomplete summary of the public involvement measures taken by the Planning Department leading up to the recommendation. This memo should be treated as a companion memo to the letter prepared by the Planning Commission highlighting specific aspects of their discussion and recommendations for Accessory Dwelling Units (ADUs).

### **Potential Action**

If the City Council is satisfied with the Planning Commission’s recommended amendment it can adopt the changes at the meeting tonight.

### **Amendment Categories**

#### **Use Table Clean-Up**

The City’s Zoning Code has been a living document and amended several times since the original framework was adopted in 1994. These several layers of amendments by different authors and based on different needs result in a regulatory system that can be confusing and unwieldy.

As an initial step to rationalize the regulatory system, the City’s Zoning Code amendment in 2017 reformatted the use categories, descriptions and tables of the Zoning Code. The reformat laid bare inconsistencies within the existing system and intentionally content changes to correct those inconsistencies.

Uses related to Food Services supply an effective example. The Zoning Code currently identifies the following 6 types of Food Services Uses:

#### **Current**

1. Food Services
  - b. Food and Drink Service Facility,
  - c. Food or Beverage Operation
  - d. Food or Beverage Operation with Drive-Through Service
  - e. Lounge
  - f. Restaurant
  - g. Snack Bar

#### **Proposed**

1. Food Service
  - c. Drive-Through Food Service
  - g. Mobile-Food Cart
  - h. Tasting Room

There is nothing in the current Code to distinguish between a “Food and Drink Service Facility” use and a “Food or Beverage Operation” use and there is no indication of why the 2 uses might be regulated differently. The proposal before you eliminates these and other redundancies and provides more clarity on the use categories that remain, 2 of which are based on past Planning Commission interpretations.

### Codifying Planning Commission Interpretations

Through SMC 17.12.020, the City Council has provided a method for unlisted uses to be considered and allowed in particular zoning districts without the delays associated with a full Zoning Code amendment. This section includes instructions to catalogue the uses to facilitate amendments such as those proposed here.

As an example, in 2013, the Planning Commission was asked whether a "Storage Unit Facility" was included within the C1 Commercial District's then-existing use category of "Retail sales, personal and other services, and rental operations". In their decision, the Planning Commission said that Storage Unit Facilities were both 1) not included in that category and 2) not of the same general character as the other uses allowed in the C1 District. The amendment recommended for you separates "Self-Storage Unit" uses out as a distinct use category and codifies the Planning Commission interpretation that such uses should be prohibited in the C1 District.

### Accessory Dwelling Units (ADUs)

At the request of the Mayor, the Planning Commission was asked to review whether the City should be allowing Detached ADUs in addition to the Attached ADUs which are currently allowed. After their review, the Planning Commission has recommended that Detached ADUs should be allowed, and recommended several changes to SMC 17.40.040 to clarify how and under what circumstances they should be allowed. Their solutions involve an amnesty clause (similar to one adopted by Skamania County in 2017) whereby unpermitted existing ADUs could be recognized as a valid use.

### **Public Involvement**

As the initial step in the review of these recommended amendments, the Planning Commission established their expectations for public involvement. In addition to the mandatory requirements (such as tonight's public hearing), the Planning Commission sought a more robust effort related to the ADU discussion. This effort was to include 1) a press release in the *Pioneer* introducing the project and 2) a community questionnaire to gain a more complete perspective from interested shareholders. As part of the community questionnaire, respondents were asked to provide their email if they wished to remain informed on this process.

### Press Release

On January 23<sup>rd</sup>, 2019 a joint press release by the Stevenson and Skamania County Community Development departments was published in the *Skamania County Pioneer*. This publication included a graphic to describe the different configurations of ADUs, a link to the community questionnaire, information about the City's amendment process, and a notice to County property owners about the upcoming deadline for their amnesty clause.

### Community Questionnaire

**Protocols** – The ADU questionnaire was created using [www.surveymonkey.com](http://www.surveymonkey.com) and mimicked by a paper-based questionnaire at the front counter of City Hall. A link to the questionnaire was placed in the *Skamania County Pioneer* as part of a 1/23/19 press release by the City and County planning departments regarding the ADU topic. On 1/31/19 and 2/7/19, the link was included in an email from the Skamania County Chamber of Commerce to the members of their Columbia Currents and Under Currents newsletters. Responses were not accepted after 2/11/19 (which became an issue after both the *Pioneer* and the Chamber of Commerce continued to run notices after the time initially requested).

**Questions** – Five (5) questions were asked on the questionnaire. Respondents' own relationship with ADUs was explored through the first question. Their feelings about ADUs near them was the topic of the second question. The third question was open-ended and allowed respondents to share any specific concerns about ADUs. The fourth question asked where the respondent lives and the fifth provided a mechanism for respondents to further engage with the City as this topic is addressed.



**Response Rate** – The City received 23 responses from the web-based questionnaire, 10 of which were received when after the press release to the *Pioneer* was published, but before any other public notifications occurred. An additional 9 paper-based questionnaires were completed for a total of 32 respondents.

**Question 1** – Half of the respondents either did not respond to this question or said it did not apply to them. Of those that responded, the vast majority stated they would consider adding, or would rent ADUs:

| <b>Question 1: Please select the options that best describe you:</b> |                      |                      |
|--|----------------------|----------------------|
| <b>Answer</b>  | <b>Attached ADUs</b> | <b>Detached ADUs</b> |
| I would consider adding  | 44%                  | 56%                  |
| My property currently has  | 3%                   | 9%                   |
| I would rent from others   | 6%                   | 13%                  |
| I currently rent from others   | 0%                   | 0%                   |
| n/a or blank   | 50%                  | 28%                  |

**Question 2** – All respondents answered this question, less than one quarter of respondents are opposed to ADUs.

| <b>Question 2: Please tell us how you feel about ADUs in your neighborhood:</b> |                      |                      |
|---|----------------------|----------------------|
| <b>Answer</b>   | <b>Attached ADUs</b> | <b>Detached ADUs</b> |
| I support the ability for others to establish these in my neighborhood          | 69%                  | 66%                  |
| I neither support or oppose these in my neighborhood                            | 16%                  | 13%                  |
| I am opposed to allowing others to establish these in my neighborhood           | 16%                  | 22%                  |
| blank   | 0%                   | 0%                   |

**Question 3** – Nearly half (15) of respondents chose to answer the open-ended question. The specific responses are shown and summarized in the table below. Responses are shown in reverse chronological order from when they were received.

| <b>Question 3: If you are opposed to ADUs or have any concerns about how they would be used, please tell us why.</b>   |                    |   |
|--|--------------------|---|
| <b>Topic</b>   | <b># Responses</b> | <b>Code Response</b>                                |
| Neighborhood Character   | 5                  | Combination of 10 existing and 1 draft restrictions |
| Vacation Rental  | 4                  | Drafted in <b>orange</b>                            |
| Parking  | 2                  | Previously addressed                                |
| Septic/Sewerage  | 2                  | Not addressed                                       |
| Traffic  | 1                  | Not addressed                                       |
| Other  | 4                  | Not addressed                                       |
| Show of Support  | 3                  | Proposed allowance                                  |
| <b>Answer</b>  |                    |   |
| I am concerned that these dwellings would be used as secondary rental properties. We built our home in Stevenson because of the spacious neighborhood areas.   |                    |   |
| Compromise neighborhood integrity  |                    |   |
| Opposed because they'll be available to be used as Airbnbs for extra revenue   |                    |   |
| Noise, barking dogs, garbage, disrepair and maintenance.   |                    |   |
| I am not opposed in any way.   |                    |   |
| My main concerns are parking issues where there isn't street parking, and having a limit on number of people renting at a time. I'm fine with a room/kitchen for rent for a couple or small family but I wouldn't like a large wedding party or wine tasting weekend for big group, etc. simply for capacity reasons for some of the smaller lots and those of us who are closer to our neighbors. |                    |   |
| With the increase in Population Carson really needs a public Sewer System...we Must also consider the need for Schools, Expansion of all necessary Services, etc   |                    |   |
| Deeds for lots in this area specify minimum size of about 1/3 acre, and assume single family use. ADUs would amount to subdivision in violation of deeds and a change of fundamental character.  |                    |   |
| I don't agree with ADUs as a solution to housing. It puts single family neighborhoods at risk of becoming high traffic short-term rental areas. We already have issues with neighbors who have a high occupancy Air BnBs and it's greatly increased traffic in our   |                    |   |

|   |
|---|
| quiet neighborhood, plus, there is an influx of transients because of the short-term rentals. It's very disruptive to our quiet area. We had to put up a gate to stop the constant traffic into our driveway. This policy opens the door to short-term rentals that don't belong in neighborhoods. Trying to solve one problem would create another problem, plus, who would enforce. |
| I feel some would use this to add additional dwelling for monetary reasons.   |
| The air bNBs are already a problem in the county. This would make it worse. Also, it should NEVER be allowed on home sites with septic systems.   |
| Should be subject to same rules and regs as houses and other rentals  |
| ADUs are a very good idea.  |
| I don't see a problem with it.  |
| Some recommendations regarding parking may be a good thing to figure out if there is a higher density of these properties.  |

**Question 4** – The home respondents where respondents identified is included below.

| <b>Question 4: In which jurisdiction do you live?</b> |                  |                         |              |
|---|------------------|-------------------------|--------------|
| <b>Skamania County</b>                                | <b>Stevenson</b> | <b>North Bonneville</b> | <b>Other</b> |
| 53%   | 41%              | 3%                      | 3%           |

**Question 5** – Thirteen (13) individual respondents provided their email address and asked to be notified as part of the City's ongoing discussion of ADUs.

Mailing List/Planning Commission Workshops

The 13 community members providing their email address were added to a mailing list to receive notices in advance of the Planning Commission workshops. These workshops occurred in February, March, April, and May of this year. The mailing list was also notified of this Public Hearing. Attendance at Planning Commission meetings and written comments based on the mailing list were limited.

**Other Issues**

During the Planning Commission's review and recommendation, they also considered changes to the use categories, descriptions and allowances for single-family dwelling units, especially as those categories related to the C1 Commercial District. Based on the current moratorium and controversies, the Planning Commission chose not to recommend any of the changes they considered.

Prepared by,

Ben Shumaker  
Community Development Director

**Attachments**

- Planning Commission Letter
- Recommended Draft Ordinance 2019-1141



# City of Stevenson

## Planning Commission

(509)427-5970

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

**TO:** City Council  
**FROM:** Planning Commission  
**DATE:** May 13<sup>th</sup>, 2019  
**SUBJECT:** Recommended Ordinance Changes

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Dear Mayor Anderson and City Council Members,

Thank you for the opportunity to guide the process for the draft change to the Zoning Code. With this letter, we want to provide additional rationale on some issues we feel strongly about.

- 1) **UTILITY EQUITY.** In changing the description of Accessory Dwelling Unit, we are removing something we believe is completely illogical. The previous description forced the utility systems to treat ADUs the same as a single-family dwelling. We are happy to remove the decision making authority from Zoning Code on that issue, and we want to make sure the Council takes the conversation even further; *we believe ADUs must also be subject to Systems Development Charges for our municipal water and sewer systems.* An ADU is still a dwelling unit, and it would be short-sighted to ignore their impact on our sewer systems. It would also be unfair for the users of those systems to bear the cost of ADUs impact. They must bear their equitable share. The exact amount and procedures to collect these charges are up to the City Council, but it must be considered.
- 2) **"McADUs".** In recommending to allow Detached ADUs, we include provisions we believe will preserve neighborhood character. This includes a different maximum size for Detached ADUs, one that is not tied to the size of the primary dwelling unit. We have aligned our recommended size (800 square feet) with the maximum size Skamania County adopted in their 2017 amendment.
- 3) **ASSUMPTION OF TRUST.** When the City developed its licensing registry for Vacation Rental Homes, the program was built on public involvement and the principle to "begin with an assumption of trust" regarding the impact of Vacation Rental Homes on the housing market. At this time, we see no reason to disregard that principle. In the community questionnaire conducted for this amendment, only 12.5% of respondents expressed concerns about ADUs being used as Vacation Rental Homes. We believe some of that concern is rooted in current discussions happening within unincorporated Skamania County, which does not yet have a registry program.

Until our program generates enough information to cause us to rethink the allowance for Vacation Rental Homes in all types of dwelling units, we believe it fair to allow them in this particular type of dwelling unit.

We hope this letter assists the City Council's review of our recommendation. If there are any major changes to the ordinance we recommend, then we would appreciate an opportunity to have additional discussions on this matter.

Respectfully,

Karen Ashley, Vice-Chair  
Stevenson Planning Commission

**CITY OF STEVENSON  
ORDINANCE 2019-1141**

**AMENDING THE STEVENSON ZONING CODE (SMC TITLE 17); ALLOWING DETACHED ACCESSORY DWELLING UNITS; CLARIFYING THE USE CATEGORIES WITHIN SMC 17.13.020 AND SMC 17.13.050; AND REPEALING PORTIONS OF ORDINANCES 1073, 2017-1103 AND 2017-1104.**

**WHEREAS**, in 1998 the City of Stevenson adopted Ordinance 950 which amended the City of Stevenson Zoning Code and began allowing Accessory Dwelling Units (ADUs) within the SR Suburban Residential and R1 Single-Family Residential zoning districts subject to several restrictions, including a requirement that ADUs must be attached to the primary dwelling unit; and

**WHEREAS**, in 2009 and 2013 the City of Stevenson adopted Ordinance 1030 and Ordinance 2013-1073, respectively, which relaxed the standards and permitting process requirements for development of ADUs; and

**WHEREAS**, the City of Stevenson desires to further relax the development standards for ADUs, especially the requirement involving ADU attachment to the primary unit; and

**WHEREAS**, in 2017 the City of Stevenson adopted Ordinance 2017-1103 which reformatted the Zoning Code to provide a rational system of use classifications, use descriptions, and use allowance tables; and

**WHEREAS**, the development of Ordinance 2017-1103 identified several irregularities (redundancies, inconsistencies, and conflicts) as they related to the content of the previous categorization of uses; and

**WHEREAS**, while the content-based irregularities of Ordinance 2017-1103 partially undermined the rational system the previous ordinance sought to achieve, the adoption of the system was prioritized for action and the existing content-based irregularities were set aside to be addressed at a later date; and

**WHEREAS**, specific content-based irregularities identified within the use classifications for General Sales or Service Uses (SMC 17.13.020), and Arts, entertainment and Recreation Uses (SMC 17.13.050) are addressed through the amendments in this ordinance; and

**WHEREAS**, the Planning Commission has reviewed several use interpretations under SMC 17.12.020, which have not been yet been included in the periodic amendments to the Zoning Code; and

**WHEREAS**, the following use interpretations have been reviewed for inclusion in the periodic amendment included in this ordinance:

- ZON2009-02 related to Light Industrial uses in the C1-Commercial District,
- ZON2011-03 related to Concession Activity uses in the PR Public Use & Recreation District,
- ZON2013-03 related to Carwash and Storage Unit Facility uses in the C1 District,
- ZON2013-04 related to Craft Distillery Tasting Room uses in the M1-Light Industrial District,
- ZON2015-03 related to Winery, Cidery, and Brewery Tasting Room uses in the M1 District,
- ZON2016-05 related to Mobile Food Cart uses in the M1 District,
- ZON2016-06 related to Wedding/Reception Venue uses in the SR-Suburban Residential District; and

**WHEREAS**, the provisions herein are intended to implement Goals 1, 2, 3, 5, 6, and 9 of the Stevenson Comprehensive Plan as well as the following specific objectives and tactics of the plan: 1.5, 1.6-1, 2.13, 2.13-1, 2.14, 2.15, 3.1, 3.2, 3.2-1, 3.6, 3.8, 6.3, 6.3-3, 6.5, 9.7 and 9.10; and

**WHEREAS**, the City has determined these regulations to be Categorically Exempt (WAC 197-11-800(19)(b)) from the threshold determination requirements of the State Environmental Policy Act; and

**WHEREAS**, the Planning Commission has reviewed and recommended that the City Council approve these amendments;

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

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

**Section 1** – Use 1.f. of SMC Table 17.13.010-1 Residence or Accommodation Uses, originally adopted through Section 3.B.2 of Ordinance 2017-1103, shall be amended by deleting the ~~struck-through~~ text and adding the underlined text as follows:

|                                  |  |   |
|----------------------------------|--|---|
| f. Accessory Dwelling Unit (ADU) | An ancillary (i.e., secondary) dwelling unit <u>located on the same legal lot as a primary dwelling unit,</u> <del>having its own living, kitchen, sleeping and bathroom facilities, within or attached to the primary dwelling unit.</del> An ADU is distinguishable from a duplex in that, unlike a duplex unit, it is clearly subordinate to the primary dwelling in terms of size, use and appearance, and <del>has common utility connections and the same address as the primary unit</del> <u>may be located in zoning districts which do not otherwise allow Multi-Family Dwellings.</u> | RCW 35A.63.230,<br>RCW 43.63A.215,<br>SMC 17.40.040 |
|----------------------------------|--|---|

**Section 2** – Stevenson Municipal Code Table 17.13.020-1 General Sales or Service Uses, originally adopted through Section 3.C.2 of Ordinance 2017-1103, shall be amended by deleting the ~~struck-through~~ text and adding the underlined text as follows:

| Use                                    | Description   | Reference                                   |
|--|---|---|
| 1. Automobile Service Station          | A <del>retail-commercial</del> establishment for the sale on the premises of motor vehicle fuel, including electrical energy, and other petroleum products and automobile accessories, and for the servicing, lubrication and minor repair of automotive vehicles. <u>Unless specifically listed in the district, Automobile Service Stations include Battery Exchange Stations, Vehicle Repair, Carwashes</u> and Public Access, Rapid Charging EV Stations.   | RCW 35A.63.107                              |
| a. Battery Exchange Station            | A staffed or fully automated facility that will enable an electric vehicle with a swappable battery to enter a drive lane and exchange the depleted battery with a fully charged battery through a process which meets or exceeds any standards, codes, and requirements set forth by Chapter 19.28 RCW and consistent with rules adopted under RCW 19.27.540.  | RCW 19.27.540,<br>RCW 19.28                 |
| b. <u>Carwash</u>                      |   |   |
| <del>2.</del> <u>c.</u> Vehicle Repair |   |   |
| 3. Electric Vehicle (EV) Station       | A public or private parking space (1)served by equipment designed specifically to transfer electric energy (by conductive or inductive means) to a battery or other energy storage device in an electric vehicle, (2) meets or exceeds any standards, codes, and regulations set forth by Chapter 19.28 RCW, and (3) is consistent with rules adopted under RCW 19.27.540. Electric vehicle stations are distinguished by the following types of access and charging levels:  | RCW 19.27.540,<br>RCW 19.28, RCW 35A.63.107 |
| a. EV Station Access                   | <ol style="list-style-type: none"> <li>1. "Public Access EV Station" is available for use by the general public and not located on a public right-of-way. Examples include stations at a park &amp; ride lot, a public library lot or a shopping center lot.</li> <li>2. "Restricted Access EV Station" is restricted to authorized users and not located on a public right-of-way. Examples include stations at a single-family home, designated employee parking areas, or fleet parking areas not accessible to the general public.</li> <li>3. "Street-Side Access EV Station" is available for use by the general public and located on a public right-of-way subject to the rules adopted under SMC 12.02 - Use of City Rights-of-Way.</li> </ol> | RCW 12.02                                   |

- b. EV Station Charging Level Charging level categorizes the indicators of electrical force, or voltage, at which an electric vehicle's battery is charged:
  1. "Gradual Charging EV Station" operates on a circuit no greater than 240 volts of alternating current. This includes what the industry currently refers to as levels 1 and 2 charging stations.
  - 2. "Rapid Charging EV Station" operates on an industrial grade outlet greater than 240 volts of alternating current. This includes what the industry currently refers to as Level 3 charging stations.
- 4. Retail Sales Commercial establishments providing merchandise for sale directly to the consumer. Retail establishments may also provide after-sales services, such as repair and installation. Unless specifically listed in the district, Retail Sales include all subcategories listed herein.
- 6. a. ~~Outdoor Recreational Store equipment sales and repair for such activities as water sports, bicycling, skiing, fishing, photography, camping and hiking~~ A Retail use specializing in sporting goods or equipment related to outdoor recreational endeavors (e.g., water sports, bicycling, skiing, fishing, photography, camping and hiking).
- 7. b. Specialty Food Shop A Retail use carrying specialty food items (e.g., coffee, tea, confectionery products, nuts, spices, gourmet foods, etc.).
- 5. c. ~~Specialty Retail Shops when associated with a principal use permitted outright in the district~~ A Retail use specializing in one type or line of merchandise (e.g., antiques, apparel, books, games, jewelry, shoes, stationary, etc.).
- 8. d. Retail and wholesale sales of agricultural and animal products raised or produced on the premises.
- 9. Bank or Financial Institution
- 10. Rental Operations Commercial establishments providing tangible goods (e.g., personal items, consumer electronics, furniture, clothing, tools, machinery, equipment, etc.) or other items of value to customers in exchange for a periodic rental or lease payment. Unless specifically listed in the district, Rental Operation includes all subcategories listed herein.
- 11. a. ~~Recreational Equipment Rental for such activities as water sports, bicycling, skiing, fishing, photography, camping and hiking~~ A Rental Operation leasing equipment for recreational activities (e.g., water sports, bicycling, skiing, fishing, photography, camping and hiking).
- b. Self-Storage Units A Rental Operation leasing space (i.e., rooms, compartments, lockers, containers, or outdoor space) where clients store and retrieve personal property.
- c. Truck, trailer or equipment rental A Rental Operation leasing large vehicles and equipment (e.g., trucks, moving vans, buses, semi-trailers, utility trailers, travel trailers, recreational vehicles, off-road vehicles, etc.) when drivers or operators are not provided.
- 14. Professional Office Commercial establishments performing professional, scientific, clerical, and technical services for others. Unless specifically listed in the district, Professional Office includes all subcategories listed herein.
- 13. a. Veterinarian
- 15. Office, Clerical or Research Activity
- 16. Offices that are an integral part of the on-premises principal use

|                |   |  |   |
|----------------|---|--|---|
| 17.            | Food Services   | <u>Commercial establishments preparing and serving food and/or beverages for consumption on or off the premises. Unless specifically listed in the district, Food Service includes all subcategories listed herein.</u>  |   |
|                | a. Food and Drink Service Facility  |  |   |
|                | b. Food or Beverage Operation   |  |   |
|                | c. Food or Beverage Operation with Drive-Through Food Service   |  |   |
|                | d. Lounge   |  |   |
|                | e. Restaurant   |  |   |
|                | f. Snack Bar  |  |   |
|                | g. Mobile-Food Cart   | <u>A Food Service use that is conducted from a motorized vehicle, a non-motorized cart or a unit that is similarly designed to be readily movable.</u>   |   |
|                | h. Tasting Room   | <u>A Food Service use conducted as an incidental use to an on-premises brewery, cidery, distillery, winery or food processing use. A Tasting Room providing food service products from the on-premises processing use may also serve food and beverages processed at off-premises establishments.</u>  |   |
| 18.            | Child Day Care Facility   | A building or structure in which an agency, person or persons regularly provide care for a group of children for periods of less than 24 hours. Child Day Care Facility includes family day care home, mini-day care center, and child day care center.  | RCW 35.63.170,<br>RCW 35A.63.210,<br>RCW 35A.63.215 |
|                | a. Family Day Care Home   | A day care home for the care of 6 or fewer children during part of the 24-hour day, located in the dwelling of the provider under whose direct care the children are placed.   |   |
|                | b. Mini-Day Care Center   | A child day care facility providing care during part of the 24-hour day to 12 or fewer children in a facility other than the family dwelling of the person or persons under whose direct care the children are placed, or for the care of 7 through 12 children in the family dwelling of such person or persons.  |   |
|                | c. Child Day Care Center  | A day care facility that provides for the care of 13 or more children. If located in a private family residence, the portion where the children have access must be separate from the family living quarters, or that portion of where the children have access must be used exclusively for their care during the hours that the child day care center is operating.  |   |
| 19.            | Personal <del>and Other</del> Services  | <u>Commercial establishments providing individual services generally related to personal needs. Unless specifically listed in the district, Personal Services includes all subcategories listed herein.</u>  |   |
| <del>12.</del> | <del>a. Recreational Services, including lessons and tours for such activities as water sports, bicycling, skiing, fishing, photography, camping and hiking</del> | <u>A Personal Services use providing services related to recreational amenities, including lessons and tours for such activities as water sports, bicycling, skiing, fishing, photography, camping and hiking.</u>   |   |
| 20.            | Home Occupation   | A commercial activity that: (a) is conducted by a person on the same residential district lot where such person resides; (b) provides each outside employee with a legal off-street parking space; and (d) is not so insubstantial or incidental or is not so commonly associated with the residential use as to be regarded as an accessory use (see SMC 17.10.020), but that can be conducted without any significantly adverse impact on the surrounding neighborhood.<br><br>Without limiting the generality of the foregoing, a use may be regarded as having a significantly adverse impact on the surrounding neighborhood if: (a) goods, stock in trade, or other commodities are displayed; (b) more than 2 nonresidents on the premises are employed in connection with the purported home occupation; (c) it creates objectionable noise, fumes, odor, dust or electrical interference; (d) there is any exterior manifestation of the home occupation, except for an allowed sign no larger than 2 square feet pertaining to the home occupation; or (e) more than 25% of the total gross floor area of residential buildings plus other buildings housing the purported home occupation, or more than 500 | SMC 17.10.020                                       |



square feet of gross floor area (whichever is less), is used for home occupation purposes.

**Section 3** – Stevenson Municipal Code Table 17.13.050-1 Arts, Entertainment and Recreation Uses, originally adopted through Section 3.F.2 of Ordinance 2017-1103, shall be amended by deleting the ~~struck through~~ text and adding the underlined text as follows:

**Table 17.13.050-1: Arts, Entertainment and Recreation Uses**

| Use  | Description  | Reference |
|--|--|-----------|
| 2. Public Assembly   | <u>A facility for groups of people to gather for events relating to culture, education, amusement or entertainment (e.g., theaters, performing arts auditoriums, and outdoor amphitheaters, public meeting halls, etc.). Public assemblies within a school or school support facility should not conflict with the primary educational purpose of the school. Unless specifically listed in the district, Public Assembly includes all subcategories listed herein.</u>  |           |
| <del>1-</del> <u>a.</u> Theater  |  |           |
| <del>b.</del> <u>Wedding Venue</u>   | <u>A Public Assembly where groups gather to witness and/or celebrate a wedding. When similar activities occur on a property which are associated with the family—related by blood or marriage--of the property’s occupant, the activity is not considered a Wedding Venue under this category.</u>   |           |
| <del>3-</del> <u>Public Meeting Halls and Support Service Facilities</u>   |  |           |
| 4. <del>Educational, eCultural Attraction and related facilities; including necessary support facilities such as dormitories, classrooms, study halls, food service, laboratories, storage, workshops, maintenance activities and outdoor exhibits</del> | <u>A use displaying, preserving, exhibiting, and/or interpreting objects of historic, community, or cultural interest in one or more of the arts or sciences. Cultural Attraction includes museums, outdoor exhibits, information kiosks and displays. Accessory support facilities for Cultural Attractions include dormitories, classrooms, study halls, laboratories, storage, workshops, maintenance activities, etc.</u>  |           |
| <del>5- Places of public assembly for events relating to culture, education, amusement and entertainment, including theaters, performing arts auditoriums and outdoor amphitheaters</del>  |  |           |
| <del>6- New places of public assembly for events relating to culture, education, amusement and entertainment, including theaters, performing arts auditoriums and outdoor amphitheaters</del>  |  |           |
| <del>7- Replacement or expansion of places of public assembly for events relating to culture, education, amusement and entertainment, including theaters, performing arts auditoriums and outdoor amphitheater</del>                                     |  |           |
| 8. <del>County Ffairgrounds and related exhibit buildings, structures, stadiums and arenas</del>   | <u>An area wherein buildings, structures, stadiums and arenas are used for agricultural exhibitions (e.g., animal shows and judging, rodeos, sales and auctions, etc.), carnivals, games, rides, concerts, performances, community events, etc. Seasonal uses incidental to operation of the County Fairgrounds include retail sales, food services, etc. Such seasonal uses support the Skamania County Fair and other events and festivals typically occurring only once per calendar year. Similar uses supporting year-round or regularly scheduled events (e.g., fitness, community education, recreation classes, etc.) are not permitted.</u> |           |
| <del>9- Seasonal uses incidental to operation of the Skamania County Fair, open air concerts and performances, retail sales, concessions and carnivals</del>   |  |           |
| <del>10- Historical and educational exhibits, buildings and structures, information kiosks and displays</del>  |  |           |
| 11. Park, Playground or Outdoor Recreation Area  |  |           |
| 12. Golf Course  |  |           |
| 13. <del>Recreation and Ffitness Ffacilityies, such as swimming pools, tennis courts, game rooms, golf courses and other recreational facilities</del>   | <u>Public or private facilities (e.g., swimming pools, tennis courts, game rooms, restroom and shower facilities, etc.) for recreational endeavors and services. Such facilities may involve fee- or membership-based admission, provide fitness services, coordinate recreational sports groups, etc.</u>   |           |



normally associated  
with tourist  
development

- 14. Public or private recreation and fitness facility, including swimming pools, tennis courts, game rooms, restroom and shower facilities, open space and pathways, and other recreational facilities
- 15. Use of a school or school support facility for community recreation, education, meeting space, and like uses that do not conflict with the primary educational purpose of the school
- 16. Public and private recreation facilities, restroom and shower facilities, open space and pathways, campgrounds; provided that the overnight camping other than in approved campgrounds or as authorized by Skamania County for seasonal county fairground use is prohibited.

**Section 4** – The use categories for “Veterinarian” and “Professional Office” and the use classification containing “Arts, Entertainment, and Recreation” uses in SMC Table 17.15.040-1 Residential Districts Use Table, originally adopted through Section 5.D.2.1 of Ordinance 2017-1103 shall be amended by deleting the ~~struck through~~ text, adding the underlined text. All other use categories, classifications and table notes shall remain in effect without amendment:

**Table 17.15.040-1 Residential Districts Use Table**

| Use   | R1 | R2 | R3 | MHR | SR       |
|---|----|----|----|-----|----------|
| <b>General Sales or Service Uses</b>            |    |    |    |     |          |
| <del>Veterinarian</del>                         | -  | -  | -  | -   | €        |
| Professional Office                             | -  | C  | C  | -   | -        |
| <u>Veterinarian</u>                             | -  | -  | -  | -   | <u>C</u> |
| <b>Arts, Entertainment, and Recreation Uses</b> |    |    |    |     |          |
| <u>Public Assembly</u>                          | -  | -  | -  | -   | -        |
| <u>Wedding Venue</u>                            | -  | -  | -  | -   | <u>C</u> |
| Park, Playground or Outdoor Recreation Area     | C  | C  | C  | C   | C        |
| Golf Course                                     | -  | -  | -  | -   | C        |

**Section 5** – The use classifications containing “General Sales or Service” and “Arts, Entertainment, and Recreation” uses in SMC Table 17.25.040-1 Trade Districts Use Table, originally adopted through Section 9.D.2.1 of Ordinance 2017-1103, shall be amended by deleting the ~~struck through~~ text and adding the underlined text as follows. All other use categories, classifications and table notes shall remain in effect without amendment:

**Table 17.25.040-1 Trade Districts Use Table**

| Use   | CR                    | C1                       | M1 |
|---|-----------------------|--------------------------|----|
| <b>General Sales or Service Uses</b>  |                       |                          |    |
| Automobile Service Station  | -                     | C                        | -  |
| <u>Vehicle Repair</u>   | -                     | <u>C<sup>3</sup></u>     | -  |
| <u>Carwash</u>  | -                     | <u>P</u>                 | -  |
| <del>Vehicle Repair</del>   | -                     | <del>€<sup>3</sup></del> | -  |
| Electric Vehicle Station  |                       |                          |    |
| Restricted Access, Gradual Charging EV Station  | A                     | A                        | A  |
| Restricted Access, Rapid charging EV Station  | A                     | A                        | A  |
| Public Access, Gradual Charging EV Station  | A                     | A                        | A  |
| Street-Side Access, Gradual Charging EV Station   | C                     | C                        | C  |
| Retail <del>sales</del>   | -                     | P                        | -  |
| <u>Outdoor Recreation Store</u>   | <u>P</u>              | -                        | -  |
| <u>Specialty Food Shop</u>  | <u>P</u>              | -                        | -  |
| <u>Specialty Retail Shop</u>  | <u>C<sup>12</sup></u> | -                        | -  |
| <del>Specialty retail shops when associated with a principal use permitted outright in the district</del>   | €                     | -                        | -  |
| <del>Recreational equipment sales and repair for such activities as water sports, bicycling, skiing, fishing, photography, camping and hiking</del> | P                     | -                        | -  |

|   |           |                        |                          |
|---|-----------|------------------------|--------------------------|
| <u>Specialty Food Shop</u>  | P         | -                      | -                        |
| Bank or Financial Institution   | -         | P                      | -                        |
| Rental Operations   | -         | <u>PP</u> <sup>4</sup> | -                        |
| <u>Recreational Equipment Rental</u>  | <u>P</u>  | -                      | -                        |
| <u>Self-Storage Units</u>   | -         | <u>X</u>               | -                        |
| <u>Truck, Trailer or Equipment Rental</u>   | -         | <u>P</u> <sup>4</sup>  | -                        |
| <del>Recreational equipment rental for such activities as water sports, bicycling, skiing, fishing, photography, camping and hiking</del>   | P         | -                      | -                        |
| <del>Recreational services, including lessons and tours for such activities as water sports, bicycling, skiing, fishing, photography, camping and hiking</del>  | P         | -                      | -                        |
| Professional Office   | -         | -                      | <u>A/C</u> <sup>13</sup> |
| <del>Office, Clerical or Research Activity</del>  | -         | P                      | -                        |
| <del>Offices that are an integral part of the on-premises principal use</del>   | -         | -                      | P                        |
| Food Services   | <u>P</u>  | <u>P</u>               | -                        |
| <del>Food and Drink Service Facility</del>  | P         | -                      | -                        |
| <del>Food or Beverage Operation</del>   | -         | P                      | -                        |
| <del>Food or Beverage Operation with Drive-Through Food Service</del>   | -         | C                      | -                        |
| <del>Lounge</del>   | P         | -                      | -                        |
| <del>Restaurant</del>   | P         | -                      | -                        |
| <del>Snack Bar</del>  | P         | -                      | -                        |
| <u>Mobile Food Cart</u>   | -         | -                      | <u>C</u>                 |
| <u>Tasting Room</u>   | -         | -                      | <u>A</u>                 |
| Child Day Care Facility   |           |                        |                          |
| Family Day Care Home  | -         | P                      | -                        |
| Child Day Care Center   | -         | C                      | -                        |
| Personal <del>and other s</del> Services  | -         | P                      | -                        |
| <u>Recreation Services</u>  | <u>P</u>  | -                      | -                        |
| <b>Arts, Entertainment, and Recreation Uses</b>   |           |                        |                          |
| <del>Theater</del>  | -         | P                      | -                        |
| Public Assembly   | <u>P-</u> | P                      | -                        |
| <del>Educational, eCultural Attraction and related facilities; including necessary support facilities such as dormitories, classrooms, study halls, food service, laboratories, storage, workshops, maintenance activities and outdoor exhibits</del> | P         | -                      | -                        |
| <del>Places of public assembly for events relating to culture, education, amusement and entertainment, including theaters, performing arts auditoriums and outdoor amphitheaters</del>  | P         | -                      | -                        |
| Park, Playground or Outdoor Recreation Area   | C         | C                      | C                        |
| Golf Course   | P         | -                      | -                        |
| <del>Recreation and Ffitness Ffacilityies, such as swimming pools, tennis courts, game rooms, and other recreational facilities normally associated with tourist development</del>  | P         | -                      | -                        |

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

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

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

**Section 6** – The use category for “Campground” and the use classifications containing “General Sales or Service” and “Arts, Entertainment, and Recreation” uses in SMC Table 17.35.040-1 Public Districts Use Table, originally adopted through Section 7.DD.2.1 of Ordinance 2017-1103, shall be amended by deleting the ~~struck through~~ text and adding the underlined text as follows. All other use categories, classifications and table notes shall remain in effect without amendment:

**Table 17.35.040-1 Public Districts Use Table**

| Use   | PR               | ED               |
|---|------------------|------------------|
| <b>Residence or Accommodation Uses</b>  |                  |                  |
| Campground  | C/P <sup>5</sup> | X                |
| <b>General Sales or Service Uses</b>  |                  |                  |
| <u>Automobile Service Station</u>   | -                | -                |
| Vehicle Repair  | -                | A <sup>1</sup>   |
| <u>Rental Operation</u>   | -                | -                |
| <u>Recreational Equipment Rental</u>  | A                | -                |
| <b>Electric Vehicle Station</b>   |                  |                  |
| Restricted Access, Gradual Charging EV Station  | A                | A                |
| Restricted Access, Rapid Charging EV Station  | A                | A                |
| Public Access, Gradual Charging EV Station  | A                | A                |
| Street-Side Access, Gradual Charging EV Station   | C                | C                |
| <b>Child Day Care Facility</b>  |                  |                  |
| Family Day Care Home  | -                | P                |
| Mini-Day Care Center  | -                | P                |
| Child Day Care Center   | -                | P                |
| <b>Arts, Entertainment, and Recreation Uses</b>   |                  |                  |
| <u>Public Assembly</u>  | P                | A/C <sup>6</sup> |
| <u>Cultural Attraction</u>  | P                | -                |
| <u>Public Meeting Hall and Support Service Facility</u>   | P                | -                |
| <del>New places of public assembly for events relating to culture, education, amusement and entertainment, including theaters, performing arts auditoriums and outdoor amphitheaters</del>  | -                | C                |
| <del>Replacement or expansion of places of public assembly for events relating to culture, education, amusement and entertainment, including theaters, performing arts auditoriums and outdoor amphitheaters</del>  | -                | A                |
| <del>County Fairgrounds and related exhibit buildings, structures, stadiums and arenas</del>  | P                | -                |
| <del>Seasonal uses incidental to operation of the Skamania County Fair, open air concerts and performances, retail sales, concessions and carnivals</del>   | A                | -                |
| <del>Historical and educational exhibits, buildings and structures, information kiosks and displays</del>   | P                | -                |
| <u>Park, Playground or Outdoor Recreation Area</u>  | A                | A                |
| <u>Recreation and Fitness Facility</u>  | P                | P                |
| <del>Public or private recreation and fitness facility, including swimming pools, tennis courts, game rooms, restroom and shower facilities, open space and pathways, and other recreational facilities</del>   | -                | P                |
| <del>Use of a school or school support facility for community recreation, education, meeting space, and like uses that do not conflict with the primary educational purpose of the school</del>   | -                | A                |
| <del>Public and private recreation facilities, restroom and shower facilities, open space and pathways, campgrounds; provided that the overnight camping other than in approved campgrounds or as authorized by Skamania County for seasonal county fairground use is prohibited.</del> | P                | -                |

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

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

6-Replacement or expansion of any Public Assembly use existing in an ED District as of July 17th, 2014 is allowed as an accessory use. Only new Public Assembly uses are required to obtain a Conditional Use Permit.

**Section 7** – The performance standards for Accessory Dwelling Units in SMC 17.40.040, originally adopted through Section 8 of Ordinance 1073, shall be amended by deleting the ~~struck through~~ text and adding the underlined text as follows:

SMC 17.40.040 – Accessory **Dwelling** Units

A. Purpose. The purposes ~~and intent~~ of this section are to: ~~provide homeowners with the ability to establish separate living quarters within or adjoining their homes for the purpose of caring for elderly parents or other family members, providing housing for their children, companionship, security, or other purposes; and ensuring that the development of accessory dwelling units (ADU) follows adopted standards and does not cause unanticipated impacts on the character or stability of single-family neighborhoods.~~

1. Provide homeowners with the ability to a) care for elderly parents or other family members, b) house their children, c) obtain companionship, d) be secure on their property, or e) fulfill other purposes.
2. Encourage a range of residential land uses, housing sizes, types, and price ranges.
3. Ensure the development of Accessory Dwelling Units (ADUs) follow adopted standards and do not cause unanticipated impacts on the character or stability of single-family neighborhoods.

B. Permitting. ~~A~~The review and a approval of a proposed ADU shall be accomplished through review by the zoning administrator as provided by this section. In addition to the standard application form, ~~the following shall be submitted for the Zoning Administrator's review: scale drawings of the ADU project depicting sufficient detail to interpret the requirements of this section shall be submitted with the application.~~

1. Scale drawings of the ADU project depicting sufficient detail to interpret the requirements of this section.
2. A proposal for a Detached ADU, when located on a lot with more than double the applicable minimum lot area of SMC Table 17.15.050-1 Residential Density Standards, shall provide a site plan showing whether the proposed building would hinder future division of the lot.

C. Development Standards. Accessory dwelling units shall comply with the following standards and criteria:

1. Owner Occupancy. The property owner must occupy either the principal unit or the ADU as their permanent residence. The owner shall maintain residency for at least six months out of the year, and at no time receive rent for, or otherwise allow to be occupied, the owner-occupied unit if absent for the remainder of the year.
- ~~2. Configuration. An ADU may be located either within or attached to the primary residence but not as a separate building.~~
3. Density. Only one ADU may be established in conjunction with a single-family residence.
4. Minimum Lot Size. An ADU shall not be established on any parcel smaller than ~~six thousand square feet in the R1 zone or smaller than fifteen thousand square feet in the SR~~the applicable minimum lot area of SMC Table 17.15.050-1 Residential Density Standards zone.
5. Maximum Unit Size. ~~The gross floor area of an addition to an existing structure, constructed for the purpose of creating an ADU, shall not exceed forty percent of the gross floor area of the principal structure (not including basement or garage). For an ADU created through the internal conversion of an existing structure, there is no restriction on the maximum size.~~
  - a. Internal Conversion. There is no restriction on the maximum size of an ADU when the ADU is created through the internal conversion of an existing structure.
  - b. Addition. The gross floor area of an addition to an existing structure, constructed for the purpose of creating an ADU, shall not exceed 40% of the gross floor area of the principal structure (not including basement or garage).
  - c. Detached ADU. The maximum unit size of a Detached ADU shall not exceed 800 square feet.
6. Minimum Unit Size. The gross floor area of an ADU shall not be less than ~~300~~three hundred square feet or such larger size as may be required by the most current version of the applicable construction codes adopted in SMC Chapter 15.01.
7. Design and Appearance. An ADU shall be consistent in design and appearance with the primary residence. Specifically, the roof pitch, siding and roofing materials, colors and window treatment shall be the same as the primary structure.
8. Parking. ~~The number of need for additional~~ off-street parking spaces required for an ADU shall be determined based on the Table of Minimum Standards in SMC 17.42.090~~y the planning commission and may be waived where the ADU occupant has no need or ability to operate a vehicle or where site conditions preclude another on-site parking space.~~
9. Garage Conversions. An existing garage structure may be incorporated as part of an ADU addition to the principal structure, provided that the structure complies with the setback standards applicable to the principal structure in the underlying zone and complies with applicable building codes. The off-street parking requirements for the primary residence shall be provided for elsewhere on site.
- ~~10. Accessibility. To provide for the development of housing units for people with disabilities, the building official may allow reasonable deviation from stated requirements to facilitate accessibility. Such facilities shall be in conformance with the applicable construction codes adopted in SMC Chapter 15.01.~~
11. Proximity. To ensure adequate owner supervision and achieve other purposes, the nearest point of a Detached ADU shall be located within 40 feet of the primary unit.
12. Land Division. The City encourages locating Detached ADUs so as not to hinder future division of the lot.

D. Deed Covenant. The applicant shall provide a covenant in a form acceptable to the city attorney and suitable for recording with the county auditor, providing notice to future owners of the property that the existence of the ADU is predicated upon owner-

occupancy of either the principal dwelling unit or the ADU. Further, the covenant shall give notice to a prospective buyer of the limitations of this section.

E. Preexisting Accessory Dwelling Units. ADUs established without the benefit of permits prior to the adoption of this section may be permitted as a legal ADU.

1. If by July 1, 2020, the owner of a property with an unpermitted ADU applies for an ADU permit then no penalties shall be imposed under SMC 17.52.010 Violation—Penalty and the following apply:

a. The property owner shall arrange for an inspection of the ADU by the Building Official who will provide the property owner with a list of any required corrections.

b. The property owner shall make all reasonable efforts to bring the ADU into compliance with the standards listed under subsection (C) of this section, including the requirement for compatibility with the principal unit. The Zoning Administrator may waive any of the requirements under subsection (C) of this section, if strict compliance would cause an unreasonable hardship.

2. If by July 1, 2020, the owner of a property with an unpermitted ADU fails to apply for an ADU permit, then the property owner may still apply for an ADU permit, but shall be required to pay an after-the-fact permit fee and the ADU shall comply with the standards listed under subsection (C) of this section.

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

Passed by a vote of \_\_\_\_\_ at the City Council meeting of \_\_\_\_\_, 2019.

SIGNED:

ATTEST:

\_\_\_\_\_  
Scott Anderson  
Mayor of Stevenson

\_\_\_\_\_  
Leana Kinley  
Clerk/Treasurer

APPROVED AS TO FORM:

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



# City of Stevenson

*Leana Kinley, City Administrator*

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

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

To: City Council  
From: Leana Kinley, City Administrator  
RE: Accessory Dwelling Unit (ADU) Utility Connection Fees  
Meeting Date: May 16, 2019

## **Executive Summary:**

The current billing structure for connection fees need to be reviewed with the change in the zoning code. Water connections are billed either based on the size of meter, or based on the number of structures in a multi-family unit. Sewer connections are billed based on Equivalent Dwelling Units (EDU). There is ambiguity and inconsistency with the charging of connection fees as it relates to ADUs which needs to be resolved.

## **Overview of Items:**

If Ordinance 2019-1141 is approved, there will be three different ways a customer can go about having an ADU on their property. They can build a new detached structure, add an addition to their house for a connected ADU, or they can convert the interior of their house or a detached structure to an ADU. In all instances staff recommends that the ADU maintain connection to utilities through the main house to maintain dependence upon the main structure and keep the “accessory” component of the ADU.

Current city code states that “the water connection for each unit of a multifamily dwelling shall be fifty-seven percent (57%) of the connection fee (or system development charge) for a single-family dwelling (3/4””. If a customer adds an ADU, this reads that they should be charged \$4,434.03 for a water connection. Each multifamily unit is equivalent to one EDU and would also incur a \$5,607 sewer system development charge (SDC). This process is applied in the event that a customer builds a new structure- either attached or detached.

When a customer converts or remodels an existing structure that already has a water and sewer connection, the SDCs have not been applied.

After lengthy staff discussion, one option is that all ADUs, whether converted or built new, shall be charged as one EDU for sewer SDCs and 14% of a ¾” residential meter for water SDCs. The 14% is calculated by adding two multifamily water SDCs at 57% (114%) and subtracting what the customer has already paid for the residential connection (100%).

Some cities base the SDC on meter size and if a larger meter is needed with the ADU, then the customer will pay the difference for the increased meter size. Other cities require a new residential connection if it is part of new construction. In researching ADU policies, the City of Santa Cruz was one recommendation as having a model code and the FAQs for the City of Santa Cruz are attached for comparison.

Further discussion will need to be had over the billing for mixed-use units from a water connection and monthly base fee perspective. However, the discussion over how ADUs are billed will help inform staff how to revise the code to ensure fairness and equity.

**Action Needed:**

- Provide direction to staff as to how each type of ADU shall be billed for system development charges/connection fees.



# Frequently Asked Questions (FAQs)

*Relating to Accessory Dwelling Units (ADUs)*

## What are the fees to build an ADU?

Building Permit fees for ADUs vary from one project to the next based on the type of construction (remodel vs. new structure, remodel of habitable space vs. remodel of non-habitable space), the size of the ADU, and the full project scope (adding new sidewalks, need to open street to install new water or sewer connections, adding parking or paved areas, etc.)

Below are estimated Building Permit fees for three sample projects: New Construction ADU, 400 sf in size; New Construction ADU, 750 sf in size; and a Conversion ADU of 400 sf in size (based on conversion of a two-car garage). These estimates are samples only.

### New Construction ADU Building Permit Estimate – 400 sf

**\$6,130.42 + Fire and water fees**

| <u>Payment Information</u>  | <u>Fee Description</u>  | <u>Amount</u> |
|---|---|---------------|
| Due at Application Submittal  | Building & Safety Plan Check Fee                                    | \$ 721.34     |
|   | Planning Plan Check Fee   | \$ 894.00     |
|   | Public Works Plan Check Fee   | \$ 496.00     |
| Due at Permit Issuance  | Fire Plan Check Fee*  | -             |
|   | Building, Mechanical, Electrical, & Plumbing Permit Inspection Fees | \$ 1,305.75   |
|   | State Required Fees   | \$ 15.88      |
|   | Technology Fees   | \$ 163.85     |
|   | Document Handling Fees  | \$ 40.00      |
|   | Green Building Education Fund Fees                                  | \$ 220.00     |
|   | General Plan Maintenance  | \$ 1,073.60   |
|   | Parks & Recreation Fees   | \$ 1,200.00   |
| Fees Paid Directly to Water Department (Due Prior to Permit Final)          | Water Fees*   | -             |
| Fees Paid Directly to School District Office (Pay Prior to Permit Issuance) | Santa Cruz County Office of Education Developer Fees                | N/A           |

\* Check in with the following Departments regarding their specific fees and for any other permits/fees that an ADU may incur for your disclaimers section (i.e. water meter upsizing, fire service, fire sprinkler permit, encroachment permits, etc.):

Fire - Kelly Kumec (831) 420-5284

Water - BJ Dericco (831) 420-5318

Public Works - Curtis Busenhart (831) 420-5175





# Frequently Asked Questions (FAQs)

*Relating to Accessory Dwelling Units (ADUs)*

New Construction ADU Building Permit Estimate – 750 sf

**\$12,117.48 + Fire and Water Fees**

| <u>Payment Information</u>  | <u>Fee Description</u>  | <u>Amount</u> |
|---|---|---------------|
| Due at Application Submittal  | Building & Safety Plan Check Fee                                    | \$ 1,012.54   |
|   | Planning Plan Check Fee   | \$ 1,279.00   |
|   | Public Works Plan Check Fee   | \$ 496.00     |
| Due at Permit Issuance  | Fire Plan Check Fee*  | -             |
|   | Building, Mechanical, Electrical, & Plumbing Permit Inspection Fees | \$ 1,840.75   |
|   | State Required Fees   | \$ 29.28      |
|   | Technology Fees   | \$ 224.41     |
|   | Document Handling Fees  | \$ 40.00      |
|   | Green Building Education Fund Fees                                  | \$ 412.50     |
|   | General Plan Maintenance  | \$ 2,013.00   |
|   | Parks & Recreation Fees   | \$ 2,250.00   |
| Fees Paid Directly to Water Department (Due Prior to Permit Final)          | Water Fees*   | -             |
| Fees Paid Directly to School District Office (Pay Prior to Permit Issuance) | Santa Cruz County Office of Education Developer Fees                | \$ 2,520.00   |

\* Check in with the following Departments regarding their specific fees and for any other permits/fees that an ADU may incur for your disclaimers section (i.e. water meter upsizing, fire service, fire sprinkler permit, encroachment permits, etc.):

Fire - Kelly Kumec (831) 420-5284

Water - BJ Dericco (831) 420-5318

Public Works - Curtis Busenhart (831) 420-5175



# Frequently Asked Questions (FAQs)

*Relating to Accessory Dwelling Units (ADUs)*

Conversion ADU Building Permit Estimate – 400 sf

**\$5,392.13 + Fire and Water Fees**

| <u>Payment Information</u>  | <u>Fee Description</u>  | <u>Amount</u> |
|---|---|---------------|
| Due at Application Submittal  | Building & Safety Plan Check Fee                                    | \$ 598.49     |
|   | Planning Plan Check Fee   | \$ 759.00     |
|   | Public Works Plan Check Fee   | \$ 496.00     |
| Due at Permit Issuance  | Fire Plan Check Fee*  | -             |
|   | Building, Mechanical, Electrical, & Plumbing Permit Inspection Fees | \$ 1,247.75   |
|   | State Required Fees   | \$ 11.19      |
|   | Technology Fees   | \$ 148.06     |
|   | Document Handling Fees  | \$ 40.00      |
|   | Green Building Education Fund Fees                                  | \$ 151.64     |
|   | General Plan Maintenance  | \$ 740.00     |
|   | Parks & Recreation Fees   | \$ 1,200.00   |
| Fees Paid Directly to Water Department (Due Prior to Permit Final)          | Water Fees*   | -             |
| Fees Paid Directly to School District Office (Pay Prior to Permit Issuance) | Santa Cruz County Office of Education Developer Fees                | N/A           |

\* Check in with the following Departments regarding their specific fees and for any other permits/fees that an ADU may incur for your disclaimers section (i.e. water meter upsizing, fire service, fire sprinkler permit, encroachment permits, etc.):

Fire - Kelly Kumec (831) 420-5284

Water - BJ Dericco 4(831) 20-5318

Public Works - Curtis Busenhart (831) 420-5175

## Do I need a permit to build an ADU?

Yes. All ADUs require only a building permit – no public hearing or planning permit is required, and these permits cannot be challenged or appealed by neighbors. If an ADUs is part of a larger project that involves building or extensively renovating the primary home on the parcel, additional permits may be required.

## What features does an ADU need to have?

An ADU is a fully independent living unit with full facilities for sleeping, eating, cooking, and sanitation. They can be small or large, but must have a full kitchen (minimum of countertop, cooking appliance, space for refrigeration, and sink with 2” drainline) and full bath (minimum toilet, sink, shower). An ADU must have exterior access independent from the primary dwelling.



# Frequently Asked Questions (FAQs)

*Relating to Accessory Dwelling Units (ADUs)*

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## Can I use a manufactured home as an ADU?

Yes. As long as the home can comply with state and local building code requirements, including local green building standards for ADUs, and can be sited on the property in compliance with the zoning code.

## There is an existing unit on my property that was built without permits. Can it be legalized?

Yes, nearly all existing unpermitted units are eligible for legalization through the City's ADU legalization program. These units will need to be brought into compliance with current building, health and safety codes, and the City is working to facilitate this process for property owners in order to keep rental housing on the market. Information about the [Legalization Program is available on our website](#).

## What can I do to reduce the cost of my project?

There are many factors that can influence the cost of ADU construction, some will be unavoidable and others can be greatly influenced by considering several factors at the beginning of your planning process. Below are several factors that can influence the cost of a project both in hard and soft construction costs as well as fees.

- Type of Project
  - Conversion ADUs are the least expensive option both in terms of permit fees and in terms of actual construction costs. Conversion of existing habitable space will be less expensive than the conversion of existing non-habitable space (such as a storage area or garage).
  - Building your ADU as an addition to your existing home may be more cost effective than building a new stand-alone structure, but this will depend on the age and construction of your existing home.
    - The size of your attached ADU can trigger the requirement for fire sprinklers – if the ADU exceeds 50% of the size of the habitable area of your existing home, your project may require the installation of fire sprinklers throughout the entire structure. If you are close to this threshold, consult with City Fire while you are designing your project.
  - Building a new, free-standing ADU is the most expensive type of ADU, both in terms of construction and in the permitting fees that will apply, but it may be the only or best option for your project depending on your site and your goals.
  - Utilizing a manufactured home or prefab construction may be more cost effective, but make sure the product and its placement on your site can comply with local zoning and building codes, including green building standards.
  - ADUs that are smaller than 500 square feet fall below the threshold for paying school fees (around \$3.50/square foot).
- Site planning



# Frequently Asked Questions (FAQs)

*Relating to Accessory Dwelling Units (ADUs)*

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- Are you locating your ADU adjacent to an alley? Is the alley paved and in good condition? If not, you could be responsible for paving the portion of the alley abutting your property.
- Are you locating the ADU on a slope? The structure will need to be engineered more carefully and the project may trigger the requirement for a Slope Alteration Permit.
- Do you plan to provide driving access for the occupant of the ADU (not required)? Adding additional paved area to your project (for a longer driveway) adds costs for materials as well as drainage considerations.
- Project Phasing
  - Does your property have sidewalks? Are they in good condition? If not, consider installing these features *before* applying to build your ADU. If you voluntarily install or repair sidewalks, the fees charged by the Public Works Department are significantly reduced.

## Do I need to notify my neighbors or have my ADU reviewed at a public hearing?

No. ADUs require only a building permit. Building permits do not require public notice and cannot be appealed. That said, providing courtesy notice to the residents of adjacent lots prior to the start of construction is neighborly.

## Does my ADU need a separate water meter/sewer connection?

ADUs created as Conversion ADUs are not required to install separate connections for water and sewer service, but could in some cases exceed the capacity of the existing connection and trigger the need to up-size the existing meter. This circumstance could result in the need to open the street to upsize the water main, which would also trigger additional permits and fees. We recommend consulting with the Water Department early in your planning process to try to identify any issues that are likely to affect your project.

ADUs created as New Construction will almost always trigger the requirement for new water and sewer connections and the associated connection fees.

## Will fire sprinklers be required in the ADU? Will adding an ADU trigger the requirement to add sprinklers to my existing home?

The state law currently prohibits the City from requiring fire sprinklers in an ADU when sprinklers are not present or required in the primary home. If you are building an attached ADU that is larger than 50% of the existing habitable space of your primary home (excluding any attached garage), the size of the addition could require that fire sprinklers be added to the entire structure – both the existing home and the new attached ADU. If you are close to the threshold, we recommend consulting with the City Fire Department about your project before submitting your building permit application.

## Can I build more than one ADU?

No. The municipal code currently allows only one ADU per parcel, in conjunction with a proposed or existing single-family home.



# Frequently Asked Questions (FAQs)

*Relating to Accessory Dwelling Units (ADUs)*

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## I live in a duplex. Can I build an ADU?

No, ADUs can only be built on a property with an existing or proposed single-family home.

## Will adding an ADU raise my property taxes?

Yes, a bit. Building an ADU will not cause the basis of your property taxes to be reassessed, but an increment representing the added value of the new structure, will be added. Further information is available by contacting the County Tax Assessor.

## Where can I find more information about financing an ADU?

The County of Santa Cruz created an ADU Financing Guide in 2017 that covers the basics of planning a project and acquiring financing for construction. With the obvious exception of local fees, the information in that guide is relevant to City residents as well. The ADU Financing Guide is available through the County's ADU website at [www.sccoplanning.com/ADU](http://www.sccoplanning.com/ADU) (Select 'ADU Guides' from the menu bar and then 'Financing Guide').



## Fees for New Water Services

### Water System Development Charges and Sewer Connections Fees

For all new or additional residential units or water services, or an increase in meter size, there shall be levied a system development charge which is in addition to the charges for installation of water service and private fire services. Water System Development Charges and Sewer Connection Fees shall be waived for a dwelling unit approved in the City as a unit affordable by households of low or very low income, as defined and regulated by Part 4 of Chapter 24.16 of the City's Municipal Code Zoning Ordinance.

Accessory dwelling unit charges apply to inside-city ADUs as defined and regulated by Part 2 of Chapter 24.16 of the City's Municipal Code Zoning Ordinance or its successors and to outside-city second units as permitted by the County that meet city definition of an accessory dwelling unit. Multi-family dwelling unit charges shall apply to each multiple unit, condominium, apartment, multiple home, mobile home space, or similar residential development with a separate irrigation meter or little or no irrigation. If additional residential units are added to an active service, current water system development charges are due at the time units are completed for occupancy.

For uses other than multi-family residential uses, current water system development charges will be levied for additional services, or uses which require a larger meter, based on the proportionate increase in capacity.

| Service Description   | Water System Development Charge - Effective 7/1/2017 | Water System Development Charge - Effective 7/1/2018 | Sewer Connection Fee (inside City only) |
|---|--|--|---|
| <b>Residential Per Unit:</b>  |  |  |   |
| Standard Single Family Residential (SFR)  | \$11,751   | \$12,133   | \$1,200                                 |
| Apartments, Condos, Townhomes, Mobile Homes, etc. (residential with separate irrigation meter or little or no irrigation) | \$8,226  | \$8,493  | \$900                                   |
| Accessory Dwelling Units (ADU)*   | \$7,050  | \$7,279  | \$900                                   |
| Single Room Occupancy (SRO)   | \$5,876  | \$6,067  | \$900                                   |

| <b>Services Per Meter Size and Type:</b> |             |             |             |
|--|-------------|-------------|-------------|
| 5/8" x 3/4" Disk                         | \$11,751    | \$12,133    | \$1,200.00  |
| 3/4" Disk                                | \$17,627    | \$18,199    | \$1,200.00  |
| 1" Disk                                  | \$29,377    | \$30,331    | \$2,000.00  |
| 1 1/2" Disk/Turbo                        | \$58,753    | \$60,661    | \$2,900.00  |
| 2" Disk/Turbo                            | \$94,005    | \$97,057    | \$4,900.00  |
| 3" Turbo                                 | \$205,634   | \$212,311   | \$9,800.00  |
| 4" Turbo                                 | \$370,142   | \$382,161   | \$15,700.00 |
| 6" Turbo                                 | \$940,041   | \$970,565   | \$31,800.00 |
| 8" Turbo                                 | \$1,645,071 | \$1,698,488 | **          |
| 10" Turbo                                | \$2,467,606 | \$2,547,731 | **          |

Note: Annual inflationary adjustments are to ensure the fee structure maintains pace with costs/inflation. The Handy-Whitman Index was approved by the City Council for this purpose. The July 1, 2018 fees were updated to reflect inflation for water utility construction. An annual inflation value of 3% was used which is consistent with the previous 5-years of data available from the Handy-Whitman Index of the Public Utility Construction.

\* As of December 13, 2016 council approved a resolution conforming to Senate Bill 1069 to waive Water System Development Charges and Sewer Connection Fees for Accessory Dwelling Units contained *entirely within* the existing space of a single family residence or accessory structure.

\*\* In proportion to meter capacity as determined by the Director of Public Works. The Director of Public Works may establish an "equivalent" meter size if a well is utilized or if a substantial portion of the water consumption will not be discharged to the sewer or other special conditions when the water meter size is clearly not a reasonable determination of sewage.

### City Installed Water Services

- a. Installation of water services, private fire services and public fire hydrants will only be performed by City staff when engineering conditions warrant, otherwise the applicant shall obtain a permit from the City, pay an inspection fee and select an approved contractor. If City staff does install a water service, the customer will be billed for time, overhead, and materials.
- b. Miscellaneous Work Performed by City Staff: When miscellaneous work (such as relocation of a service) is required to be done by City staff, the customer will be charged a fee for the work covering time, overhead, and materials, based upon an engineer's estimate prepared by Water Engineering. This fee, and other applicable fees, must be paid before the work is authorized.

### Charges to furnish and install water meters by City forces

| Meter Size    | Labor Cost         | Plus Materials | Total Cost |
|---------------|--------------------|----------------|------------|
| 5/8"          | \$34               | \$260          | \$294      |
| 3/4"          | \$34               | \$290          | \$324      |
| 1"            | \$34               | \$335          | \$369      |
| 1½"           | \$134              | \$1,288        | \$1,422    |
| 2"            | \$134              | \$1,463        | \$1,597    |
| 3"            | \$201              | \$1,813        | \$2,014    |
| 4"            | \$201              | \$3,039        | \$3,240    |
| 6"            | \$201              | \$5,140        | \$5,341    |
| Over 6" meter | Time and Materials |                |            |



## Plan Review / Inspection / Permit Fees

### Construction and Development Plan Review Fees

| Category/Service Size  | Base Rate              | Additional Rate***               |
|--|------------------------|----------------------------------|
| Residential per unit including fire services                                 | \$67                   | N/A                              |
| Non-Residential or Residential on Master Meter Size:                         | 5/8" x 3/4"            | \$67 each hour over 1            |
|  | 1"                     | \$67 each hour over 2            |
|  | 1 1/2"                 | \$67 each hour over 3            |
|  | 2"                     | \$67 each hour over 5            |
|  | 3"                     | \$67 each hour over 7            |
|  | 4"                     | \$67 each hour over 9            |
| 6"   | \$67 each hour over 10 |                                  |
| Commercial Fire Service 4" /+  | \$67                   | \$67 per hour over 1             |
| Fire Hydrant   | \$134                  | \$67 per hour over 2             |
| Well Permit per parcel   | \$67                   | \$67 per hour over 1             |
| Production Well Permit per parcel  | \$201                  | \$67 each hour over 3            |
| Backflow Prevention Device per project                                       | \$134                  | \$67 each hour over 1            |
| 4"/+ Fire Service Backflow Retrofit  | No fee                 | Waived to encourage installation |
| Water Main Extension   | \$369                  | \$67 each hour over 5.5          |
| Water Main Replacement   | \$737                  | \$67 each hour over 11           |
| Facility, i.e. Pressure Regulating Station, Booster Pump Station, Tanks, etc | \$268 each             | \$67 each hour over 4            |

### Landscape / Irrigation Plan Review Fees

| Landscape Area                             | Base Rate | Additional Rate***    |
|--|-----------|-----------------------|
| Up to 5000 sq ft                           | \$134     | \$67 each hour over 2 |
| 5,000 - 50,000 sq ft                       | \$268     | \$67 each hour over 4 |
| 50,001 sq ft and above                     | \$536     | \$67 each hour over 8 |
| Plumbing Fixture Violation Appeal Retrofit | \$134     | Per appeal            |

### Inspection / Permit Fees

| Category   | Base Rate         | Additional Rate***               |
|--|-------------------|----------------------------------|
| Water Service Installation   | \$201 per tap     | \$67 each hour over 3            |
| Fire Hydrant   | \$201 each        | \$67 each hour over 3            |
| Backflow Device  | \$134 each        | \$67 each hour over 2            |
| Backflow Device Retrofit   | No fee            | Waived to encourage installation |
| Water Service/Fire Hydrant Adjustment without Street Opening         | \$67 each         | \$67 each hour over 1            |
| Monitoring Well Permit   | \$67 per well     | \$67 each hour over 1            |
| Production Well Permit   | \$134 per well    | \$67 each hour over 2            |
| Public Works Dept. Street Opening Permit (Inside City of Santa Cruz) | \$410 per project | Traffic Control Plan as Required |

### Water Main Extension / Replacement Inspection and Others Fees:

|   |  |
|---|--|
| Number of Lineal Feet (lf), min 100                   | \$67 up to 100 lf Additional = 0.67/lf       |
| Service/Hydrant/Water Main Taps                       | \$134 each                                   |
| Water Main Tie-Ins                                    | \$966 each plus \$67 each hour over 11       |
| Hydrants  | \$67 each                                    |
| Thrust Blocks   | \$67 each                                    |
| Disinfection & Pressure Testing                       | \$1,242 each plus \$67 each hour over 12     |
| Add. Facilities i.e. Pressure Regulating Station etc. | \$201 each plus \$67 for each hour over 3    |
| Water Main Extension Mapping Fee                      | \$268 per project plus \$67 each hour over 4 |

\*\*\*Additional Charges are assessed in ¼ hour increments.





## Miscellaneous Service Fees

The following are the most common Water Engineering related fees; a full list of Water Department Miscellaneous Fees is available upon request.

### Bulk Water Station Use

Users must comply with requirements of the Bulk Water Permit issued by SCWD.

| Service description               | Fee  |
|-----------------------------------|--|
| Deposit                           | \$173 minimum deposit, based on estimated use                      |
| Annual permit processing          | \$67 per truck   |
| Reported usage, per ccf (monthly) | Current commercial inside rate (all commodity rates), \$50 minimum |
| Failure to report use (monthly)   | \$100  |

### Hydrant Meter Use *(limited availability)*

| Service description              | Fee  |
|----------------------------------|--|
| Deposit****                      | \$3,415  |
| Application for service          | \$34   |
| Water Ready to Service (monthly) | Current 3" meter inside rate                         |
| Water usage, per ccf (monthly)   | Current commercial inside rate (all commodity rates) |
| Daily use fee                    | \$5  |

\*\*\*\* Deposit amount is the cost for full replacement. If the meter requires repairs upon return, the deposit amount to be returned will be reduced by the cost of parts and labor to repair.

### Other Charges

| Service description   | Base fee  |
|---|---|
| Bucket Test Fee   | \$67 /meter *****   |
| Labor to set or re-set a lock   | \$67/hour (plus parts if lock is broken or a locking bracket is needed) |
| Unauthorized connection assessment and response   | \$201 (Plus parts as needed. Add \$67/hour each hour over 3             |
| Cancellation/Rescheduling without 1 business-day notice of appointments for contractor related assistance | \$536 (Per missed appointment)  |

\*\*\*\*\*Requests for services received after 3:00pm will be subject to the after-hours rate of \$100.50/hour with a 2 hour minimum.

### Temporary Construction Service

All standard applicable fees and charges apply. This includes, but may not be limited to, fees and charges for installation, inspection, application for service, water usage, and System Development Charge. Upon completion of the construction project, the System Development Charge will be refunded or credited to the resulting project. After 180 days, temporary status may be re-evaluated and account converted to permanent status.



# City of Stevenson Public Works Department

(509)427-5970

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

**TO:** Stevenson City Council

**FROM:** Eric Hansen, Public Works Director

**DATE:** 5/13/2019

**SUBJECT:** Transportation Improvement Program (TIP)

All Cities, Towns, and Counties are required to adopt a 6-year Transportation Improvement Program. Elements of the program should contain fiscally constrained projects for the first four years, and projects of regional significance shall be submitted to the Regional Transportation Planning Organization (RTPO) for inclusion in their respective TIP's, where applicable. The RTPO then submits their regional TIP to Washington State Department Of Transportation (WSDOT) for inclusion into the Statewide Transportation Improvement Program (STIP). Programs are required to be adopted by June 30<sup>th</sup> of each year and require two (2) public hearings. Copies shall be submitted to WSDOT within 30 days of adoption.

All projects receiving Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) funds must be in the regional TIP and STIP in order to authorize the funds. In addition, all regionally significant projects in the state (whether state or federally funded), including WSDOT projects, that have committed or reasonably available funding and are expected to begin within the next four years from STIP adoption are required to be in the regional TIP and STIP.

The transportation projects that are listed in TIP go through a process in which the City of Stevenson uses a prioritization system to determine which road systems will be upgraded/rebuilt and in what order. The prioritization is based on several factors which include the following:

|   |             |
|---|-------------|
| 1. Safety- Are improvements needed to protect the safety of our citizens  | 30%         |
| 2. Use – Average Daily Traffic Counts   | 25%         |
| 3. Condition – Pavement Condition Rating (0-100:0=gravel,100=new pavement)  | 20%         |
| 4. Funding Eligibility- Arterials & Major Collectors are eligible for federal funding,<br>Minor Collectors are eligible for state funding | 15%         |
| 5. Sidewalk – Is there a need for sidewalk(s)   | 5%          |
| 6. Storm drainage- Is there a need for new or improvement of facilities   | 5%          |
| <b>TOTAL</b>  | <b>100%</b> |

Road projects may not always take place in order of prioritization due to funding eligibility and grant program criteria. The City Council has the ultimate say in which projects are approved and the order in which these projects will be completed.

Please see attached sheet for description of acronyms used in the TIP worksheet.

## Six Year Transportation Improvement Program Instructions for Completing the Form

Include all projects regardless of location or source of funds.  
Complete the form for the six year program in accordance with the following instructions.

### Heading

|                   |  |
|-------------------|--|
| Agency            | Enter name of the sponsoring agency.   |
| County Number     | Enter the OFM assigned number (see LAG Appendix 21.44).                                      |
| City Number       | Enter the OFM assigned number (see LAG Appendix 21.45).                                      |
| MPO/RTPO          | Enter the name of the MPO (if located within urbanized area) or RTPO (if in the rural area). |
| Hearing Date      | Enter the date of the public hearing.  |
| Adoption Date     | Enter the date this program was adopted by council or commission.                            |
| Resolution Number | Enter Legislative Authority resolution number if applicable.                                 |
| Amendment Date    | Enter the date this program was amended by council or commission.                            |

### Column Number

1. **Functional Classification.** Enter the appropriate 2-digit code denoting the Federal Functional Classification. (Note: The Federal Functional Classification must be approved by FHWA.)

#### Description

00 - No Classification

| Rural (under 5,000 population) | Urban (over 5,000 population)  |
|--------------------------------|--------------------------------|
| 01 - Interstate                | 11 - Interstate                |
| 02 - Principal Arterial        | 12 - Freeways & Expressways    |
| 06 - Minor Arterials           | 14 - Other Principal Arterials |
| 07 - Major Collector           | 16 - Minor Arterial            |
| 08 - Minor Collector           | 17 - Collector                 |
| 09 - Local Access              | 19 - Local Access              |

2. **Priority Numbers.** Enter local agency number identifying agency project priority (optional).

3. **Project Identification.** Enter (a) Federal Aid Number if previously assigned; (b) Bridge Number; (c) Project Title; (d) Street/Road Name or Number/Federal Route Number; (e) Beginning and Ending Termini (Mile Post or Street/Road Names); and (f) Describe the Work to be Completed.

4. **Improvement Type Codes.** Enter the appropriate federal code number(s).

#### Description

|  |                                   |                                  |
|--|-----------------------------------|----------------------------------|
| 01 - New construction on new alignment | 07 - Resurfacing                  | 14 - Bridge Program Special      |
| 02 - Relocation                        | 08 - New Bridge Construction      | 21 - Transit Capital Project     |
| 03 - Reconstruction                    | 09 - Bridge Replacement           | 22 - Transit Operational Project |
| 04 - Major Widening                    | 10 - Bridge Rehabilitation        | 23 - Transit Planning            |
| 05 - Minor Widening                    | 11 - Minor Bridge Rehabilitation  | 24 - Transit Training/Admin      |
| 06 - Other Enhancements                | 12 - Safety/Traffic Operation/TSM | 31 - Non Capital Improvement     |
|  | 13 - Environmentally Related      | 32 - Non Motor Vehicle Project   |

5. **Funding Status.** Enter the funding status for the entire project which describes the current status.

**S** - Project is selected by the appropriate selection body & funding is secured.

**P** - Project is subject to selection by an agency other than the lead and is listed for planning purposes and funding has not been determined.

6. **Total Length.** Enter project length to the nearest hundredth mile (or code "00" if not applicable).

7. **Utility Code(s).** Enter the appropriate code letter(s) for the utilities that would need to be relocated or are impacted by the construction project.

|              |                                     |
|--------------|-------------------------------------|
| C - Cable TV | S - Sewer (other than agency-owned) |
| G - Gas      | T - Telephone                       |
| O - Other    | W - Water                           |
| P - Power    |                                     |

## Six Year Transportation Improvement Program Instructions for Completing the Form

8. **Project Phase.** Select the appropriate phase code of the project.

- PE - Preliminary Engineering, including Design (or Planning)
- RW - Right of Way or land acquisition
- CN - Construction only (or transit planning or equipment purchase)
- ALL - All Phases from Preliminary Engineering through Construction  
(Use only in Years 4, 5, & 6)

9. **Phase Start Date.** Enter the month/day/year (in MM/DD/JYY format) that the selected phase of the project is actually expected to start.

10. **Federal Fund Sources.** Enter the Federal Fund Source code from the table below.

|               |  |           |   |
|---------------|--|-----------|---|
|               |  |           | <i>FTA Discretionary for Capital Expenditures</i> |
| BIA           | - Bureau of Indian Affairs   | 5307      | - FTA Urban Areas                                 |
| BR            | - Bridge Replacement or Rehab.   | 5309(Bus) | - Bus   |
| CBDG          | - Community Development<br>Block Grant (HUD)                             | 5309(FG)  | - Fixed Guideways                                 |
|               |  | 5309(NS)  | - New Starts                                      |
| CMAQ          | - Congestion Mitigation Air Quality                                      | 5310      | - FTA Elderly/Disabled                            |
| DEMO          | - TEA-21 Demo Projects (Selected)  | 5311      | - FTA Rural Areas                                 |
| Discretionary | - Ferry Boat Discretionary, Public Lands<br>Highway, Scenic Byways, etc. | REV       | - Rural Economic Vitality Program                 |
| DOD           | - Department of Defense  | STP(C)    | - STP Statewide Competitive Program               |
| IC            | - Interstate Construction  | STP(E)    | - STP Transportation Enhancements                 |
| IM            | - Interstate Maintenance   | STP(S)    | - STP Safety Including Hazard and RR              |
| NHS           | - National Highway System  | STP(R)    | - STP Rural Regionally Selected                   |
| 3037          | - FTA Job Access/Reverse Commute   | STP(U)    | - STP Urban Regionally Selected                   |
|               |  | STP       | - STP (WSDOT Use Only)                            |

11. **Federal Cost.** Enter the total federal cost (in thousands) of the phase regardless of when the funds will be spent.

12. **State Fund Code.** Enter the appropriate code for any of the listed funds to be used on this project.

|      |   |       |  |
|------|---|-------|--|
| CAPP | - County Arterial Preservation Program  | PWTF  | - Public Works Trust Fund                    |
| CHAP | - City Hardship Assistance Program      | RAP   | - Rural Arterial Program                     |
| TPP  | - Transportation Partnerships Program   | SCP   | - Small City Program                         |
| AIP  | - Arterial Improvement Program          | WSDOT | - WSDOT funds                                |
| PSMP | - Pedestrian Safety & Mobility Program  | OTHER | - Any other <u>unlisted</u> state fund codes |
| PTSP | - Public Transportation Systems Program |       |  |

13. **State Funds.** Enter all funds from the State Agencies (in thousands) of the phase regardless of when the funds will be spent.

14. **Local Funds.** Enter all the funds from Local Agencies (in thousands) of the phase regardless of when the funds will be spent.

15. **Total Funds.** Enter the sum of columns 10, 12, and 14.

16-19. **Expenditure Schedule - (1st, 2nd, 3rd, 4th thru 6th years).** Enter the estimated expenditures (in thousands) of dollars by year. (*For Local Agency use.*)

20. **Environmental Data Type.** Enter the type of environmental assessment that will be required for this project. (This is required for *Federally funded* projects.)

- EIS - Environmental Impact Statement
- EA - Environmental Assessment
- CE - Categorical Exclusion

21. **R/W Certification.** If Right of Way acquisition is required, enter R/W Certification Date if known. (This is required for *Federally funded* projects.)

# 2020-2025 TIP

## Project Identification

Hearing Dates: 5/16/2019 & 6/20/2019  
Adopted on 6/20/2019

| Functional Class | Index Number | Improvement Types   | Status | Total Length | Utility Codes | Phase              | Phase Start | Federal Fund Code | Federal Cost by Phase | State Fund Code | State Funds | Local Funds | Total Funds | Expenditure Schedule |     |     |           |    | Environmental | R/W Required? |
|------------------|--------------|---|--------|--------------|---------------|--------------------|-------------|-------------------|-----------------------|-----------------|-------------|-------------|-------------|----------------------|-----|-----|-----------|----|---------------|---------------|
|                  |              |   |        |              |               |                    |             |                   |                       |                 |             |             |             | 1st                  | 2nd | 3rd | 4th - 6th | 50 |               |               |
|                  |              |   |        |              |               |                    |             |                   |                       |                 |             |             |             |                      |     |     |           |    |               |               |
| 07               | 1            | Russell Avenue Rebuild<br>From: Second Street to Railroad Avenue<br>New Street lights, sidewalk &<br>reconstruct Russell Ave        | 03     | S            | 0.09          | T,W,P,<br>C,G,S    | PE          | Feb 2019          | 194                   |                 |             | 30          | 224         | 20                   | 40  | 80  | 84        | CE | Yes           |               |
|                  |              |   |        |              |               |                    |             |                   | 666                   |                 |             | 104         | 770         | 24                   | 80  | 300 | 366       |    |               |               |
|                  |              |   |        |              |               |                    |             |                   |                       |                 |             |             |             |                      |     |     |           |    |               |               |
|                  |              | <b>Totals</b>   |        |              |               |                    |             |                   | 860                   | TIB             | 41          | 134         | 994         | 44                   | 120 | 330 | 426       |    |               |               |
| 09               | 2            | Chipseal<br>Pine St, Tari Ln, Shepherd, Cedar St,<br>Oak St, Columbia View, Spruce, Fir   | 07     | S            | 1.08          | S, W               | All         | July 2019         |                       |                 |             | 7           | 48          |                      |     |     | 48        | CE | No            |               |
|                  |              |   |        |              |               |                    |             |                   | 0                     |                 |             | 7           | 48          |                      |     |     |           |    |               |               |
|                  |              |   |        |              |               |                    |             |                   |                       |                 |             |             |             |                      |     |     |           |    |               |               |
|                  |              | <b>Totals</b>   |        |              |               |                    |             |                   | 0                     |                 |             | 7           | 48          |                      |     |     |           |    |               |               |
| 08               | 3            | Transportation Circulation Study<br>Phase 1 (General Fund, not Street)  | 23     | P            | 0             |                    |             | May 2019          |                       |                 |             | 20          | 20          |                      |     |     | 20        | CE | No            |               |
|                  |              |   |        |              |               |                    |             |                   |                       |                 |             |             |             |                      |     |     |           |    |               |               |
|                  |              |   |        |              |               |                    |             |                   | 0                     |                 |             | 20          | 20          |                      |     |     | 20        |    |               |               |
|                  |              | <b>Totals</b>   |        |              |               |                    |             |                   | 0                     |                 |             | 20          | 20          |                      |     |     | 20        |    |               |               |
| 09               | 4            | Leavens Overlay<br>From First Street to Second Street<br>Remove/grind deteriorated sections of asphalt<br>Add sidewalk on West side | 06     | P            | 0.05          | C, P, T<br>G, S, W | All         | Aug 2021          |                       |                 |             | 200         | 200         |                      |     |     | 225       | CE | No            |               |
|                  |              |   |        |              |               |                    |             |                   |                       |                 |             |             |             |                      |     |     |           |    |               |               |
|                  |              |   |        |              |               |                    |             |                   |                       |                 |             |             |             |                      |     |     |           |    |               |               |
|                  |              |   |        |              |               |                    |             |                   | 0                     |                 |             | 20          | 225         |                      |     |     | 225       |    |               |               |
|                  |              | <b>Totals</b>   |        |              |               |                    |             |                   | 0                     |                 |             | 20          | 225         |                      |     |     | 225       |    |               |               |
| 07               | 5            | Roosevelt Street Overlay<br>From Hot Springs to High School<br>Engineering, sidewalks, stormdrain, overlay                          | 07     | P            | 0.13          | C, P, T<br>G, S, W | All         | Jan 2021          |                       |                 |             | 80          | 100         |                      |     |     | 100       | CE | No            |               |
|                  |              |   |        |              |               |                    |             |                   |                       |                 |             | 500         | 570         |                      |     |     | 570       |    |               |               |
|                  |              |   |        |              |               |                    |             |                   |                       |                 |             |             |             |                      |     |     |           |    |               |               |
|                  |              |   |        |              |               |                    |             |                   | 0                     |                 |             | 20          | 225         |                      |     |     | 225       |    |               |               |
|                  |              | <b>Totals</b>   |        |              |               |                    |             |                   | 0                     |                 |             | 222         | 670         |                      |     |     | 670       |    |               |               |
| 09               | 6            | Lakeview Street<br>Rebuild and pave Lakeview, improve<br>Storm drainage   | 07     | P            | 0.05          | W, P<br>C, T       | All         | July 2020         |                       |                 |             | 74          | 74          |                      |     |     | 74        | CE | No            |               |
|                  |              |   |        |              |               |                    |             |                   |                       |                 |             |             |             |                      |     |     |           |    |               |               |
|                  |              |   |        |              |               |                    |             |                   | 0                     |                 |             | 74          | 74          |                      |     |     | 74        |    |               |               |
|                  |              | <b>Totals</b>   |        |              |               |                    |             |                   | 0                     |                 |             | 74          | 74          |                      |     |     | 74        |    |               |               |
| 07               | 7            | Foster Creek Road<br>From Rock Creek Dr. to Ryan Allen Rd<br>Acquire additional Right Of Way  | 31     | P            | 0.38          |                    | RW          | Jan 2022          |                       |                 |             |             |             |                      |     |     |           | CE | Yes           |               |
|                  |              |   |        |              |               |                    |             |                   |                       |                 |             |             |             |                      |     |     |           |    |               |               |
|                  |              |   |        |              |               |                    |             |                   | 0                     |                 |             | 0           | 0           |                      |     |     | 0         |    |               |               |
|                  |              |   |        |              |               |                    |             |                   |                       |                 |             |             |             |                      |     |     |           |    |               |               |
|                  |              | <b>Totals</b>   |        |              |               |                    |             |                   | 0                     |                 |             | 0           | 0           |                      |     |     | 0         |    |               |               |

# 2020-2025 TIP

## Project Identification

| Functional Class | Index Number | Improvement Types   | Status | Total Length | Utility Codes | Phase      | Phase Start | Federal Fund Code | Federal Cost by Phase | State Fund Code | State Funds | Local Funds | Total Funds | Expenditure Schedule | Environmental | R/W Required? |     |     |
|------------------|--------------|---|--------|--------------|---------------|------------|-------------|-------------------|-----------------------|-----------------|-------------|-------------|-------------|----------------------|---------------|---------------|-----|-----|
| 09               | 8            | Chipseal Program  | 07     | P            | 0.55          | S, P, T    | All         | July 2022         |                       |                 |             | 18          | 18          |                      | 18            | CE            | No  |     |
|                  |              | McEvoy Lane, Wisteria Way, Ridgecrest Dr                  |        |              |               | G, W       |             |                   |                       |                 |             | 18          | 18          |                      |               |               |     |     |
|                  |              | <b>Totals</b>   |        |              |               |            |             |                   | 0                     |                 |             | 36          | 36          |                      | 36            |               |     |     |
| 02               | 9            | First Street  | 06     | P            | 0.68          | C, P, W, T | All         | 1/1/2021          |                       |                 |             | 550         | 550         | 50                   | 50            | 400           | CE  | NO  |
|                  |              | From Second Street to Second Street                       | 07     |              |               |            |             |                   |                       |                 |             |             |             |                      |               |               |     |     |
|                  |              | Construct traffic calming, sidewalks, and new surfacing   | 12     |              |               |            |             |                   |                       |                 |             |             |             |                      |               |               |     |     |
|                  |              | <b>Totals</b>   |        |              |               |            |             |                   |                       |                 |             | 550         | 550         |                      |               |               |     |     |
| 09               | 10           | Kanaka Creek Phase Underpass 1                            | 03     | P            | 0.2           | S          | All         | Jan 2021          |                       |                 |             | 88          | 88          |                      |               | 88            | CE  | Yes |
|                  |              | From SR 14 to Cascade Ave                                 | 06     |              |               |            |             |                   |                       |                 |             |             |             |                      |               |               |     |     |
|                  |              | Rebase, surface road, modify drainage, prime and chipseal | 07     |              |               |            |             |                   |                       |                 |             |             |             |                      |               |               |     |     |
|                  |              | <b>Totals</b>   |        |              |               |            |             |                   | 0                     |                 |             | 88          | 88          |                      |               | 88            |     |     |
| 09               | 11           | Kanaka Creek Underpass Phase 2                            | 09     | P            | 0.01          | S          | All         | Jan 2021          |                       |                 |             | 320         | 320         |                      |               | 320           | EA  | NO  |
|                  |              | From SR 14 to Cascade Ave                                 |        |              |               |            |             |                   |                       |                 |             |             |             |                      |               |               |     |     |
|                  |              | Improve Underpass bridge                                  |        |              |               |            |             |                   |                       |                 |             |             |             |                      |               |               |     |     |
|                  |              | <b>Totals</b>   |        |              |               |            |             |                   | 0                     |                 |             | 320         | 320         |                      |               | 320           |     |     |
| 07               | 12           | Vancouver Sidewalk East End                               | 06     | P            | 0.1           |            | All         | July 2023         |                       |                 |             | 125         | 125         |                      |               | 25            | CE  | Yes |
|                  |              | From Columbia Ave to City Hall                            | 32     |              |               |            |             |                   |                       |                 |             |             |             |                      |               |               |     |     |
|                  |              | Install sidewalks and curbs                               |        |              |               |            |             |                   |                       |                 |             |             |             |                      |               |               |     |     |
|                  |              | <b>Totals</b>   |        |              |               |            |             |                   | 0                     |                 |             | 125         | 125         |                      |               | 25            |     |     |
| 07               | 13           | Rock Creek Bridge Replacement                             | 08     | P            | 0.01          | S, W, P,   | PE          | May 2023          | BR                    | 931             |             | 145         | 1,076       | 1076                 |               |               | EIS | Yes |
|                  |              | Bridge Replacement  |        |              |               |            | RW/         | June 2023         |                       | 195             |             | 30          | 225         |                      | 225           |               |     |     |
|                  |              |   | 09     |              |               | C, T, G    | CN          | March 2024        |                       | 5,968           |             | 931         |             |                      | 931           |               |     |     |
|                  |              | <b>Totals</b>   |        |              |               |            |             |                   | 7,094                 |                 |             | 1,106       | 1,301       |                      |               | 0             |     |     |
| 08               | 14           | Iman Loop-Iman Cemetery Sidewalk                          | 06     | P            | 0.1           | W, C, S    | All         | Sept 2021         |                       |                 |             | 75          | 75          |                      |               | 75            |     | No  |
|                  |              | Continue sidewalk and curbing                             | 32     |              |               | T          |             |                   |                       |                 |             | 75          | 75          |                      |               | 75            |     |     |
|                  |              | <b>Totals</b>   |        |              |               |            |             |                   | 0                     |                 |             | 75          | 75          |                      |               | 75            |     |     |
| 07               | 15           | Loop Road Sidewalk  | 06     | P            | 0.2           | S, W       | All         | July 2022         |                       |                 |             | 160         | 200         | 200                  |               |               | CE  | NO  |
|                  |              | From McEvoy Lane to Bone Road                             | 32     |              |               |            |             |                   |                       |                 |             |             |             |                      |               |               |     |     |
|                  |              | Construct Sidewalk between McEvoy & Bone Road             |        |              |               |            |             |                   |                       |                 |             |             |             |                      |               |               |     |     |
|                  |              | <b>Totals</b>   |        |              |               |            |             |                   | 0                     |                 |             | 160         | 40          | 200                  |               | 0             |     |     |

# 2020-2025 TIP

## Project Identification

| Functional Class | Index Number | Improvement Types  | Status | Total Length | Utility Codes | Phase           | Phase Start | Federal Fund Code     | Federal Cost by Phase | State Fund Code | State Funds | Local Funds | Total Funds | Expenditure Schedule |    |    |    | Environmental R/W Required? |     |    |    |
|------------------|--------------|--|--------|--------------|---------------|-----------------|-------------|-----------------------|-----------------------|-----------------|-------------|-------------|-------------|----------------------|----|----|----|-----------------------------|-----|----|----|
| 09               | 16           | Chippseal<br>Vancouver Ave   | 07     | P            | 0.95          | S, W            | All         | July 2022             |                       |                 |             |             |             |                      |    |    |    | 45                          | CE  | No |    |
|                  |              | <b>Totals</b>  |        |              |               |                 |             |                       | 0                     |                 |             | 45          | 45          |                      |    |    |    |                             |     |    |    |
| 09               | 17           | Frank Johns Sidewalk<br>From Loop Rd to Second Street<br>Construct new sidewalk along east side                        | 06     | P            | 0.24          | C,G,P,<br>S,T,W | PE<br>CN    | Sep 2021<br>June 2022 |                       |                 |             | 68          | 7           | 75                   | 10 | 30 | 20 |                             | 15  | CE | No |
|                  |              | <b>Totals</b>  |        |              |               |                 |             |                       |                       |                 | 340         | 34          | 374         |                      |    |    |    |                             |     |    |    |
| 09               | 18           | Chippseal<br>Major St, Hillcrest and E Loop Road   | 07     | P            | 1.08          | W, T, S         | All         | July 2024             |                       |                 |             | 408         | 41          | 449                  | 10 | 30 | 20 |                             | 35  | CE | No |
|                  |              | <b>Totals</b>  |        |              |               |                 |             |                       | 0                     |                 |             | 35          | 35          |                      |    |    |    |                             |     |    |    |
| 09               | 19           | Monda Road<br>Straighten out the intersection where<br>Monda and Iman Cemetery Road meet                               | 01     | P            | 0.01          | P, T            | All         | Aug 2025              |                       |                 |             | 80          | 80          | 80                   |    |    |    |                             | 80  | CE | No |
|                  |              | <b>Totals</b>  |        |              |               |                 |             |                       | 0                     |                 |             | 80          | 80          |                      |    |    |    |                             |     |    |    |
| 09               | 20           | Chippseal<br>Lasher, Roselawn  | 07     | P            | 0.71          | W,S,P<br>G,T    | All         | July 2024             |                       |                 |             | 23          | 23          | 23                   |    |    |    |                             | 23  | CE | No |
|                  |              | <b>Totals</b>  |        |              |               |                 |             |                       | 0                     |                 |             | 23          | 23          |                      |    |    |    |                             | 0   |    |    |
| 07               | 21           | Storm water System Repair and Upgrade<br>Repair and upgrade failing storm water<br>system in the City                  | 06     | P            | 0             |                 | PE          | July 2021             |                       |                 |             | 500         | 500         | 500                  |    |    |    |                             | 500 | CE | No |
|                  |              | <b>Totals</b>  |        |              |               |                 |             |                       | 0                     |                 |             | 500         | 500         |                      |    |    |    |                             | 500 |    |    |
| 08               | 22           | Transportation Circulation Study<br>Phase 2  | 23     | P            | 0             |                 |             | Jan 2023              |                       |                 |             | 40          | 40          | 40                   |    |    |    |                             | 40  | CE | No |
|                  |              | <b>Totals</b>  |        |              |               |                 |             |                       | 0                     |                 |             | 40          | 40          |                      |    |    |    |                             | 0   |    |    |
| 09               | 23           | Del Ray Avenue<br>From Kanaka Creek Road to School<br>Construct new road, sidewalks, street lights<br>and storm drains | 01     | P            | 0.13          | C,G,P,<br>S,T,W | All         | Jan 2022              |                       |                 |             | 400         | 400         | 400                  |    |    |    |                             | 400 | CE | No |
|                  |              | <b>Totals</b>  |        |              |               |                 |             |                       | 400                   |                 |             | 400         | 400         |                      |    |    |    |                             | 400 |    |    |



# 2020-2025 TIP

## Project Identification

| Functional Class | Index Number | Improvement Types   | Status | Total Length | Utility Codes | Phase   | Phase Start | Federal Fund Code | Federal Cost by Phase | State Fund Code | State Funds | Local Funds | Total Funds | Expenditure Schedule | Environmental R/W Required? |
|------------------|--------------|---|--------|--------------|---------------|---------|-------------|-------------------|-----------------------|-----------------|-------------|-------------|-------------|----------------------|-----------------------------|
| 09               | 24           | Roselawn Avenue Overlay   | 03     | P            | 0.09          | W, S, G | All         | July 2024         |                       |                 |             | 165         | 165         | 65                   | CE                          |
|                  |              | From: Willard to McKinley   | 06     |              |               |         |             |                   |                       |                 |             |             |             |                      |                             |
|                  |              | Engineering, sidewalks, storm drain and ramps. Overlay entire street                                  | 07     |              |               |         |             |                   |                       |                 |             |             |             |                      |                             |
|                  |              | <b>Totals</b>   |        |              |               |         |             |                   | 0                     |                 |             | 165         | 165         | 65                   |                             |
| 25               |              | Phase 3 Waterfront Trail Construction   | 03     | S            | 0.1           |         | ALL         | 9/1/2016          | TAP                   | 200             |             | 145         | 345         | 345                  | EIS                         |
|                  |              | Stevenson Shoreline Restoration and Enhancement Project. PORT OF SKAMANIA PROJECT, NO FUNDS FROM CITY |        |              |               |         |             |                   |                       |                 |             | 145         | 345         |                      |                             |
|                  |              | <b>Totals</b>   |        |              |               |         |             |                   | 200                   |                 |             | 145         | 345         |                      |                             |
|                  |              |   |        |              |               |         |             |                   |                       |                 |             | 0           | 0           |                      |                             |
|                  |              | Public Streets TIP 2020   |        |              |               |         |             |                   |                       |                 |             | 0           | 0           |                      |                             |



# City of Stevenson

Leana Kinley, City Administrator

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

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

To: City Council  
From: Leana Kinley, City Administrator  
RE: Copier Purchase/Lease  
Meeting Date: May 16, 2019

### **Executive Summary:**

The City of Stevenson’s contract for a small Ricoh copier expires the end of June. The large copier that the city owns is reaching the end of its useful life and is no longer manufactured. There are three companies that have provided quotes for lease, purchase and service options for both copiers, CTX, Ricoh and Solutions Yes!.

### **Overview of Items:**

The technology offered by each company is very similar. They all have scanning capabilities with OCR, fax, the same number of paper trays and the same finishing features (stapling, collating, etc). The Kyocera from Solutions Yes! runs at 40 pages per minute (ppm) for copy and print rather than our current 45 ppm. The service cost for CTX does not include staples, which would cost about \$53 for 15000 staples. More details specifications for each quote and solution presented are attached.

The service costs were estimated for 5 years based on the last quarter’s usage. Solutions Yes stated they would match the lease or purchase price of any vendor. Solutions Yes also have a tiered pricing structure based on the amount of color used. In the estimates below, the highest cost of a full color sheet was used.

|                | <u>Solutions Yes</u> | <u>Ricoh</u> | <u>CTX</u> | <u>SY-Price Match</u> |
|----------------|----------------------|--------------|------------|-----------------------|
| Lease Total    | 20,745.96            | 17,849.55    | 18,517.83  | 17,399.76             |
| Purchase Total | 19,470.16            | 15,233.75    | 14,807.85  | 13,689.78             |

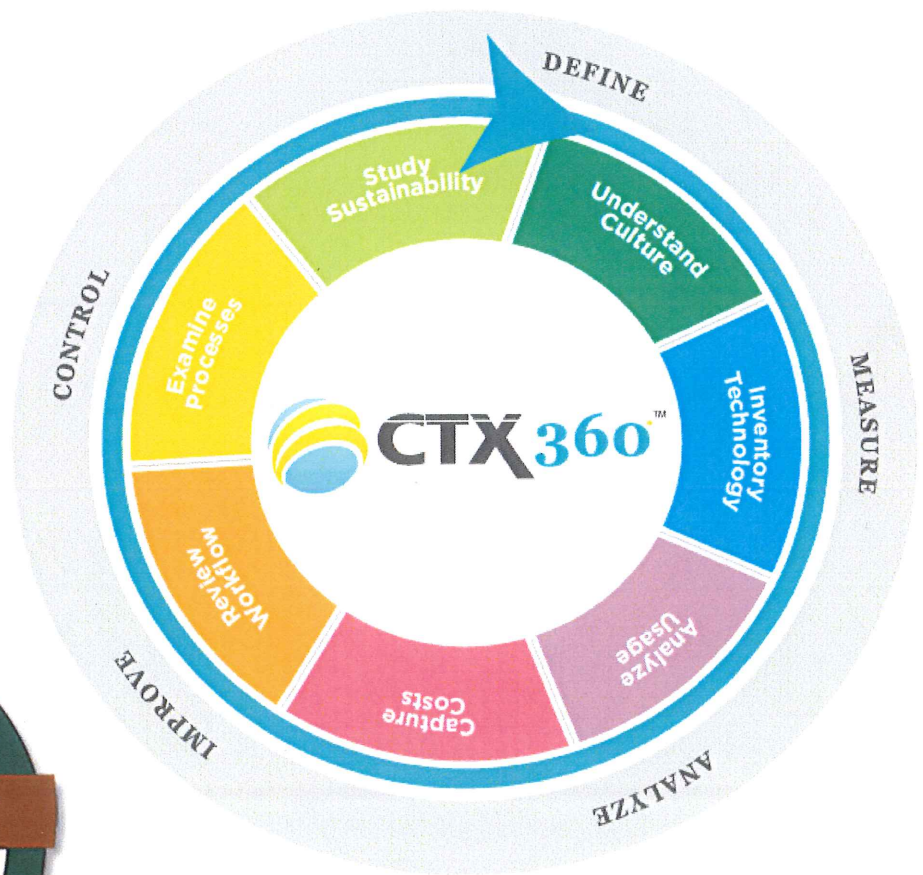
### **Action Needed:**

- Approve moving forward with the purchase or lease of new copiers.

Proposal for

# The City of Stevenson

Prepared for:





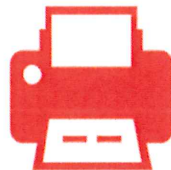
# The CTX 360° Approach

*-Local, Technical support 7:30am- 6pm M-F  
-Parts, Labor, Trip Fees, Shipping & Handling*



*-Reduce overall operating expenses  
-Procure elite services to leverage current technology environment*

*-Replacement printers for all contracted devices  
-A simple process to add and remove printers from agreement*



*-Consultative services to select the right equipment as you grow  
-Fleet monitoring application to assist with supply ordering and meter reads*

*-A customized Sustainable Printer Policy  
-CTX's Zero Landfill Initiative*







### Current State:

- Old technology
- Expensive service pricing with annual increases
- Machine discontinued in 2012
- Guaranteed new parts availability ended 2018

| Technology Environment       | Lease Payment   | Cost Per Copy                 | Average Monthly Images   |
|------------------------------|-----------------|-------------------------------|--------------------------|
| Ricoh MPC4501                | OWNED           | \$0.01 B/W<br>\$0.08125 Color | 4,814 B/W<br>2,116 Color |
| Ricoh MP301                  | \$36.36         | .00979 B/W                    | 947 B/W                  |
| <b>Total Lease Payment</b>   | \$36.36         |                               |                          |
| <b>Total Service Payment</b> | \$229.34        |                               |                          |
| <b>TOTAL MONTHLY</b>         | <b>\$265.70</b> |                               |                          |

# Xerox Altalink C8045



## Key Features

- Prints at speeds of up to 45ppm in color and Black & White
- Automated workflows from touchscreen
- Scan to Email, SMB, FTP or HDD
- Limit and track usage with Xerox Standard Accounting
- Connect Key print controller with McAfee Security embedded
- Modular design to fit in your environment
- Quiet operation
- Xerox technology advantages
- Energy Star qualified

# Xerox Versalink B405



## Key Features

- Prints at speeds up to 47ppm in Black & White
- Easy to use touch screen
- Print/Copy/Scan/Fax/Email
- McAfee Security embedded
- Small in size for easy accessible desk
- Quiet Operation



## CTX360<sup>o</sup>™ Assessment



### Benefits of this Technology:

- New Technology
- Lower service costs
- Guarantee Parts and Service for 10 years
- Lock service pricing for term of contract

| Equipment          | Monthly Cost    | Cost Per Copy                 | Average Monthly Volumes  |
|--------------------|-----------------|-------------------------------|--------------------------|
| Xerox C8045 & B405 | <b>\$160.21</b> | \$0.0085 B/W<br>\$0.047 Color | 5,761 B/W<br>2,116 Color |

|   |                 |
|---|-----------------|
| <b>Monthly Service Cost</b><br>(Based off of average monthly volumes) | <b>\$140.37</b> |
|---|-----------------|

|                           |                 |
|---------------------------|-----------------|
| <b>Total Monthly Cost</b> | <b>\$300.57</b> |
|---------------------------|-----------------|

Pricing Based  
off of OETC  
contact award



### **Future State:**

- Consistent and reliable billing
- Technical support 7:30am- 6pm M-F
- Parts, Labor, Trip Fees, Shipping & Handling
- Quarterly Account Reviews to ensure satisfaction
- 4 hour response time
- EXCLUDES: Paper and Staples
- NO SERVICE INCREASES



# XEROX® ALTALINK® COLOR MULTIFUNCTION PRINTER

Smart, secure and connected Workplace Assistant.

**C8030/C8035/C8045/C8055/C8070**



ConnectKey®  
Technology

# Xerox® AltaLink® C8030/C8035/C8045/C8055/C8070 Color Multifunction Printer

Xerox® AltaLink® devices provide new levels of capability and connectivity for mid-size and large workgroups and busy offices. With AltaLink®, your extended workforce has instant and secure access to the documents, data and workflows it needs to work faster and more efficiently — from every location and with any device.

## SMART AND PRODUCTIVE

From its tablet-like user interface to its right-out-of-the-box mobile-friendly connectivity options, the Xerox® AltaLink® C8000 Series is the color multifunction device today's workers have been waiting for.

Easy to manage as a standalone device or as part of an entire fleet, it's designed to enable fast multitasking and collaboration. Create customized 1-Touch Apps to automate multi-step workflows. Simply tap your new app to quickly perform the job you configured. And save time by scanning to multiple destinations, including a USB drive, network location and SMB share location, all in one operation.

With the touch of a button, you can go to our Xerox App Gallery and download simple, yet powerful, serverless apps to your AltaLink® device to increase user productivity and shorten everyday tasks.

Built-in mobile connectivity, including @PrintByXerox, Google Cloud Print™, Xerox® Print Service Plug-in for Android™, Airprint®, Mopria® and optional Wi-Fi Direct® provides the time-saving convenience your workforce wants and needs.

## POWERFUL AND SCALABLE

Provide interactive training and support right from your desktop with our remote control panel. Enable serverless fleet management with Fleet Orchestrator. Configure a single device once, then let the Fleet Orchestrator deploy and manage configurations automatically and share automated workflows across devices.

Fewer maintenance hassles, less IT support, high-capacity paper trays and the ability to print on varying paper sizes add up to increased uptime and greater productivity. Scanning, printing and faxing can be done simultaneously, allowing for multitasking during peak periods — and your choice of finishing options means you can configure your AltaLink® device for any work environment and any document type, including booklets, brochures and pamphlets.

## BUILT-IN SECURITY

Enjoy comprehensive security through our strategic approach to preventing intrusions and keeping documents and data safe. Our partnerships with McAfee® and Cisco® proactively address risks at the individual device, fleet and network level.

Multiple layers of security include data encryption, disk overwrite and industry certifications. The innovative Configuration Watchdog ensures your AltaLink® devices remain configured in accordance with your security policies.

## COLOR WHERE IT COUNTS

With high resolution output of 1200 x 2400 dpi, photo-quality color images and crisp text will give your documents clarity and impact. You can also upgrade your AltaLink® C8000 Series with the Xerox® EX-c C8000 Print Server Powered by Fiery®, enabling office users to quickly, efficiently and cost effectively print professional-looking documents.

## XEROX® CONNECTKEY® TECHNOLOGY — THE NEXUS OF YOUR COMPLETE PRODUCTIVITY ECOSYSTEM

From Xerox — the company that created the modern workplace — we present the next revolution in workplace productivity. With a consistent user experience across a wide range of devices, mobile and cloud connectivity and a growing library of apps to expand functionality, you'll work faster, better and smarter.

### Intuitive User Experience

An entirely new — and yet entirely familiar way to interact that includes a tablet-like experience with gesture-based touchscreen controls and easy customization.

### Mobile and Cloud Ready

Instant connectivity to cloud and mobile devices right from the user interface, with access to pre-loaded, cloud-hosted services that let you work where, when and how you want.

### Benchmark Security

Full multi-level protection for both documents and data, ready to guard against and eliminate emerging threats and meet or exceed regulatory compliance.

### Enables Next Generation Services

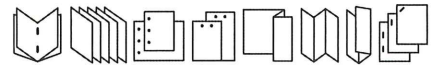
Work more efficiently and manage resources more effectively. Easy integration of Xerox® Managed Print Services enables remote monitoring of service delivery and consumables, plus remote configuration for even more time savings.

### Gateway to New Possibilities

Instantly extend your capabilities with access to the Xerox App Gallery, featuring real-world apps designed to optimize digital workflows. Commission our network of partners to design innovative, business-specific solutions.

Find out more about how you'll work smarter at [www.ConnectKey.com](http://www.ConnectKey.com).





**CHOOSE THE CONFIGURATION THAT MEETS YOUR NEEDS**

- 1 Single-Pass Duplex Automatic Document Feeder (DADF)** saves time by simultaneously scanning both sides of two-sided documents at up to 139 impressions per minute.
- 2 Convenience Stapler** (optional) staples up to 50 sheets of 20 lb/80 gsm media.
- 3 Bypass Tray** handles up to 100 sheets of 20 lb/80 gsm, also feeds up to 110 lb Cover/300 gsm media.
- 4 Two 520-sheet adjustable trays** (standard with all configurations). Tray 1 handles media sizes up to 11.7 x 17 in./A3 and Tray 2 handles media sizes up to 12 x 18 in./SRA3.
- 5 Envelope Kit** (optional — replaces Tray 1) provides trouble-free feeding of up to 60 envelopes.
- 6 High-Capacity Tandem Tray Module** (optional) brings the total paper capacity up to 3,140 sheets.
- 7 Four Tray Module** (optional with C8030/C8035) holds a total of 2,180 sheets.
- 8 High-Capacity Feeder** (optional) holds 2,000 sheets of letter/A4 paper, increasing the maximum paper capacity to 5,140 sheets.
- 9 Business Ready (BR) Finisher** (optional) gives you advanced finishing functions at a great value.
- 10 BR Booklet Maker Finisher** (optional) provides advanced finishing with the capability to create 64-page saddle-stitched booklets (2 to 16 sheets).
- 11 C-Fold/Z-Fold Unit** (optional) adds three folds: C-fold, Z-fold and Z-half-fold to the BR Finisher or BR Booklet Maker Finisher.
- 12 Offset Catch Tray (OCT)** (standard on all configurations and included with all finishers).
- 13 Integrated Office Finisher** (optional with C8030/C8035) provides 500-sheet stacking and 50-sheet, single-position stapling.
- 14 Office Finisher LX** (optional with C8030/C8035/ C8045/C8055) gives you advanced finishing functions at a great value, and offers optional crease/score and saddle-stitch booklet making capable of 60-page booklets (2 to 15 sheets).
- 15 Xerox® Integrated RFID Card Reader E1.0** (optional) adds card-based authentication with support for over 90 access cards.
- 16 Near Field Communication (NFC) Tap-to-Pair** allows users to tap their mobile device to the AltaLink® C8000 user panel and instantly connect with the MFP.



**INTRODUCING MOBILE DEVICE-LIKE TOUCHSCREEN SUPERIORITY**

Meet our all-new, 10.1-inch color touchscreen — the user interface that sets a higher standard for customization, ease of use and versatility.

By presenting a familiar “mobile” experience — with support for gestural input and task-focused apps that share a common look and feel — fewer steps are needed to complete even the most complex jobs.

A highly intuitive layout guides you through every task from start to finish, with a natural hierarchy placing commonly used functions front and center. Don't like where a function or app is located? Want faster access to app settings? Easily customize the touchscreen's layout to make it yours.

This unmatched balance of hardware technology and software smarts helps everyone who interacts with the AltaLink® C8000 Series get more work done, faster. Try our new UI at [www.xerox.com/AltaLinkUI](http://www.xerox.com/AltaLinkUI).



# Xerox® AltaLink® C8030/C8035/C8045/C8055/C8070

## Color Multifunction Printer

ConnectKey®  
Technology

| DEVICE SPECIFICATIONS  | AltaLink® C8030   | AltaLink® C8035   | AltaLink® C8045                               | AltaLink® C8055                               | AltaLink® C8070                               |
|--|---|---|---|---|---|
| Speed (Color/Black-and-White)                                  | Up to 30/30 ppm   | Up to 35/35 ppm   | Up to 45/45 ppm                               | Up to 50/55 ppm                               | Up to 70/70 ppm                               |
| Monthly Duty Cycle*  | Up to 90,000 pages  | Up to 110,000 pages   | Up to 200,000 pages                           | Up to 300,000 pages                           | Up to 300,000 pages                           |
| Hard Drive/Processor/Memory                                    | Minimum 250 GB HDD/Intel® Atom™ Quad Core 1.91 GHz/2 MB Cache/8 GB system memory  |   |   |   |   |
| Connectivity   | 10/100/1000Base-T Ethernet, High-Speed USB 2.0 direct print, Wi-Fi Direct® with optional Xerox® USB Wireless Adapter, NFC Tap-to-Pair |   |   |   |   |
| Optional Controller  | Xerox® EX-c C8000 Print Server Powered by Fiery®  |   |   |   |   |
| <b>Copy and Print</b>  | <b>Copy Resolution:</b> Up to 600 x 600 dpi; <b>Print Resolution:</b> Up to 1200 x 2400 dpi   |   |   |   |   |
| First-Copy-Out Time (as fast as) (from platen/warmed-up state) | 8.1 seconds color/6.7 seconds black-and-white   |   | 7.8 seconds color/6.4 seconds black-and-white | 7.2 seconds color/5.7 seconds black-and-white | 5.2 seconds color/4.9 seconds black-and-white |
| First-Print-Out Time (as fast as)                              | 6.5 seconds color/5.3 seconds black-and-white   | 6.4 seconds color/5.2 seconds black-and-white   | 6.5 seconds color/5.3 seconds black-and-white | 6.0 seconds color/4.7 seconds black-and-white | 4.7 seconds color/4.0 seconds black-and-white |
| Page Description Languages                                     | Adobe PostScript® 3™, Adobe PDF version 1.7, PCL® 5c/PCL 6, Optional XML Paper Specification (XPS)                                    |   |   |   |   |
| <b>Paper Input</b>   | Standard  | <b>Single-Pass Duplex Automatic Document Feeder:</b> 130 sheets; Speed: up to 139 ipm (duplex); Sizes: 3.4 x 4.9 in. to 11.7 x 17 in./85 x 125 mm to 297 x 432 mm   |   |   |   |
|  |   | <b>Bypass Tray:</b> 100 sheets; Custom sizes: 3.5 x 3.9 to 12.6 x 19 in./89 x 98 mm to 320 x 483 mm (SEF)   |   |   |   |
|  |   | <b>Tray 1:</b> 520 sheets; Custom sizes: 5.5 x 7.2 in. to 11.7 x 17 in./140 x 182 mm to 297 x 432 mm (SEF)  |   |   |   |
|  |   | <b>Tray 2:</b> 520 sheets; Custom sizes: 5.5 x 7.2 in. to 12 x 18 in./140 x 182 mm to SRA3 (SEF)  |   |   |   |
|  | Choose One  | <b>Four Tray Module</b> (Trays 3 and 4 — available with C8030/C8035): 1,040 sheets; 520 sheets each; Custom sizes: 5.5 x 7.2 to 12 x 18 in./140 x 182 mm to SRA3 (SEF)  |   |   |   |
|  | Optional  | <b>High Capacity Tandem Tray Module:</b> 2,000 sheets; One 867-sheet paper tray and one 1,133-sheet paper tray; Sizes: 8.5 x 11 in./A4  |   |   |   |
|  |   | <b>High-Capacity Feeder (HCF):</b> 2,000 sheets; Size 8.5 x 11 in./A4 long edge feed  |   |   |   |
|  |   | <b>Envelope Tray (replaces Tray 1):</b> Up to 60 envelopes: #10 Commercial, Monarch, DL, C5   |   |   |   |
| <b>Paper Output/Finishing</b>                                  | Standard  | <b>Dual Offset Catch Tray</b> (standard when finishers are not attached): 250 sheets each; Face-up Tray: 100 sheets   |   |   |   |
|  | Optional  | <b>Integrated Office Finisher</b> (Available with C8030/C8035): 500-sheet stacker, 50 sheets stapled, single-position stapling  |   |   |   |
|  |   | <b>Office Finisher LX</b> (Available with C8030/C8035/C8045/C8055): 2,000-sheet stacker, 50 sheets stapled, 2-position stapling, optional hole punch, optional booklet maker (score, saddle stitch 2 to 15 sheets (60 pages)) |   |   |   |
|  |   | <b>BR Finisher:</b> 3,000-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and 2/3-hole punching   |   |   |   |
|  |   | <b>BR Booklet Maker Finisher:</b> 1,500-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and 2/3-hole punching plus saddle-stitch booklet making (2 to 16 sheets, 64 pages) and V-folding                |   |   |   |
|  |   | <b>C-Fold/Z-Fold Unit:</b> Adds Z-folding, Letter Z-folding and Letter C-folding to the BR Finisher and BR Booklet Maker Finisher   |   |   |   |
|  |   | <b>Convenience Stapler:</b> 50-sheet stapling (based on 80 gsm), includes Work Surface  |   |   |   |

### INTUITIVE USER EXPERIENCE

|                            |  |
|----------------------------|--|
| Customize                  | Site, Function or Workflow Customization with Xerox App Gallery  |
| Print Drivers              | Job Identification, Bi-directional Status, Job Monitoring, Xerox® Global Print Driver®, Xerox® Mobile Express Driver®, Application Defaults, Xerox® Pull Print Driver  |
| Xerox® Embedded Web Server | PC or Mobile — Status Information, Settings, Device Management, Cloning, Fleet Orchestrator, Configuration Watchdog  |
| Remote Console/Preview     | Remote Control Panel   |
| Print Features             | Print from USB, Sample Set, Saved Job, Booklet Creation, Store and Recall Driver Settings, Scaling, Job Monitoring, Application Control, Two-sided Printing, Draft Mode  |
| Scan and Fax               | Scan to USB/Email/Network (FTP/SMB), Scan File Formats: PDF, PDF/A, XPS, JPG, TIFF; Convenience Features: Scan to Home, Searchable PDF, Single/Multi-page PDF/XPS/TIFF, Password-protected PDF; Fax Features: Walk-up Fax (one-line or three-line options available, includes LAN Fax, Direct Fax, Fax Forward to Email), Fax dialing, Unified Address Book, Optical Character Recognition (OCR) |

### MOBILE AND CLOUD READY

|                     |  |
|---------------------|--|
| Mobile Connectivity | Apple® AirPrint®, Google Cloud Print™ Ready, Xerox® Print Service Plug-in for Android™, Mopria® Print Service Plug-in for Android, NFC, Wi-Fi Direct Printing, Xerox® Print Service Plug-in for Android™   |
| Mobile Printing     | @PrintByXerox, See more at <a href="http://xerox.com/MobileSolutions">xerox.com/MobileSolutions</a> ; <b>Optional:</b> Xerox® Workplace Cloud/Suite Mobile Print Solution. Learn more at <a href="http://xerox.com/MobilePrintApp">xerox.com/MobilePrintApp</a> .          |
| Cloud Connectivity  | Xerox App Gallery; <b>Optional:</b> Connect for Salesforce, Connect for Google Drive™, Connect for OneDrive®, Connect for Dropbox™, Connect for Office 365™, Connect for Box® and more at <a href="http://xerox.com/CloudConnectorApps">xerox.com/CloudConnectorApps</a> . |

### BENCHMARK SECURITY

|                   |   |
|-------------------|---|
| Network Security  | IPsec, HTTPS, SFTP and Encrypted Email, McAfee® ePolicy Orchestrator®, Network Authentication, SNMPv3, SHA-256 Hash Message Authentication, SSL, TLS, Security Certificates, Automatic Self-signed Certificate, Cisco® Identity Services Engine (ISE) integration   |
| Device Access     | User Access and Internal Firewall, Port/IP/Domain Filtering, Audit Log, Access Controls, User Permissions, Configuration Watchdog; <b>Optional:</b> Smart Card Enablement Kit (CAC/PIV.NET), Xerox® Integrated RFID Card Reader E1.0, NFC standard (authentication via optional Xerox® Workplace Cloud/Suite Print Management and Content Security; learn more at <a href="http://xerox.com/WorkplaceSolutions">xerox.com/WorkplaceSolutions</a> .) |
| Data Protection   | Encrypted Hard Disk (AES 256-bit, FIPS 140-2, Validated) and Image Overwrite, McAfee Embedded Control Whitelisting, McAfee Integrity Control (optional), Firmware Verification, Job Level Encryption via HTTPS and Drivers, Xerox® Workplace Cloud/Suite Content Security   |
| Document Security | Common Criteria Certification (ISO 15408), Encrypted Secure Print, FIPS Encrypted Print Drivers   |

### ENABLES NEXT GENERATION SERVICES

|                           |  |
|---------------------------|--|
| Print Management          | Xerox® Standard Accounting; <b>Optional:</b> Xerox® Workplace Cloud/Suite, Nuance Equitrac, Ysoft SafeQ, PaperCut and more at <a href="http://xerox.com/PrintManagement">xerox.com/PrintManagement</a> . |
| Fleet / Device Management | Xerox® Device Manager, Xerox® CentreWare Web, Xerox® Support Assistance, Auto Meter Read, Managed Print Services Tools, Configuration Cloning, Fleet Orchestrator  |
| Sustainability            | Cisco EnergyWise®, Print User ID on Margins, Earth Smart Print Settings  |

### GATEWAY TO NEW POSSIBILITIES

|                   |  |
|-------------------|--|
| Xerox App Gallery | Go to <a href="http://xerox.com/AppGallery">xerox.com/AppGallery</a> to learn how you can expand the capabilities of your MFP and work in new ways with dedicated apps for business, education, healthcare and more. Available apps include Xerox® Easy Translator, Forms Manager, Connect to Concur, Remark Test Grading and Share Patient Information. |
|-------------------|--|

\* Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

For more detailed specifications, including the latest certifications, go to [www.xerox.com/AltalinkC8000Specs](http://www.xerox.com/AltalinkC8000Specs).



# XEROX® VERSALINK® PRINTER AND MULTIFUNCTION PRINTER

Redefining office productivity.

**B400/B405**



ConnectKey®  
Technology

# Xerox® VersaLink® B400 Printer and Xerox® VersaLink® B405 Multifunction Printer

Whether stand-alone or as a part of your extended fleet, the Xerox® VersaLink® B400 Printer and VersaLink® B405 Multifunction Printer take your team to new levels of productivity becoming true workplace assistants. Work the way you want — from any device — with maximum security and easy connectivity to and from both cloud and network-based locations.

## EASY, OPTIMIZED PRODUCTIVITY.

Right out of the box, you'll count on your Xerox® VersaLink® B400 Printer or VersaLink® B405 Multifunction Printer to consistently and flawlessly perform the tasks that make your business work more efficiently. From IT-free installation wizards, to step-by-step configuration options, you're ready to go — hassle free.

And count on day in, day out reliability thanks to our trusted paper path technology.

VersaLink® devices are loaded with features and time-saving Xerox technologies designed to speed up information sharing and reduce inefficient workflows. Ensure information accuracy with Scan and Fax preview<sup>1</sup>, and do more with scanned documents with built-in optical character recognition (OCR)<sup>1</sup>.

Print with total peace of mind knowing that VersaLink® devices deliver a spectrum of stringent security features, including Secure Print and card authentication to control access.

## AN ENTIRELY NEW WAY TO WORK.

With the customizable 5-inch color touchscreen, you can tap, swipe and pinch your way through tasks and functions with mobile-like ease.

Preloaded Xerox® ConnectKey® Apps help optimize office efficiency, and on-screen access to the extensive Xerox App Gallery provides expanded functionality — like the optional Xerox® Easy Translator Service app<sup>1</sup>, which quickly translates scanned documents into numerous languages.

Get more done in less time by creating customized 1-Touch Apps<sup>1</sup> to automate multi-step workflows for individuals or groups. Simply tap your new app to quickly perform the job you configured. And with Simple ID, individual users and groups enter a user ID and password once, and then enjoy fast, secure access to task-specific presets, individualized favorite contacts, and commonly used apps on a personalized home screen.

## UPWARD MOBILITY FOR EVERY WORK STYLE.

The VersaLink® B400 Printer and VersaLink® B405 Multifunction Printer give you the freedom to work where and how you want — with direct connectivity to Google Drive™, Microsoft® OneDrive® and DropBox™, and access to additional options through the Xerox App Gallery.

The ability to connect and print from multiple devices is key for today's worker, and VersaLink® devices meet the challenge with Apple® AirPrint®, Google Cloud Print™, Xerox® Print Service Plug-in for Android™, Near Field Communication (NFC) Tap-to-Pair and Mopria® plus optional Wi-Fi and Wi-Fi Direct.

Learn more about why Xerox is the only choice for today's mobile professionals by visiting [www.xerox.com/Mobile](http://www.xerox.com/Mobile).

<sup>1</sup> VersaLink® B405 only

To learn more about VersaLink® device features, go to [www.xerox.com/VersaLinkEG](http://www.xerox.com/VersaLinkEG).

## XEROX® CONNECTKEY® TECHNOLOGY — THE NEXUS OF YOUR COMPLETE PRODUCTIVITY ECOSYSTEM

From Xerox — the company that created the modern workplace — we present the next revolution in workplace productivity. With a consistent user experience across a wide range of devices, mobile and cloud connectivity and a growing library of apps to expand functionality, you'll work faster, better and smarter.

### Intuitive User Experience

An entirely new — and yet entirely familiar way to interact that includes a tablet-like experience with gesture-based touchscreen controls and easy customization.

### Mobile and Cloud Ready

Instant connectivity to cloud and mobile devices right from the user interface, with access to pre-loaded, cloud-hosted services that let you work where, when and how you want.

### Benchmark Security

Full multi-level protection for both documents and data, ready to guard against and eliminate emerging threats and meet or exceed regulatory compliance.

### Enables Next Generation Services

Work more efficiently and manage resources more effectively. Easy integration of Xerox® Managed Print Services enables remote monitoring of service delivery and consumables.

### Gateway to New Possibilities

Instantly extend your capabilities with access to the Xerox App Gallery, featuring real-world apps designed to optimize digital workflows. Commission our network of partners to design innovative, business-specific solutions.

Find out more about how you'll work smarter at [www.ConnectKey.com](http://www.ConnectKey.com).





**CHOOSE THE CONFIGURATION THAT MEETS YOUR NEEDS:**

**1 A 60-sheet Reversing Automatic Document Feeder (RADF)** scans two-sided originals for copy, scan and fax jobs.

**2 Card Reader Bay with embedded USB port.<sup>2</sup>**

**3 An easily accessible USB port<sup>2</sup>** allows users to quickly print from or scan to<sup>3</sup> any standard USB memory device.

**4 250-sheet output tray** with tray-full sensor.

**5 The 150-sheet Bypass Tray** handles media sizes from 3 x 5 in. to 8.5 x 14 in./76 x 127 mm to 216 x 356 mm.

**6 With the 550-sheet paper tray,** standard paper capacity totals 700 sheets (including Bypass Tray).

**7 Up to three optional 550-sheet paper trays** increase total paper capacity to 2,350 sheets.

**8 The optional Stand** provides storage for toner cartridges, paper and other supplies.

<sup>2</sup> USB ports can be disabled  
<sup>3</sup> VersaLink® B405 only.



**Xerox® VersaLink® B400 Printer**  
Print.



**Xerox® VersaLink® B405 Multifunction Printer**  
Print, Copy, Scan, Fax, Email.

**INTRODUCING TOUCHSCREEN SUPERIORITY.**

Meet our tiltable, 5-inch capacitive color touchscreen — the user interface that sets a higher standard for customization, personalization and versatility.

By presenting a familiar “mobile” experience — with support for gestural input and task-focused apps that share a common look and feel — fewer steps are needed to complete even the most complex jobs.

A highly intuitive layout guides you through every task from start to finish, with a natural hierarchy placing critical functions near the top of the screen and commonly used options front and center. Don't like where a function or app is located? Customize the layout to make it yours.

This unmatched balance of hardware technology and software capability helps everyone who interacts with the VersaLink® B400 Printer or VersaLink® B405 Multifunction Printer get more work done, faster.





# Xerox® VersaLink® B400/B405



The VersaLink® B400 Printer and B405 Multifunction Printer are built on Xerox® ConnectKey® Technology. For more information, visit [www.ConnectKey.com](http://www.ConnectKey.com).

| DEVICE SPECIFICATIONS            |  | VersaLink® B400  | VersaLink® B405  |
|----------------------------------|--|--|--|
| Speed                            |  | Up to 47 ppm letter/Up to 45 ppm A4  |  |
| Duty Cycle <sup>1</sup>          |  | Up to 110,000 pages/month <sup>1</sup>   |  |
| Processor / Memory               |  | 1.05 GHz Dual Core/2 GB  |  |
| Connectivity                     |  | Ethernet 10/100/1000 Base-T, High-speed USB 3.0, Wi-Fi 802.11n and Wi-Fi Direct with optional Wi-Fi Kit (concurrent wired and wireless connections supported), NFC Tap-to-Pair |  |
| Controller Features              |  | Unified Address Book (B405), Configuration Cloning, Scan Preview (B405), Xerox Extensible Interface Platform®, Xerox App Gallery, Xerox® Standard Accounting, Online Support   |  |
| Paper Handling                   | Paper Input  | Standard   | NA   |
|                                  |  | Optional   | <b>Reversing Automatic Document Feeder (RADF):</b> 60 sheets; Custom sizes: 5.5 x 5.5 in. (140 x 140 mm) to 8.5 x 14 in. (216 x 356 mm)  |
|                                  |  |  | <b>Bypass Tray:</b> Up to 150 sheets; Custom sizes: 3 x 5 in. to 8.5 x 14 in./76 x 127 mm to 216 x 356 mm<br><b>Tray 1:</b> Up to 550 sheets; Custom sizes: 5.8 x 8.3 in. to 8.5 x 14 in./148 x 210 mm to 216 x 356 mm<br><b>3 Additional Trays:</b> Up to 550 sheets each; Custom sizes: 5.8 x 8.3 in. to 8.5 x 14 in./148 x 210 mm to 216 x 356 mm |
| Total Capacity (std. / max.)     | 700 sheets/2,350 sheets                                    |  |  |
| Paper Output                     | 250 sheets   |  |  |
| Automatic Two-sided Output       | Standard   |  |  |
| Print and Copy Resolution        |  | <b>Print:</b> Up to 1200 x 1200 dpi (enhanced)   | <b>Print:</b> Up to 1200 x 1200 dpi (enhanced)   |
|                                  |  | <b>Copy:</b> Up to 600 x 600 dpi   | <b>Copy:</b> Up to 600 x 600 dpi   |
| First-Page-Out Time (as fast as) |  | <b>Print:</b> As fast as 8 seconds   | <b>Print:</b> As fast as 8 seconds   |
|                                  |  | <b>Copy:</b> As fast as 6 seconds  | <b>Copy:</b> As fast as 6 seconds  |
| Page Description Languages       | PCL®5e/PCL 6/PDF/XPS/TIFF/JPEG/HP-GL/Adobe® PostScript® 3™ |  |  |

## INTUITIVE USER EXPERIENCE

|                            |  |   |  |
|----------------------------|--|---|--|
| Customize and Personalize  | Walkup customization, Personalize Home Screen by User, Multiple Home Screens with Simple ID, Customize by Site and Function or Workflow with Xerox App Gallery   |   |  |
| Print Drivers              | Job Identification, Bi-directional Status, Job Monitoring, Xerox® Global Print Driver® and Mobile Express Driver®  |   |  |
| Xerox® Embedded Web Server | PC or mobile—Status Information, Responsive Design, Settings, Device Management, Cloning   |   |  |
| Preview                    | NA   | Preview of Scan/Fax with Zoom, Rotate, Add Page   |  |
| Print Features             | Print from USB, Secure Print, Sample Set, Personal Print, Saved Job, Xerox® Earth Smart Driver Settings, Job Identification, Booklet Creation, Store and Recall Driver Settings, Bi-directional Real-time Status, Scaling, Job Monitoring, Application Defaults, Two-sided Printing (as default), Skip Blank Pages, Draft Mode |   |  |
| Scan and Fax <sup>2</sup>  | NA   | Scan to USB/Email/Network (FTP/SMB), Scan File Formats: PDF, PDF/A, XPS, JPEG, TIFF; Convenience Features: Scan to Home, Searchable PDF, Single/Multi-Page PDF/XPS/TIFF/Password Protected PDF, Fax Features: Walk-up Fax includes LAN Fax, Direct Fax, Fax Forward to Email, Unified Address Book, Optical Character Recognition (OCR) |  |

## MOBILE AND CLOUD READY

|                               |  |  |  |
|-------------------------------|--|--|--|
| Mobile Printing               | Apple® AirPrint® <sup>5</sup> , Google Cloud Print™ Ready, Mopria® Certified, Mopria® Print Service Plug-in for Android™, @PrintByXerox, Xerox® Print Service Plug-in for Android™   |  |  |
| Mobility Options              | Xerox® Mobile Print and Mobile Print Cloud®, Connect via NFC/Wi-Fi Direct Printing®, Xerox® Mobile Link App (B405) <sup>3</sup> . Visit <a href="http://www.xerox.com/OfficeMobileApps">www.xerox.com/OfficeMobileApps</a> for available apps. |  |  |
| Cloud Connectors <sup>3</sup> | Print from/Scan to Google Drive™, Microsoft® OneDrive®, Dropbox™, Microsoft Office 365®, Box®, Xerox® DocuShare® Platform <sup>4</sup> and more  |  |  |

## BENCHMARK SECURITY

|                   |  |  |  |
|-------------------|--|--|--|
| Network Security  | IPsec, HTTPS, Encrypted Email, Network Authentication, SNMPv3, SSL/TLS, Security Certificates, Pre-installed Self-signed Certificates, Cisco® Identity Services Engine (ISE) integration                           |  |  |
| Device Access     | Firmware Verification, User access and internal firewall, Port/IP/Domain Filtering, Audit Log, Access Controls, User Permissions, Smart Card Enabled (CAC/PIV.NET), Xerox® Integrated Card Reader Bay              |  |  |
| Data Protection   | Setup/Security Wizards, Job Level Encryption via HTTPS/IPPS Submission, Encrypted Hard Disk (AES 256-bit, FIPS 140-2), Common Criteria Certification (ISO 15408), Encrypted Apps with Embedded Certificate Support |  |  |
| Document Security | Secure Print, Secure Fax (B405), Secure Email (B405), Password Protected PDF (B405)  |  |  |

## ENABLES NEXT GENERATION SERVICES

|                           |   |  |  |
|---------------------------|---|--|--|
| Print Management          | Xerox® Standard Accounting, Optional: Xerox® Workplace Cloud/Suite, Nuance Equitrac, Ysoft SafeQ, PaperCut and more at <a href="http://www.xerox.com/PrintManagement">www.xerox.com/PrintManagement</a> |  |  |
| Fleet / Device Management | Xerox® Device Manager, Xerox® Support Assistance, Auto Meter Read, Managed Print Services tools, Configuration Cloning  |  |  |
| Sustainability            | Cisco EnergyWise®, Earth Smart Printing, Print User ID on margins   |  |  |

## GATEWAY TO NEW POSSIBILITIES

|                   |  |  |  |
|-------------------|--|--|--|
| Cloud Services    | Xerox® Easy Translator (B405) <sup>4</sup> , Xerox® Healthcare MFP (B405 – U.S. only) <sup>4</sup> , CapturePoint™ (B405) <sup>4</sup> , many additional services available                                    |  |  |
| Xerox App Gallery | Many apps and cloud services available. Visit <a href="http://www.xerox.com/AppGallery">www.xerox.com/AppGallery</a> for a growing selection of Xerox® apps available for adding functions to the Printer/MFP. |  |  |

<sup>1</sup> Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis; <sup>2</sup> Requires analog phone line; <sup>3</sup> Optional download from Xerox App Gallery to the Printer — [www.xerox.com/AppGallery](http://www.xerox.com/AppGallery); <sup>4</sup> Purchased option; <sup>5</sup> Visit [www.apple.com](http://www.apple.com) for AirPrint Certification list; <sup>6</sup> Scan to available for B405.

### Certifications

To view the latest list of certifications, go to [www.xerox.com/OfficeCertifications](http://www.xerox.com/OfficeCertifications)

### Supplies

|  |           |
|--|-----------|
| Standard Capacity Toner Cartridge: 5,900 pages <sup>7</sup>    | 106R03580 |
| High Capacity Toner Cartridge: 13,900 pages <sup>7</sup>       | 106R03582 |
| Extra High Capacity Toner Cartridge: 24,600 pages <sup>7</sup> | 106R03584 |
| Drum Cartridge: 65,000 pages <sup>8</sup>                      | 101R00554 |

### Options

|   |           |
|---|-----------|
| 550-sheet Feeder (B400)                             | 497K13620 |
| 550-sheet Feeder (B405)                             | 497K13630 |
| Productivity Kit with 16 GB Solid State Drive Stand | 097S04913 |
| Wireless Network Adapter (Wi-Fi Kit)                | 497K13660 |
| External Card Reader/RFID Kit (B400)                | 497K16750 |
| Internal Card Reader/RFID Kit (B405)                | 497K18380 |
|   | 497K18120 |

<sup>7</sup> Average standard pages. Declared Yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and print mode.

<sup>8</sup> Approximate pages. Declared yield will vary depending on job run length, media size/orientation and machine speed. For more information, visit <https://www.office.xerox.com/latest/SUPGL-01.PDF>.

Configurations vary by geography.

For more detailed specifications, go to [www.xerox.com/VersaLinkB400Specs](http://www.xerox.com/VersaLinkB400Specs) or [www.xerox.com/VersaLinkB405Specs](http://www.xerox.com/VersaLinkB405Specs).

For more information, visit us at [www.xerox.com](http://www.xerox.com).

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Tigard, Oregon 97223  
360 213 6105 cell

**April 23, 2019**

**Revised Proposal  
For  
City of Stevenson**

|   | <b>Purchase</b> | <b>60 Mo. FMV Lease</b> | <b>60 Mo. CPC</b>          |
|---|-----------------|-------------------------|----------------------------|
| Current Ricoh MPC4501 Serial #V9515600326 |                 |                         |                            |
| <b>Ricoh IMC4500 Color MFP</b>            | 6970.00         | 152.85                  | .005B/W-.04CLR             |
| Finisher Stapler                          |                 |                         | Includes all parts, labor, |
| Bridge Unit                               |                 |                         | supplies and staples       |
| Paper Feed Unit (2 Trays 550 Sheets ea.)  |                 |                         |                            |
| Fax                                       |                 |                         |                            |
| OCR                                       |                 |                         |                            |
| Surge Protector                           |                 |                         |                            |

**Options**

Booklet Finisher (Add 14.36 to above lease or 654.84 to purchase)  
PostScript3 (Add 9.35 to above lease or 426.37 to purchase)

|   |         |       |                            |
|---|---------|-------|----------------------------|
| Current Ricoh MP301 Serial #w914P600576 |         |       |                            |
| <b>Ricoh IM350F B/W MFP</b>             | 1315.00 | 28.83 | .0075                      |
| OCR                                     |         |       | Includes all parts, labor, |
| Surge Protector                         |         |       | supplies and staples       |

We have 2 options for paperwork. I can provide eDocs to sign or you can provide a PO with the following information.

**NASPO PO Language Lease**

"PO is subject to NASPO ValuePoint Master Agreement Contract resulting from RFP # 3091 and this Washington Contract number 05214",

- (2) Your Name, Address, Contact, & Phone-Number
- (3) Purchase order amount
- (4) If Leased, type of Lease (FMV, Operational, or Capital lease) and monthly payment
- (5) Itemized list of accessories
- (6) Service Program selected and CPC rates.

Ricoh USA, Inc.  
Box 100345  
Pasadena, CA 91189-0345



## Your Configured Ricoh IM C4500



\*Note: The image is a photo realistic illustration of your selected configuration.

### DIMENSIONS

| WIDTH          | DEPTH          | HEIGHT         |
|----------------|----------------|----------------|
| <b>45.70in</b> | <b>27.00in</b> | <b>47.60in</b> |
| (1,161mm)      | (686mm)        | (1,209mm)      |

Actual dimensions may vary. These are approximate only.

### POWER CONSUMPTION (MAIN UNIT)

120V-127V, 60Hz

Additional power requirements may apply.

Please read each option's description copy to see if additional power sources are needed.

### Your Chosen Options

- IM C4500
- Paper Feed Unit PB3280
- Finisher SR3260
- Bridge Unit BU3090
- OCR Unit Type M13
- Fax Option Type M37
- ESP XG-PCS-15D
- Print Cartridge Black IM C6000
- Print Cartridge Yellow IM C6000
- Print Cartridge Magenta IM C6000
- Print Cartridge Cyan IM C6000
- Staple Refill Type T for SR3260/SR3280/SR3290/SR3250
- Waste Toner Bottle IM C6000



## Main Unit

### Main Unit

| Item/Description | Item # | Power Requirements |
|------------------|--------|--------------------|
| IM C4500         | 418309 | 120V-127V, 60Hz    |

## Paper Tray & Optional Accessories

| Item/Description       | Item # | Power Requirements |
|------------------------|--------|--------------------|
| Paper Feed Unit PB3280 | 418349 | N/A                |

## Output & Finishing Options

### External

| Item/Description   | Item # | Power Requirements |
|--------------------|--------|--------------------|
| Finisher SR3260    | 418337 | N/A                |
| Bridge Unit BU3090 | 418345 | N/A                |

## Print/Scan Options

### Printing/Scanning Features

| Item/Description  | Item # | Power Requirements |
|-------------------|--------|--------------------|
| OCR Unit Type M13 | 417428 | N/A                |

## Fax Options

| Item/Description    | Item # | Power Requirements |
|---------------------|--------|--------------------|
| Fax Option Type M37 | 418392 | N/A                |

## Security & Miscellaneous Accessories

| Item/Description | Item #    | Power Requirements |
|------------------|-----------|--------------------|
| ESP XG-PCS-15D   | 006428MIU | N/A                |


## Supplies

| Item/Description                                     | Item # | Power Requirements |
|--|--------|--------------------|
| Print Cartridge Black IM C6000                       | 842279 | N/A                |
| Print Cartridge Yellow IM C6000                      | 842280 | N/A                |
| Print Cartridge Magenta IM C6000                     | 842281 | N/A                |
| Print Cartridge Cyan IM C6000                        | 842282 | N/A                |
| Staple Refill Type T for SR3260/SR3280/SR3290/SR3250 | 415010 | N/A                |
| Waste Toner Bottle IM C6000                          | 418425 | N/A                |




## Main Unit



### Main Unit

| Item/Description   | Item # | Thumbnail   |
|--|--------|---|
| <p><b>IM C4500</b></p> <ul style="list-style-type: none"> <li>• Output Speed (Letter): 45-ppm</li> <li>• Average Monthly Volume: 10,000 impressions/month</li> <li>• Maximum Monthly Volume: 50,000 impressions/month</li> <li>• Power Requirements: 120V-127V, 60Hz</li> <li>• Weight: 223.5 lbs. (101.4 kg)</li> <li>• W x D x H (inches): 23.1 x 27 x 37.9</li> <li>• W x D x H (mm): 586.74 x 685.8 x 962.66</li> </ul> <p>Note:<br/>The DOSS does not overwrite the HDD for the Color Controller E-25C.</p> | 418309 |  |



## Paper Tray & Optional Accessories

| Item/Description  | Item # | Thumbnail   |
|---|--------|---|
| <p><b>Paper Feed Unit PB3280</b></p> <p>Provides an additional 1,100 sheets.</p> <p>Paper sizes up to 12" x 18".</p> <p>Paper weights up to 80 lb. Bond/166 lb. Index (300 g/m<sup>2</sup>).</p> <p>Weight: 50.7 lbs. (23 kg)</p> <p>W x D x H (inches): 23.1 x 27 x 9.7</p> <p>W x D x H (mm): 586.74 x 685.8 x 246.38</p> <p>Note:<br/>Paper Feed Unit PB3280 cannot be installed with Paper Feed Unit PB3270, Caster Table Type M3, Paper Feed LCIT PB3290, Cabinet Type F or any related options.</p> | 418349 |  |


## Output & Finishing Options

| External  |        |   |
|---|--------|---|
| Item/Description  | Item # | Thumbnail   |
| <p><b>Finisher SR3260</b></p> <p>1,000-sheet Finisher.</p> <p>For offices that produce collated and stapled sets of documents, the SR3260 helps shorten production time. It offers 50-sheet, multi-position stapling, mixed sized stapling, optional hole punching, and shift-sort collating, as well as a staple-less binding capability of up to 5 sheets.</p> <p>Supports paper sizes up to 12" x 18" .</p> <p>Weight: 75 lbs. (34 kg)</p> <p>W x D x H (inches): 22.6 x 24.4 x 37.8</p> <p>W x D x H (mm): 574.04 x 619.76 x 960.12</p> <p>Note:</p> <ol style="list-style-type: none"><li>1. Bridge Unit BU3090 or Internal Multi-Fold Unit FD3010 must be installed to add this option.</li><li>2. One of the following Paper Feed Units must be selected to add this finisher: Paper Feed Unit PB3280, Paper Feed LCIT PB3290 or Cabinet Type F.</li><li>3. Finisher SR3260 cannot be installed with Paper Feed Unit PB3270, Caster Table Type M3, Internal Shift Tray SH3080, Internal Finisher SR3250, Finisher SR3280, Booklet Finisher SR3270, Booklet Finisher SR3290 or any related options.</li></ol> | 418337 |    |
| <p><b>Bridge Unit BU3090</b></p> <p>A required accessory when the main unit is not configured with the Internal Multi-Fold Unit FD3010. The Bridge Unit transports pages from the standard exit area into a Finisher for online stapling or hole punching.</p> <p>Note:</p> <p>One of the following finishers must be selected to add this option: Finisher SR3260, Finisher SR3280, Booklet Finisher SR3270 or Booklet Finisher SR3290.</p>  | 418345 |  |


## Print/Scan Options

| Printing/Scanning Features   |        |  |
|--|--------|--|
| Item/Description   | Item # | Thumbnail  |
| <p><b>OCR Unit Type M13</b></p> <p>This function embeds invisible texts on scanned images of PDFs and enables users to search PDF files by arbitrary keywords. Searchable PDF files can be sent to email, folders, and external media (USB/SD). Supports blank page removal when scanning.</p> | 417428 | <br> |



## Fax Options





| Item/Description  | Item # | Thumbnail   |
|---|--------|---|
| <p><b>Fax Option Type M37</b></p> <p>Installation required to enable fax services: 33.6 kbps, approximately 2 second transmission speed, standard JBIG, and standard 320 Pages Memory. Includes standard Internet Fax (T.37), LAN Fax, IP-Fax (T.38), Fax Forwarding to Email &amp; Paperless Fax function.</p> | 418392 |  |

## Security & Miscellaneous Accessories

| Item/Description  | Item #    | Thumbnail   |
|---|-----------|---|
| <p><b>ESP XG-PCS-15D</b></p> <p>Designed to provide a higher level of noise filtering and surge protection for devices that employ more sensitive and complex electronic components.</p> <p>Our Advanced Technical Support (ATS) recommends the use of power protection products to minimize potential electrical interference with products.</p> | 006428MIU |  |

## Supplies

| Item/Description  | Item # | Thumbnail   |
|---|--------|---|
| <p><b>Print Cartridge Black IM C6000</b></p> <p>Unit Packaging: 1 Bottle (544 g)</p> <p>Yield (CTN): 33,000 pages</p> <p>Based on printing on letter paper with 5% coverage.</p>  | 842279 |  |
| <p><b>Print Cartridge Yellow IM C6000</b></p> <p>Unit Packaging: 1 Bottle (437 g)</p> <p>Yield (CTN): 22,500 pages</p> <p>Based on printing on letter paper with 5% coverage.</p> | 842280 |  |

|   |        |   |
|---|--------|---|
| <p><b>Print Cartridge Magenta IM C6000</b></p> <p>Unit Packaging: 1 Bottle (455 g)</p> <p>Yield (CTN): 22,500 pages</p> <p>Based on printing on letter paper with 5% coverage.</p>  | 842281 |     |
| <p><b>Print Cartridge Cyan IM C6000</b></p> <p>Unit Packaging: 1 Bottle (400 g)</p> <p>Yield (CTN): 22,500 pages</p> <p>Based on printing on letter paper with 5% coverage.</p>   | 842282 |    |
| <p><b>Staple Refill Type T for SR3260/SR3280/SR3290/SR3250</b></p> <p>Unit Packaging: 5,000 per Crtg. (2 Crtg/Ctn)</p> <p>Yield (CTN): 10,000</p> <p>Note:<br/>Internal Finisher SR3250, Finisher SR3260, Finisher SR3280 or Booklet Finisher SR3290 must be selected to add this supply.</p> | 415010 |    |
| <p><b>Waste Toner Bottle IM C6000</b></p> <p>Unit Packaging: 1 - Each</p> <p>Yield (CTN): 100,000 pages</p>   | 418425 |  |

Ricoh is committed to creating value for our customers through the production of top quality products, services and solutions that directly meet the needs of today's communication intensive business environments. As a result, we offer a range of Multifunction products with advanced scanning and printing software options that help boost productivity and improve workflow by enhancing the user experience. Visit [Ricoh-USA.com](http://Ricoh-USA.com) for more information.

We offer a variety of services and solutions to meet diverse and challenging business needs. To find out more information, visit [solutions.ricoh-usa.com](http://solutions.ricoh-usa.com)

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**RICOH**  
imagine. change.



# PROPOSED SOLUTION FOR CITY OF STEVENSON

## CURRENT SITUATION:

- Ricoh MPC4501 **Owned**
- 0 B&W copies included all copies @.01 (escalated from .008, 25%) 0 Color copies included all clr copies @.08125 (escalated from .0065, 25%)
- Feb 2, 2019 billing statement-Ricoh MPC4501- 14,444 B&W qtr (4,814 mo) @.01=\$48.14mo, 6,348 Color qtr (2,116 mo)@.08125=\$171.93mo

**Current monthly print spend of \$220.07 for just copies**

## RECOMMENDED SOLUTION:

- **New Kyocera TASKalfa 4053ci**
- 40 Pages per minute copy and print (B&W/full-color)
- 100 ppm scan speed-single sided, 180 ppm double sided
- 270 Sheet dual scan single pass document feeder
- 4- 500 sheet adjustable trays (5.5x8.5-12x18)
- 3G Fax Technology
- OCR capabilities (word searchable documents)
- 150 Sheet multipurpose tray (12x48 banner, letterhead, cardstock, etc)
- Full network printing, faxing and scanning capabilities (scan to email, SMB, FTP, USB)



60 month FMV lease **\$184.99** per month (includes service and installation)

Purchase Price \$9,389.00

Network installation for connectivity and scanning \$520.00



## Maintenance Agreement

B/W Service Rate \$ 0.006 (0 copies included)  
Color Service Rate \$ Tier 1 (Spot Color) .025, Tier 2 (Business Color) .035,  
Tier 3 (Full Color) .045

4,814 B&W images mo @.006=\$28.88, 2,116 Color images mo, Tier 1, 1,270 images (60%)@.025=\$31.75,  
Tier 2 254 images (20%)@.035=\$8.89, Tier 3, 254 images (20%)@.045=\$11.43 **Total cost for Service \$80.95**

## **Total Monthly print spend-\$265.94**

- All usage billed monthly or quarterly "as used", no base and no minimums
- Rates are all-inclusive for toner, drums, parts, staples and labor (everything except paper)

## ADDITIONAL INFORMATION

- Equipment set-up, delivery, network installation and **unlimited training** are all included.
- **Monthly Lease will not escalate.**
- **Service rates are fixed for life of lease**
- Pricing based on OETC pricing. Contract OETC-16R-Copiers

Presented By

**Blair Bell**

Cell: 503-330-0528

Direct: 503-718-6127

Blair.bell@solutionsyes.com



**PROPOSED SOLUTION  
FOR  
CITY OF STEVENSON**

**RECOMMENDED SOLUTION:**

- **New Kyocera Ecosys M3145idn B&W Mult-function Printer**
- Copy/Print/Scan (with Color Scanning)
- 37 Pages per minute print (B&W only)
- 1-500 Sheet Paper Drawer/100 Sheet Bypass Tray
- Wireless Printing
- Apple AirPrint and Google Cloud Print enabled from Mobile Device
- Standard USB Port



60 month Lease \$30.99 (includes service and installation)  
Purchase price 1,499.00  
Network installation for connectivity and scanning \$275.00

**Maintenance Agreement**

B/W Service Rate **\$ 0.006** (0 copies included)



- All usage billed monthly or quarterly "as used", no base and no minimums
- Rates are all-inclusive for toner, drums, parts and labor (everything except paper)

**ADDITIONAL INFORMATION**

- Equipment set-up, delivery, network installation and **unlimited training** are all included.
- **Service rates are fixed for life of lease**
- Includes delivery, setup, installation, connectivity and training.
- OETC contract pricing OETC-16R-Copiers
- Solutions YES to return Ricoh MP301SPF with Return Authorization

Presented By


**Blair Bell**



Cell: 503-330-0528



Direct: 503-718-6127



Blair.bell@solutionsyes.com



|  | <br><b>KYOCERA TASKalfa 4053ci</b> | <br><b>Xerox AltaLink C8045</b> |
|--|---|--|
| <b>BACKGROUND INFORMATION</b>                | USA, BLI ID: 10215  | USA, BLI ID: 19787   |
| Manufacturing Status                         | Current   | Current  |
| Part Number                                  | 1102VF2US0  | Info not avail   |
| Domestic Intro Date                          | February 2019   | May 2017   |
| OEM  | KYOCERA (China)   | Fuji Xerox and Xerox (Info not avail)  |
| Predecessor Model                            | KYOCERA TASKalfa 4052ci   |  |
| Distributed By                               | Dealers and direct sales  | Direct sales, agents, dealers, resellers and concessionaires   |
| <b>Max Monthly Duty Cycle</b>                | <b>200,000 impressions</b>  | <b>200,000 impressions</b>   |
| <b>TYPE</b>                                  | Full-color copier, MF   | Full-color copier, MF  |
| Configuration/Scanner                        | Desktop,digital   | Desktop,digital  |
| Technology                                   | Laser   | LED  |
| <b>GENERAL SPECIFICATIONS/PAPER HANDLING</b> |   |  |
| <b>First Copy Time</b>                       | <b>5.9 sec color/4.5 sec black</b>  | <b>7.8 sec color/6.4 sec black</b>   |
| <b>Multicopy (Ltr/Lgl/Ldgr)</b>              | <b>40 cpm color/40 cpm black</b>  | <b>45 cpm color/45 cpm black</b>   |
| <b>Warm-up Time</b>                          | <b>17 sec</b>   | <b>92 sec</b>  |
| Std Paper Source(s)                          | Dual drawer   | Four tray  |
| Std Paper Capacity                           | 500/500 sheets  | 520/520/867/1,133 sheets   |
| Paper Weights                                | 14-lb bond to 166-lb index  | 16-lb bond to 140-lb index   |
| Bypass/Paper Weights                         | 150-sheet/14-lb bond to 166-lb index  | 100-sheet/16-lb bond to 110-lb cover   |
| Max Paper Sources                            | 5   | 6  |
| Max Paper Capacity                           | 7,150 sheets  | 5,140 sheets   |
| Max Original Size                            | 11 x 17   | 11.7 x 17  |
| Output Size (Min/Max)                        | 5-1/2 x 8-1/2/12 x 18   | 3.5 x 3.9/12.6 x 19  |
| Copy Resolution                              | 600 x 600 dpi   | 600 x 600 dpi  |
| Duplex                                       | Auto (1:2,2:2,2:1)  | Auto (1:2,2:2,2:1)   |
| Duplex Capacity/Paper Sizes                  | Unlimited/5-1/2 x 8-1/2 to 11 x 17  | Unlimited/Info not avail   |
| Document Feeder                              | DSPF  | Std DSPF   |
| <b>Document Feeder Capacity</b>              | <b>270 sheets of paper</b>  | <b>130 sheets of paper</b>   |
| Paper Weights                                | 13-lb bond to 90-lb index, 13-lb bond to 120-lb index   | 16 to 32 lbs   |
| Finisher                                     | Opt finishers   | Opt finishers  |
| Tray/Stapling/Position(s)                    | 500, 1,000, 4,000, 4,000/50, 50, 65, 100/3  | 2,000, 3,500, 2,000/50/2, 3  |

|   |   |   |
|---|---|---|
|   |    |    |
|   | <b>KYOCERA TASKalfa 4053ci</b>  | <b>Xerox AltaLink C8045</b>   |
| Other                                   | <p>Choice of opt document feeders: DP-7110 270-sheet duplex single pass feeder, DP-7130 270-sheet duplex single pass feeder with multi-feed detection or DP-7100 140-sheet reversing automatic document feeder; paper handling options include: dual 500-sheet paper drawer, dual 1,500-sheet paper drawer, 3,000-sheet side large capacity tray (8.5" x 11"/A4); opt 500-sheet internal finisher; opt 1,000-sheet finisher; opt 4,000-sheet finisher (65-sheet stapling), opt 4,000-sheet finisher (100-sheet stapling); opt hole punch units available for each finisher; opt 7-bin mailbox (100 sheets per bin) and opt booklet/tri-fold units available for each of the 4,000-sheet finishers</p> | <p>Opt high-capacity tandem tray module (867-sheet tray + 1,133-sheet tray); opt 2,000-sheet high capacity feeder (8.5" x 11"/A4); opt envelope tray (replaces tray 1) supports up to 60 envelopes; a dual offset catch tray (250 sheets each) and face up tray (100 sheets) is standard when finishers are not attached; opt Office Finisher LX has a 2,000-sheet stacker and offers opt hole punch and opt saddle-stitch booklet making; opt Business Ready finisher has a 3,000-sheet stacker plus 500-sheet top tray and includes hole punch; opt Business Ready Booklet Maker finisher has a 2,000-sheet stacker plus 500-sheet top tray and includes saddle stitching of up to 15 sheets (60 page booklets), hole punch and V-folding (5 sheets); opt C-fold/Z-fold unit available for the Business Ready finishers; opt 50-sheet convenience stapler with work surface</p> |
| <b>SECURITY SPECS</b>                   |   |   |
| Network User Authentication             | Yes   | Yes   |
| IP Address Filtering                    | Yes   | Yes   |
| MAC Address Filtering                   | Yes   | Info not avail  |
| HDD Overwrite                           | Std   | Std   |
| Max Overwrites                          | 3   | 3   |
| HDD Encryption                          | Std   | Std   |
| Secure Print                            | Yes   | Yes   |
| Encrypted Secure Print                  | Yes   | Yes   |
| Encrypted PDF Mode (Encrypted Scanning) | Yes   | Std   |
| IPsec                                   | Yes   | Yes   |
| Secure Sockets Layer (SSL)              | Yes   | Yes   |
| SNMPv3                                  | Yes   | Yes   |
| Transport Layer Security                | Yes   | Yes   |

|                      |  |   |
|----------------------|--|---|
|                      | <br><b>KYOCERA TASKalfa 4053ci</b>  | <br><b>Xerox AltaLink C8045</b>  |
| Other                | Opt card authentication kit; std data security kit is ISO 15408 Common Criteria certified and provides overwrite and encryption for print, copy and scan; IPv6; USB port block; std data sanitation mode can be used to wipe all system memory at the end of a lease; IEEE2600.2 accreditation | Immediate and on demand image overwrite; AES 256-bit encryption (FIPS 140-2 compliant); SHA-256 Hash message authentication; fax security; encrypted password protected PDF; encrypted scan to email; McAfee embedded security; McAfee ePolicy (ePO) compatible; opt McAfee Integrity Control; opt smart card enablement (CAC/PIV/.NET); port disablement including USB ports; IPv6, HTTPs, 802.1X support; audit log; Common Criteria Certified; user permissions; bar code reader support |
| <b>CONTROL PANEL</b> | 10.1" color touchscreen  | 10.1" color touchscreen   |
| Quantity Selector    | 1 to 9,999 (0 to 9 touch keys)   | 1 to 9,999 (0 to 9 touch keys)  |
| Message Display      | Yes  | Yes   |
| Help Key             | Yes  | Yes   |
| <b>FEATURES</b>      |  |   |
| Automatic Features   | AES, AMS, APS, AS, ATS   | AMS, APS, ATS   |
| Book Copy            | Yes  | Yes   |
| Booklet Mode         | Std  | Std   |
| Color                | Std  | Std   |
| Copy Control         | 1,000  | 2,497   |
| Covers               | Std  | Std   |
| Editing              | No   | Std   |
| Energy-Save          | Yes  | Yes   |
| Erase                | Std  | Std   |
| Image Insert         | Yes  | Yes   |
| Image Overlay        | Std  | Std   |
| Image Repeat         | Yes  | Yes   |
| Image Rotate         | Std  | Std   |
| Interrupt            | Yes  | Yes   |
| Job Build            | Yes  | Yes   |
| Job Programs         | Yes  | Yes   |
| Job Time             | No   | No  |
| Language             | Std  | Std   |
| Margin Shift         | Yes  | Yes   |
| Neg/Pos              | Yes  | Yes   |
| OHP Interleaving     | Yes  | Yes   |
| Photo Mode           | Yes  | Yes   |
| Poster Mode          | Yes  | Yes   |
| Preset R/E           | 5R, 5E   | INA   |
| Program Ahead        | 10   | Std   |
| Sheet Insertion      | Std  | Std   |
| Stamping             | Std  | Std   |
| Timer                | Yes  | Yes   |

|                                |   |  |
|--------------------------------|---|--|
|                                | <br><b>KYOCERA TASKalfa 4053ci</b> | <br><b>Xerox AltaLink C8045</b>   |
| 2-in-1                         | Std   | Std  |
| XY Zoom                        | Yes   | Yes  |
| Zoom Range                     | 25 to 400 (1%)  | 25 to 400 (1%)   |
| Other Features                 | ID card copy; priority print; custom box; job box; removable memory box   | ID card copy; mixed-sized originals; multi-up (up to 15 columns by 15 rows); single color; annotation and Bates stamping with color and font size adjustment; sample set |
| <b>ADDITIONAL INFORMATION</b>  |   |  |
| Dimensions (HxWxD)             | 31.10" x 23.70" x 26.18"  | 45" x 25.2" x 28.9"  |
| Weight                         | 209.4 lbs   | 321 lbs  |
| Power Requirements             | 120 V, 12 A   | 110-127 V, 15 A  |
| Energy Used While Power Off    | 0.2W  | Info not avail   |
| Energy Used in Power Save Mode | 0.7W  | 3.78W  |
| Energy Used in Ready Mode      | 60W   | 70.9W  |
| Energy Used While Copying      | 770W  | 740W   |
| Energy Used While Printing     | 770W  | 740W   |
| Energy Used While Scanning     | Info not avail  | Info not avail   |
| Max Power Consumption          | 1650W   | Info not avail   |
| TEC Value                      | 2.04KWh   | Info not avail   |
| Dedicated Outlet               | Recommended   | Required   |
| Energy Star Compliant          | Yes   | Yes  |
| Operating Noise Level          | 70 dB   | 68.3 dB  |
| COMMENTS                       | None  | None   |
| <b>OPTIONS</b>                 |   |  |
|                                | DP-7110 DSPF: \$1,800   | Envelope tray (497K18170): \$349   |
|                                | DP-7130 DSPF: \$1,342   | HCF 2,000 sheets (097S04615): \$1,299  |
|                                | DP-7100 RADF: \$1,417   | Booklet maker for Office Finisher LX (497K03852): \$799  |
|                                | DT-730(B) Tray document: \$45   | Finisher booklet Business Ready (097S04620): \$4,995   |
|                                | Banner Guide (10) Banner guide: \$310   | Finisher Business Ready (097S04619): \$2,995   |
|                                | PF-7120 LCT 3,000 sheets: \$1,417   | Finisher Office LX (097S04920): \$2,500  |
|                                | PF-7110 Paper-feed unit 2 x 1,500 sheets: \$1,380   | Folding unit C/Z fold for Business Ready finishers (097S04616): \$2,600  |
|                                | PF-7100 Paper-feed unit 2 x 500 sheets: \$1,287   | Punch unit for Office Finisher LX (497K03860): \$795   |
|                                | AK-7130 Bridge unit: \$96   | Stapler convenience with work surface (498K08250/497K17150): \$299   |
|                                | DF-7120 Finisher 1,000 sheets: \$1,540  | Transport kit horizontal for BR finishers  |





**KYOCERA TASKalfa 4053ci**





**Xerox AltaLink C8045**



|  |  |
|--|--|
| DF-7110 Finisher 4,000 sheets: \$2,500                                 | Fax option one line with LAN fax (497K16430): \$1,095                      |
| DF-7130 Finisher 4,000 sheets: \$2,314                                 | Fax option two line with LAN fax (497K16440): \$1,399                      |
| DF-7100 Finisher internal: \$1,396                                     | Print server EFI Fiery: \$2,995  |
| BF-730 Folding unit booklet and tri-fold for DF-7110 finisher: \$1,500 | Print server EFI Fiery EX-c C8000  |
| BF-9100 Folding unit booklet and tri-fold for DF-7130 finisher: \$930  | Interface 802.11b/g/n (497K11500): \$99                                    |
| JS-7100 Job separator: \$205   | XPS print driver: \$499  |
| MT-730(B) Mailbox: \$1,000   | Card reader common access with enablement kit (497K15600/498K17546): \$199 |
| PH-7A Punch unit: \$670  | Card reader RFID (497K18650): \$279  |
| PH-7100 Punch unit for 500-sheet inner finisher: \$670                 | McAfee Integrity Control enablement: \$499                                 |
| STAND Cabinet stand: \$244   | Foreign device interface (098S04886): \$175                                |
| (10) Keyboard holder: \$113  | EFI productivity package (497N04238): \$2,199                              |
| NK-7130 Keypad hard keys: \$76   |  |
| Type E Platen cover: \$117   |  |
| Printing System 15 EFI Fiery print controller: \$6,220                 |  |
| System 12 Fax option: \$1,155  |  |
| A Fax option internet: \$300   |  |
| System 12 Fax option second line: \$1,155                              |  |
| (A) Scan extension kit (searchable PDF/OCR): \$600                     |  |
| IB-50 Interface 10/100/1000BaseTX Gigabit Ethernet: \$349              |  |
| IB-51 Interface 802.11b/g/n: \$471                                     |  |
| Interface kit for EFI Fiery print controller: \$750                    |  |
| UG-34 Emulations additional: \$560                                     |  |
| (B) Card authentication kit: \$350                                     |  |
| 11 Card reader holder: \$64  |  |
| Spectrophotometer EFI UV ES-2000: \$1,348                              |  |
| EFI Color Profiler Suite 4, UV with ES-2000 spectrophotometer: \$3,750 |  |
| EFI Hot Folders and Virtual Printers: \$825                            |  |
| EFI Productivity Package: \$5,300                                      |  |
| EFI SeeSequence Impose: \$2,500  |  |
| EFI SeeSequence Suite: \$3,000   |  |





|                                    |  |   |
|------------------------------------|--|---|
|                                    |   |  |
|                                    | <b>KYOCERA TASKalfa 4053ci</b>   | <b>Xerox AltaLink C8045</b>   |
|                                    | UG-33 ThinPrint support: \$140   |   |
| <b>SUPPLIES/MAINTENANCE</b>        |  |   |
|                                    | TK-8517K Black toner cartridge: Priced by dealer; Yield: 30,000; Coverage: 5%  | Black toner cartridge (006R01697): \$174; Yield: 26,000; Coverage: 5%               |
|                                    | TK-8517C Cyan toner cartridge: Priced by dealer; Yield: 20,000; Coverage: 5%   | Cyan toner cartridge (006R01698): \$193; Yield: 15,000; Coverage: 5%                |
|                                    | TK-8517M Magenta toner cartridge: Priced by dealer; Yield: 20,000; Coverage: 5%  | Magenta toner cartridge (006R01699): \$193; Yield: 15,000; Coverage: 5%             |
|                                    | TK-8517Y Yellow toner cartridge: Priced by dealer; Yield: 20,000; Coverage: 5%   | Yellow toner cartridge (006R01700): \$193; Yield: 15,000                            |
|                                    | MK-8525A Maintenance kit (includes black drum, black developer, fuser, transfer unit and paper feed rollers): Priced by dealer; Yield: 600,000 | Black drum (013R00662); Yield: 125,000  |
|                                    | MK-8525B Maintenance kit color (includes color drums and color developers): Priced by dealer; Yield: 600,000                                   | Cyan drum cartridge (013R00662); Yield: 125,000                                     |
|                                    | WT-8500 Waste toner container: Priced by dealer; Yield: 40,000; Coverage: 5 black/7.3 color  | Magenta drum cartridge (013R00662); Yield: 125,000                                  |
|                                    | PM Schedule: 600,000   | Yellow drum cartridge (013R00662); Yield: 125,000                                   |
|                                    |  | Belt cleaner assembly (001R00613); Yield: 160,000                                   |
|                                    |  | Transfer roller (008R13064); Yield: 200,000   |
|                                    |  | Waste toner container (008R13061); Yield: 43,000                                    |
|                                    |  | PM Schedule: None set   |
| <b>MULTIFUNCTION MODES</b>         |  |   |
| Copier                             | Std  | Std   |
| Internet Fax                       | Opt  | Std   |
| Network Printer                    | Std  | Std   |
| Printer                            | Std  | Std   |
| Fax                                | Opt  | Opt   |
| Network Fax                        | Opt  | Std   |
| PC Fax                             | Opt  | No  |
| Scanner                            | Std  | Std   |
| <b>CONNECTIVITY SPECIFICATIONS</b> |  |   |



|  |  |  |
|--|--|--|
|  |                                     |   |
|  | <b>KYOCERA TASKalfa 4053ci</b>   | <b>Xerox AltaLink C8045</b>  |
| Operating System Support                                     | Win XP, Server 2003, Vista, Server 2008, 7, Server 2012, 8, 8.1, 10, Mac OS 10.x, Linux, Novell NetWare, UNIX        | Win XP, Server 2003, Vista, Server 2008, 7, Server 2012, 8, 8.1, 10, Mac OS 10.8-10.11, Citrix, Linux, UNIX, Novell  |
| Parallel Interface   | None   | None   |
| Serial Interface   | None   | None   |
| USB Interface  | Std 2.0, std 2.0 (host) x 4  | Std 2.0, std 2.0 (host)  |
| Network Interface  | Std Ethernet, std wireless   | Std Ethernet, opt wireless   |
| Interface Type   | 10/100/1000BaseTX, 802.11b/g/n   | 10/100/1000BaseTX, 802.11b/g/n   |
| Mobile Print Support   | Yes (Apple AirPrint, Google Cloud Print, KYOCERA Mobile Print, Mopria, Wi-Fi Direct)                                 | Yes (Apple AirPrint, @PrintByXerox, Google Cloud Print, Mopria Print Service, Xerox Mobile Link App, Xerox Mobile Print, Xerox Mobile Print Cloud, Xerox Print Management and Mobility Suite, Xerox Print Service Plug-in, Wi-Fi Direct)       |
| Near Field Communication                                     | Std  | Std  |
| Embedded Software Platform or Extensible Solutions Interface | Hybrid Platform for Advanced Solutions (HyPAS)   | Extensible Interface Platform (EIP)  |
| <b>FACSIMILE SPECIFICATIONS</b>                              |  |  |
| Compression Method   | MH/MR/MMR/JBIG   | MH/MMR   |
| Modem Speed  | 33.6 Kbps  | 33.6 Kbps  |
| Max TX Resolution  | 600 x 600 dpi  | 600 x 600 dpi  |
| Std/Max Fax Memory   | 170-MB RAM/170-MB RAM  | Shared   |
| Confid TX/RX   | Yes/Yes  | Yes/Yes  |
| Dual Lines   | Opt  | Opt  |
| Other  | Duplex TX/RX; F-code TX/RX; fax box; network faxing; opt internet fax; transmission speed of less than three seconds | Opt walkup fax (one-line and two-line options), Internet fax, LAN fax; print two-sided and/or staple incoming documents; build job; 200 password-protected mailboxes; junk fax prevention; fax forward to email or SMB; auto send; delay start |
| <b>PRINTER SPECIFICATIONS</b>                                |  |  |
| Engine Mfr & Model   | KYOCERA/TASKalfa 4053ci  | Fuji Xerox and Xerox/AltaLink C8045  |
| Compatibility  | PC, Mac  | PC, Mac  |
| Speed  | 40 ppm color/40 ppm black  | 45 ppm color/45 ppm black  |
| First-Page-Out Time  | 6.5 sec color/5.1 sec black  | 6.5 sec color/5.3 sec black  |
| Max Print Area   | Info not avail   | Info not avail   |
| Print from USB   | Yes (JPEG, PDF, TIFF, XPS)   | Yes (PCL, PDF, JPEG, PS, TIFF, XPS)  |
| Enhanced Resolution  | 9600 x 600 dpi   | 1200 x 2400 dpi  |
| Unenhanced Resolution  | 1200 x 1200 dpi  | Info not avail   |
| Std/Max Printer Memory                                       | Shared   | Shared   |
| Controller Mfr/Model   | KYOCERA/Info not avail   | Xerox/ConnectKey   |
| Processor/Bits/MHz   | Freescalar QorIQ T1024/Info not avail/1.2 GHz  | Quad core/Info not avail/1.91 GHz  |

|  | <br><b>KYOCERA TASKalfa 4053ci</b> | <br><b>Xerox AltaLink C8045</b>   |
|--|---|--|
| PDL/PCL  | PCL 5c/6/XL, PostScript 3, PRESCRIBE, XPS, OpenXPS  | PCL 5c/6, Adobe PostScript 3, opt XPS  |
| Controller Mfr/Model                               | EFI/Fiery Printing System 15  | EFI/Fiery (FS150)  |
| Processor/Bits/MHz                                 | Info not avail  | Intel Pentium dual core G850/Info not avail/2.9 GHz  |
| PDL/PCL  | Not applicable  | Adobe PostScript 3   |
| Controller Mfr/Model                               | Not applicable  | EFI/Fiery EX-c C8000 (FS200)   |
| Processor/Bits/MHz                                 | Not applicable  | AMD GX-424CC Quad Core/Info not avail/2.4 GHz  |
| PDL/PCL  | Not applicable  | PCL 5/6. Adobe PostScript 3  |
| Other  | PDF Direct Print, supports banner printing up to 12" x 48"/320 mm x 1,220 mm via bypass tray; opt Fiery controller  | Direct PDF, JPEG, TIFF and XPS file printing from USB drives which supports collation, stapling and hole punch; configuration cloning; earth smart driver settings; job identification; booklet creation; store and recall driver settings; bi-directional real-time status; scaling; job monitoring; Xerox custom color by words; banner printing; supports Xerox Global Print Driver, Mobile Express and Pull Print Drivers; supports mobile and cloud printing; opt Fiery network server features Fiery FS150 software, 1-GB RAM, 500-GB HD; opt EX-c C8000 Print Server features FS200 software, 2-GB RAM, 500-GB HD |
| <b>SCANNER AND IMAGE MANAGEMENT SPECIFICATIONS</b> |   |  |
| Technology/Scan Speed                              | CCD/80 ipm color, 80 ipm black or 100 ipm color, 100 ipm black or 120 ipm color, 120 ipm black                      | CCD/80 ipm color, 80 ipm black   |
| Max Resolution                                     | 600 x 600 dpi   | 600 x 600 dpi  |
| TWAIN Compatible                                   | Yes   | Yes  |
| Scan Destinations                                  |   |  |
| Cloud  | Yes   | Yes  |
| I-fax  | Yes   | Yes  |
| FTP  | Yes   | Yes  |
| SMB  | Yes   | Yes  |
| HDD  | Yes   | Yes  |
| URL  | No  | Yes  |
| USB  | Yes   | Yes  |
| LDAP Support                                       | Yes   | Yes  |

|                        |   |  |
|------------------------|---|--|
|                        | <br><b>KYOCERA TASKalfa 4053ci</b>   | <br><b>Xerox AltaLink C8045</b>   |
| File Formats Supported | JPEG, PDF, PDF/A, compact PDF, encrypted PDF, searchable PDF, TIFF, XPS, OpenXPS  | JPEG, PDF, PDF/A, encrypted/password protected PDF, linearized PDF/PDF/A, searchable PDF, TIFF, XPS  |
| Scan/Image Software    | Opt KYOCERA business applications and third-party applications  | Info not avail   |
| OCR Software           | Opt KYOCERA business applications and third-party applications  | Info not avail   |
| File Mgmt Software     | Opt KYOCERA business applications and third-party applications  | Info not avail   |
| Other                  | WSD scan, scan speeds are when using the document feeder and are based on letter/A4 at 300 dpi resolution   | Single touch scan buttons (up to 10); bit depth of 24-bit color/8-bit grayscale/1-bit black; encrypted scan to email; scan to mailbox, USB, network folder and cloud (opt); 250 scan templates (CentreWare IS scan templates can be shared via device cloning); scan build job; mixed sized originals; reduction/enlargement; compression quality/file size control; auto background and shadow suppression; scan speed based on letter/A4 paper using the document feeder   |
| <b>COMMENTS</b>        |   |  |
|                        | Includes KYOCERA's HyPAS (Hybrid Platform for Advanced Solutions) embedded platform for customized workflow solutions; std wireless range of 98.5 feet/30 meters, opt wireless range of 328.1 feet/100 meters with IB-51 option | Xerox ConnectKey technology (combines hardware, common software, solutions and apps developed by Xerox and their partners for optimized workflow); device includes QR Code and PrintByXerox embedded apps with additional apps available from the Xerox App Gallery via free download (some apps may require an account with that vendor); remote control panel; customizable user interface; device management includes: Xerox Embedded Web Server, Xerox CentreWare Web, Xerox Device Manager, Xerox Standard Accounting; Smart eSolution suite (includes MeterAssistant, SuppliesAssistant, MaintenanceAssistant); device is Mopria-certified |



# City of Stevenson

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

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

May 16, 2019

Skamania County Commissioners  
PO Box 790  
Stevenson, WA 98648

RE: Enforcement of Initiative 1639

Dear Commissioners,

The City of Stevenson respectfully requests enforcement of the provisions of I-1639 as passed by a vote of the people, unless a court rules it is unconstitutional.

Sheriff Brown has voiced concerns with the department's ability to enforce I-1639 due to "potential lack of staffing and budget to meet the requirements of the initiative, legality of the initiative..."<sup>1</sup>. The Sheriff has broad discretion to set priorities and direct staff and resources to where it is most needed. However, some sections of I-1639, such as enhanced background checks, are not discretionary.<sup>2</sup> City Attorney Ken Woodrich has stated, "...the statute is presumptively constitutional unless and until proven otherwise 'beyond a reasonable doubt.'"<sup>3</sup> For these reasons the city considers the enforcement of I-1639 required.

Sincerely,

Scott Anderson, Mayor

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<sup>1</sup> Approved minutes from April 16-17, 2019 Commissioners meeting. Pages 3-4  
[http://www.skamaniacounty.org/minutes/Minutes\\_Files\\_2019/Min\\_April\\_2019.pdf](http://www.skamaniacounty.org/minutes/Minutes_Files_2019/Min_April_2019.pdf)

<sup>2</sup> WA State Office of the Attorney General, May 14, 2019 <https://www.atg.wa.gov/initiative-1639#5%20transfer%20requirements>

<sup>3</sup> February 27, 2019 Memo from Ken Woodrich to Dave Scott and Washougal City Council. Page 3  
[https://www.cityofwashougal.us/sites/default/files/fileattachments/administration/page/5893/memo\\_re\\_i-1639\\_enforcement\\_mattersrev.pdf](https://www.cityofwashougal.us/sites/default/files/fileattachments/administration/page/5893/memo_re_i-1639_enforcement_mattersrev.pdf)



# City of Stevenson

Leana Kinley, City Administrator

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

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

To: City Council  
From: Leana Kinley, City Administrator  
RE: Financial Software  
Meeting Date: May 16, 2019

## **Executive Summary:**

The City of Stevenson has been using Vision Municipal Solutions (Vision MS) financial software since 2010 when the previous software system was no longer adequately supported. Vision MS has worked for the city and staff was knowledgeable about its nuances, creating outside workbooks to overcome shortcomings. With new staff onboard, both at the city and within Vision MS, it is becoming more apparent that the current software is not serving the city well. Staff recommends BIAS Software to replace Vision MS and to implement that change by July, 2019.

## **Overview of Items:**

Staff reached out to multiple software vendors on solutions to replace Vision MS. Some of them are not serving the west coast or Washington state. BIAS Software is based in Spokane and was created specifically for Washington state cash basis entities.

Vision MS requires additional staff time in managing outside spreadsheets to create reports that are standard out of BIAS (examples attached). There are also process improvements that will come with BIAS, cutting down on staff time. It is difficult to convey the challenges staff experience with Vision MS which are beyond the ability to learn new software.

The financial comparison of Vision MS and BIAS is below. The staff time savings are very conservative and are beginning in 2020 to show the most conservative impact of the change. The software will pay for itself in two years.

|  | <u>2019</u> | <u>2020</u>      | <u>2021</u>      |
|--|-------------|------------------|------------------|
| <b>Vision MS</b>                         |             |                  |                  |
| Annual Service Fee                       | 7,150.00    | 7,507.50         | 7,882.88         |
| Staff Time Costs                         |             | 11,530.80        | 11,876.72        |
| <b>Total Vision MS Cost of Ownership</b> |             | <b>26,188.30</b> | <b>45,947.90</b> |
| <b>BIAS Online</b>                       |             |                  |                  |
| Annual Service Fee                       | 5,409.25    | 10,818.50        | 11,143.06        |
| Installation Fee                         | 11,590.00   |                  |                  |
| <b>Total BIAS Cost of Ownership</b>      |             | <b>27,817.75</b> | <b>38,960.81</b> |

BIAS also offers a permitting module which will still save in total ownership costs after 2021. The permitting module will help the city attain its goal of storing permit records by property address rather than permit number. Nuisance and code violations can also be tracked within the same tool. Currently each year has a new spreadsheet for building permits and there is a separate spreadsheet for nuisances. Neither are easily to run reports on or to view outstanding permits or nuisances.

|  | <u>2019</u> | <u>2020</u>      | <u>2021</u>      |
|--|-------------|------------------|------------------|
| <b>BIAS Online Permitting Module</b>         |             |                  |                  |
| Permitting Service Fee                       | 1,425.00    | 2,850.00         | 2,935.50         |
| Permitting Install Fee                       | 1,590.00    |                  |                  |
| <b>Total BIAS Cost, Including Permitting</b> |             | <b>33,682.75</b> | <b>41,896.31</b> |

The BIAS solution is a cloud-based software which allows the city to save about \$400 on server infrastructure costs. It also helps with the security of the city’s data as currently a staff member switches out a back-up drive every week and takes it home to secure the city’s electronic records.

The support from BIAS is also more robust than Vision. There is live support with a timely service level, online documentation and a knowledge database. Vision lacks documentation, has limited staff and a slow response time, which is stressful when working on tight deadlines such as payroll.

**Action Needed:**

- Approve moving forward with the purchase of the BIAS Software solution including the Permitting Module for a total 2019 cost of \$20,014.25.



**TREASURERS REPORT**  
**Fund Investments By Account**

City Of White Salmon  
 MCAG #: 0481

02/01/2019 To: 02/28/2019

Time: 17:07:24 Date: 03/14/2019  
 Page: 3

| Fund Totals:                          | Previous Balance    | Purchases   | Interest      | Total Investments | Liquidated | Ending Balance      |
|---------------------------------------|---------------------|-------------|---------------|-------------------|------------|---------------------|
| 001 000 Current Expense               | 130,466.82          |             | 251.52        | 251.52            |            | 130,718.34          |
| 108 000 Municipal Capital Imp Fund    | 29,868.76           |             | 57.58         | 57.58             |            | 29,926.34           |
| 401 000 Water Fund                    | 33,462.80           |             | 64.51         | 64.51             |            | 33,527.31           |
| 402 000 Wastewater Collection Fund    | 30,295.14           |             | 58.40         | 58.40             |            | 30,353.54           |
| 408 000 Water Reserve Fund            | 19,285.43           |             | 37.18         | 37.18             |            | 19,322.61           |
| 409 000 Wastewater Reserve Fund       | 42,604.67           |             | 82.13         | 82.13             |            | 42,686.80           |
| 417 000 Treatment Plant Reserve Fund  | 41,521.32           |             | 80.05         | 80.05             |            | 41,601.37           |
| <b>2 - State Pool</b>                 | <b>327,504.94</b>   | <b>0.00</b> | <b>631.37</b> | <b>631.37</b>     |            | <b>328,136.31</b>   |
| 001 000 Current Expense               | 42,694.92           |             |               |                   |            | 42,694.92           |
| 108 000 Municipal Capital Imp Fund    | 37,049.64           |             |               |                   |            | 37,049.64           |
| 110 000 Fire Reserve Fund             | 14,210.22           |             |               |                   |            | 14,210.22           |
| 112 000 General Govt Reserve Fund     | 132,504.84          |             |               |                   |            | 132,504.84          |
| 401 000 Water Fund                    | 42,662.59           |             |               |                   |            | 42,662.59           |
| 402 000 Wastewater Collection Fund    | 226,822.23          |             |               |                   |            | 226,822.23          |
| 408 000 Water Reserve Fund            | 29,424.07           |             |               |                   |            | 29,424.07           |
| 409 000 Wastewater Reserve Fund       | 103,760.45          |             |               |                   |            | 103,760.45          |
| 412 000 Water Rights Acquisition Fund | 83,279.73           |             |               |                   |            | 83,279.73           |
| 415 000 Water Bond Reserve Fund       | 27,186.62           |             |               |                   |            | 27,186.62           |
| 416 000 Wastewater Bond Reserve Fund  | 45,788.78           |             |               |                   |            | 45,788.78           |
| 417 000 Treatment Plant Reserve Fund  | 216,203.68          |             |               |                   |            | 216,203.68          |
| <b>10 - Time Value Investments</b>    | <b>1,001,587.77</b> | <b>0.00</b> | <b>0.00</b>   |                   |            | <b>1,001,587.77</b> |
|                                       | <b>1,329,092.71</b> | <b>0.00</b> | <b>631.37</b> | <b>631.37</b>     |            | <b>1,329,724.08</b> |

BIAS Investment Report-Created out of BIAS  
 No manual manipulation needed.



# TREASURERS REPORT

## Fund Investment Totals

City Of White Salmon  
MCAG #: 0481

02/01/2019 To: 02/28/2019

Time: 17:07:24 Date: 03/14/2019

Page: 4

| Fund Totals:                             | Previous Balance | Purchases | Interest | Ttl Investments | Liquidated | Investment Bal | Available Cash |
|--|------------------|-----------|----------|-----------------|------------|----------------|----------------|
| 001 Current Expense                      | 173,161.74       |           | 251.52   | 251.52          |            | 173,413.26     | 370,000.76     |
| 101 Street Fund                          |                  |           |          |                 |            | 0.00           | 89,060.35      |
| 107 Pool Fund                            |                  |           |          |                 |            | 0.00           | 33,314.88      |
| 108 Municipal Capital Imp Fund           | 66,918.40        |           | 57.58    | 57.58           |            | 66,975.98      | 88,419.57      |
| 110 Fire Reserve Fund                    | 14,210.22        |           |          |                 |            | 14,210.22      | 10,008.13      |
| 112 General Fund Reserve                 | 132,504.84       |           |          |                 |            | 132,504.84     | 493,948.80     |
| 121 Police Vehicle Reserve Fund          |                  |           |          |                 |            | 0.00           | 170,495.22     |
| 200 Unlimited Go Bond Fund               |                  |           |          |                 |            | 0.00           | 17,965.58      |
| 307 New Pool Construction Fund           |                  |           |          |                 |            | 0.00           | 2,563.96       |
| 401 Water Fund                           | 76,125.39        |           | 64.51    | 64.51           |            | 76,189.90      | 782,798.33     |
| 402 Wastewater Collection Fund           | 257,117.37       |           | 58.40    | 58.40           |            | 257,175.77     | 300,165.51     |
| 408 Water Reserve Fund                   | 48,709.50        |           | 37.18    | 37.18           |            | 48,746.68      | 101,428.56     |
| 409 Wastewater Reserve Fund              | 146,365.12       |           | 82.13    | 82.13           |            | 146,447.25     | 307,000.22     |
| 412 Water Rights Acquisition Fund        | 83,279.73        |           |          |                 |            | 83,279.73      | 168,801.58     |
| 413 Water Bond Redemption Fund           |                  |           |          |                 |            | 0.00           | 22,732.48      |
| 414 Wastewater Bond Redemption Fund      |                  |           |          |                 |            | 0.00           | 13,621.00      |
| 415 Water Bond Reserve Fund              | 27,186.62        |           |          |                 |            | 27,186.62      | 23,505.79      |
| 416 Wastewater Bond Reserve Fund         | 45,788.78        |           |          |                 |            | 45,788.78      | 26,828.57      |
| 417 Treatment Plant Reserve Fund         | 257,725.00       |           | 80.05    | 80.05           |            | 257,805.05     | 261,567.80     |
| 418 Water Short Lived Asset Reserve Fund |                  |           |          |                 |            | 0.00           | 99,778.86      |
| 601 Remittances                          |                  |           |          |                 |            | 0.00           | 2,138.00       |
|  | 1,329,092.71     |           | 631.37   | 631.37          |            | 1,329,724.08   | 3,386,143.95   |

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

**4,715,868.03**

## SERVICES ORDER FORM

Order Form for: **City of Stevenson**  
Prepared on: **April 24, 2019**  
Order Form Expires: **May 24, 2019**  
Order Form Number: 00000440

|                              |                    |
|------------------------------|--------------------|
| 2019 Service Fee (6 Months): | <b>\$5,409.25</b>  |
| Onetime Costs:               | <b>\$11,590.00</b> |
| 2020 Service Fee (est.):     | \$10,818.50        |
| <b>Contract Start Date:</b>  | 05-01-2019         |
| <b>Contract End Date:</b>    | 12-31-2019         |

**ORDER PREPARED FOR:**

Company: **City of Stevenson**  
Contact: **Leana (Johnson) Kinley**  
Address: **7121 E. Loop Rd.  
PO Box 371  
Stevenson, Washington 98648-0371**  
Phone: **(509) 427-5970**  
Email: **leana@ci.stevenson.wa.us**

**ORDER PREPARED BY:**

Company: **BIAS Software**  
Contact: **Mark Felchlin**  
Address: **327 E Pacific  
Spokane, WA 99202**  
Phone: **(509) 443-3332**  
Email: **mark@biassoftware.com**

### ORDER DETAILS

| CASH RECEIPTING   | ORDER START DATE | ORDER END DATE | ORDER TERM (MONTHS) | MONTHLY/UNIT PRICE                      | QTY | TOTAL PRICE       |
|---|------------------|----------------|---------------------|---|-----|-------------------|
| <b>Cash Receipting Essentials</b><br>Includes: Licensing                      | 07-01-2019       | 12-31-2019     | 6                   | \$180.63<br><i>List Price: \$212.50</i> | 1   | \$1,083.75        |
| <b>Training/Setup - CR</b><br>Includes: Essential Training & Seasonal Support |                  |                |                     | \$840.00<br><i>List Price: \$840.00</i> | 1   | \$840.00          |
| <b>SUBTOTAL:</b>  |                  |                |                     |   |     | <b>\$1,923.75</b> |

| FINANCIAL  | ORDER START DATE | ORDER END DATE | ORDER TERM (MONTHS) | MONTHLY/UNIT PRICE                          | QTY | TOTAL PRICE       |
|--|------------------|----------------|---------------------|---|-----|-------------------|
| <b>Financial Essentials</b><br>Includes: GL, Vouchering, Budgeting, SAO Reporting, Bank Reconciliation | 07-01-2019       | 12-31-2019     | 6                   | \$201.88<br><i>List Price: \$237.50</i>     | 1   | \$1,211.25        |
| <b>Training/Setup - Financial</b><br>Includes: Essential Training & Seasonal Support                   |                  |                |                     | \$2,250.00<br><i>List Price: \$2,250.00</i> | 1   | \$2,250.00        |
| <b>Data Import - Financial</b><br>Includes: COA, Budget, Vendors                                       |                  |                |                     | \$500.00<br><i>List Price: \$500.00</i>     | 1   | \$500.00          |
| <b>SUBTOTAL:</b>   |                  |                |                     |   |     | <b>\$3,961.25</b> |

| PAYROLL  | ORDER START DATE | ORDER END DATE | ORDER TERM (MONTHS) | MONTHLY/UNIT PRICE                      | QTY | TOTAL PRICE |
|--|------------------|----------------|---------------------|---|-----|-------------|
| <b>Payroll Essentials</b><br>Includes: PTO Tracking, Benefit Reporting, State and Federal Tax Reporting, DRS Reporting | 07-01-2019       | 12-31-2019     | 6                   | \$223.13<br><i>List Price: \$262.50</i> | 1   | \$1,338.75  |

## SERVICES ORDER FORM

Order Form for: **City of Stevenson**  
 Prepared on: **April 24, 2019**  
 Order Form Expires: **May 24, 2019**  
 Order Form Number: 00000440

|                              |                    |
|------------------------------|--------------------|
| 2019 Service Fee (6 Months): | <b>\$5,409.25</b>  |
| Onetime Costs:               | <b>\$11,590.00</b> |
| 2020 Service Fee (est.):     | \$10,818.50        |
| <b>Contract Start Date:</b>  | 05-01-2019         |
| <b>Contract End Date:</b>    | 12-31-2019         |

| PAYROLL  | ORDER START DATE | ORDER END DATE | ORDER TERM (MONTHS) | MONTHLY/UNIT PRICE                          | QTY | TOTAL PRICE       |
|--|------------------|----------------|---------------------|---|-----|-------------------|
| <b>Training/Setup - Payroll</b><br>Includes: Essential Training & Seasonal Support & Live Onsite |                  |                |                     | \$3,375.00<br><i>List Price: \$3,375.00</i> | 1   | \$3,375.00        |
| <b>Data Import - Payroll</b><br>Includes: Census Information                                     |                  |                |                     | \$500.00<br><i>List Price: \$500.00</i>     | 1   | \$500.00          |
| <b>SUBTOTAL:</b>   |                  |                |                     |   |     | <b>\$5,213.75</b> |

| UTILITY BILLING  | ORDER START DATE | ORDER END DATE | ORDER TERM (MONTHS) | MONTHLY/UNIT PRICE                          | QTY | TOTAL PRICE       |
|--|------------------|----------------|---------------------|---|-----|-------------------|
| <b>Utility Billing - Essential</b><br>Includes: Cycle Billing, Batch Billing, Consumption Billing, Work Orders | 07-01-2019       | 12-31-2019     | 6                   | \$247.92<br><i>List Price: \$291.67</i>     | 1   | \$1,487.50        |
| <b>Training/Setup - Utility Billing</b><br>Includes: Essential Training & One Onsite by Request                |                  |                |                     | \$3,375.00<br><i>List Price: \$3,375.00</i> | 1   | \$3,375.00        |
| <b>Data Import - Utilities</b><br>Includes: Customers, Service Locations, Read History, Notes, Active Bills    |                  |                |                     | \$750.00<br><i>List Price: \$750.00</i>     | 1   | \$750.00          |
| <b>SUBTOTAL:</b>   |                  |                |                     |   |     | <b>\$5,612.50</b> |

| USER ACCESS   | ORDER START DATE | ORDER END DATE | ORDER TERM (MONTHS) | MONTHLY/UNIT PRICE                    | QTY | TOTAL PRICE     |
|---|------------------|----------------|---------------------|---------------------------------------|-----|-----------------|
| <b>Enterprise User</b><br>License for all licensed apps | 07-01-2019       | 12-31-2019     | 6                   | \$12.00<br><i>List Price: \$12.00</i> | 4   | \$288.00        |
| <b>SUBTOTAL:</b>  |                  |                |                     |                                       |     | <b>\$288.00</b> |

## SERVICES ORDER FORM

Order Form for: **City of Stevenson**  
 Prepared on: **April 24, 2019**  
 Order Form Expires: **May 24, 2019**  
 Order Form Number: 00000440

|                              |                    |
|------------------------------|--------------------|
| 2019 Service Fee (6 Months): | <b>\$5,409.25</b>  |
| Onetime Costs:               | <b>\$11,590.00</b> |
| 2020 Service Fee (est.):     | \$10,818.50        |
| <b>Contract Start Date:</b>  | 05-01-2019         |
| <b>Contract End Date:</b>    | 12-31-2019         |

### TERMS AND CONDITIONS

During the Contract Term and for one year thereafter, Customer shall not disclose the pricing or terms hereunder to any third party (unless required by law) without BIAS prior written consent.

### ORDER FORM PRICE SUMMARY

|                              |                    |
|------------------------------|--------------------|
| 2019 Service Fee (6 Months): | <b>\$5,409.25</b>  |
| Onetime Costs:               | <b>\$11,590.00</b> |
| <b>Contract Start Date:</b>  | 05-01-2019         |
| <b>Contract End Date:</b>    | 12-31-2019         |

Order Form doesn't include sales tax.

### REMARKS

Prices don't include taxes that may apply. **This is not an invoice.**

### PAYMENT

| PAYMENT SCHEDULE  |   |
|---|---|
| <b>DUE 30 DAYS AFTER APPROVAL</b><br><b>\$11,590.00</b> | <b>DUE 30 DAYS AFTER DISCOVERY MEETING</b><br><b>\$5,409.25</b> |

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Upon signature by Customer and submission to BIAS, this Order Form shall become legally binding and governed by the [Master Subscription Agreement](#) between BIAS and Customer unless otherwise agreed by BIAS and Customer.

Email or Fax [all pages](#) to 888.228.0030 or [sue@biassoftware.com](mailto:sue@biassoftware.com)

## SERVICES ORDER FORM

Order Form for: **City of Stevenson**  
Prepared on: **April 24, 2019**  
Order Form Expires: **May 24, 2019**  
Order Form Number: 00000477

|                              |                   |
|------------------------------|-------------------|
| 2019 Service Fee (6 Months): | <b>\$1,425.00</b> |
| Onetime Costs:               | <b>\$1,590.00</b> |
| 2020 Service Fee (est.):     | \$2,850.00        |
| <b>Contract Start Date:</b>  | 05-01-2019        |
| <b>Contract End Date:</b>    | 12-31-2019        |

### ORDER PREPARED FOR:

Company: **City of Stevenson**  
Contact: **Leana (Johnson) Kinley**  
Address: **7121 E. Loop Rd.  
PO Box 371  
Stevenson, Washington 98648-0371**  
Phone: **(509) 427-5970**  
Email: **leana@ci.stevenson.wa.us**

### ORDER PREPARED BY:

Company: **BIAS Software**  
Contact: **Mark Felchlin**  
Address: **327 E Pacific  
Spokane, WA 99202**  
Phone: **(509) 443-3332**  
Email: **mark@biassoftware.com**

## ORDER DETAILS

| PERMITTING  | ORDER START DATE | ORDER END DATE | ORDER TERM (MONTHS) | MONTHLY/UNIT PRICE                      | QTY | TOTAL PRICE       |
|---|------------------|----------------|---------------------|---|-----|-------------------|
| <b>Permitting Essentials</b><br>Includes: Code Enforcement, Permits, Project Tracking | 07-01-2019       | 12-31-2019     | 6                   | \$237.50<br><i>List Price: \$237.50</i> | 1   | \$1,425.00        |
| <b>Training/Setup - Permitting</b><br>Includes: Essential Training                    |                  |                |                     | \$840.00<br><i>List Price: \$840.00</i> | 1   | \$840.00          |
| <b>Data Import - Permitting</b><br>Includes: Parcels, Vendors, Customers              |                  |                |                     | \$750.00<br><i>List Price: \$750.00</i> | 1   | \$750.00          |
| <b>SUBTOTAL:</b>  |                  |                |                     |   |     | <b>\$3,015.00</b> |

**SERVICES ORDER FORM**

Order Form for: City of Stevenson  
 Prepared on: April 24, 2019  
 Order Form Expires: May 24, 2019  
 Order Form Number: 00000477

|                              |                   |
|------------------------------|-------------------|
| 2019 Service Fee (6 Months): | <b>\$1,425.00</b> |
| Onetime Costs:               | <b>\$1,590.00</b> |
| 2020 Service Fee (est.):     | \$2,850.00        |
| <b>Contract Start Date:</b>  | 05-01-2019        |
| <b>Contract End Date:</b>    | 12-31-2019        |

**TERMS AND CONDITIONS**

During the Contract Term and for one year thereafter, Customer shall not disclose the pricing or terms hereunder to any third party (unless required by law) without BIAS prior written consent.

**ORDER FORM PRICE SUMMARY**

|                              |                   |
|------------------------------|-------------------|
| 2019 Service Fee (6 Months): | <b>\$1,425.00</b> |
| Onetime Costs:               | <b>\$1,590.00</b> |
| <b>Contract Start Date:</b>  | 05-01-2019        |
| <b>Contract End Date:</b>    | 12-31-2019        |

Order Form doesn't include sales tax.

**REMARKS**

Prices don't include taxes that may apply. **This is not an invoice.**

**PAYMENT**

| <b>PAYMENT SCHEDULE</b>                                |   |
|--|---|
| <b>DUE 30 DAYS AFTER APPROVAL</b><br><b>\$1,590.00</b> | <b>DUE 30 DAYS AFTER DISCOVERY MEETING</b><br><b>\$1,425.00</b> |

**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

Signature: \_\_\_\_\_

Upon signature by Customer and submission to BIAS, this Order Form shall become legally binding and governed by the [Master Subscription Agreement](#) between BIAS and Customer unless otherwise agreed by BIAS and Customer.

Email or Fax [all pages](#) to 888.228.0030 or [sue@biassoftware.com](mailto:sue@biassoftware.com)



|  |  |  |                               |
|--|--|--|-------------------------------|
| <b>Supplemental Agreement<br/>Number</b> <u>02</u>   |  | Organization and Address   |                               |
| Original Agreement Number<br>LA 9422   |  | Wallis Engineering PLLC<br>215 West 4th Street, Suite 200<br>Vancouver, WA 98660 |                               |
| Project Number<br>STPR-B309(001)   |  | Execution Date<br>8/9/2018   | Completion Date<br>12/31/2021 |
| Project Title<br>Russell Avenue Improvements   |  | New Maximum Amount Payable<br>\$224,224.17                                       |                               |
| Description of Work<br>This project consists of providing design services for Russell Avenue Improvements Project. The project will reconstruct Russell Avenue, enhance the aesthetic appeal of the corridor by matching themes from adjacent improvements on 2nd Street and Cascade Avenue, and improve the safety and operational characteristics of the corridor between 2nd Street and the BNSF rail line. |  |  |                               |

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

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

**I**

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

**II**

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

**III**

Section V, PAYMENT, shall be amended as follows:

additional funds of \$22,676.34

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

By: Wallis Engineering, PLLC

By: \_\_\_\_\_

Consultant Signature

Approving Authority Signature

\_\_\_\_\_ Date

Exhibit "A"  
Summary of Payments

|  | Basic Agreement     | Supplement #1        | Supplement #2       | Total                |
|--|---------------------|----------------------|---------------------|----------------------|
| Direct Salary Cost                     | \$ 16,215.74        | \$ 24,098.02         | \$ -                | \$ 40,313.76         |
| Overhead (Including Payroll Additives) | \$ 25,568.98        | \$ 37,997.76         | \$ -                | \$ 63,566.74         |
| Direct Non-Salary Costs                | \$ 7,055.00         | \$ 78,518.20         | \$ 22,676.34        | \$ 108,249.54        |
| Fixed Fee                              | \$ 4,864.72         | \$ 7,229.41          | \$ -                | \$ 12,094.13         |
| <b>Total</b>                           | <b>\$ 53,704.44</b> | <b>\$ 147,843.39</b> | <b>\$ 22,676.34</b> | <b>\$ 224,224.17</b> |



**EXHIBIT A2: SCOPE OF WORK  
WALLIS ENGINEERING  
RUSSELL AVENUE IMPROVEMENTS  
CITY OF STEVENSON  
SUPPLEMENT NO. 2**

February 2019  
WE#1465A

**GENERAL SCOPE OF PROJECT**

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

- Supplement No.1: Execution of the Prime Agreement was expedited in an effort to begin conceptual design and prepare conceptual graphic renderings of the proposed improvements to support City outreach events. As such, the tasks included in the Prime agreement are limited to project management, NEPA coordination, topographic survey, and conceptual design efforts, but does not include design, preparation of PS&E documents, cultural resource investigations, right-of-way acquisition, or construction support. Supplement No. 1 amends existing tasks and creates new tasks necessary to deliver the design and construction documents for the project. Construction support services will be contracted under a future contract supplement.

**SUPPLEMENTAL NO. 2 SCOPE OF WORK**

During design development, final Right of Way acquisition needs were identified that differ from the original scope of work. Additional Right of Way files will be required to obtain approval from WSDOT Local Programs. This supplement will also include legal descriptions of all required Right of Way acquisition which was previously omitted and additional graphic preparation to support public outreach efforts.

**CONTRACT DURATION**

Contract term is unaffected by this supplemental scope of work.

**SPECIFIC SCOPE OF WORK**

**Task 5**            **Right-of-way Services (*Task Supplemented*)**

**Task 6**            **Public Outreach (*Task Supplemented*)**

**SUBCONSULTANTS**

Roles and responsibilities for project subconsultants are listed in the table below:

| Subconsultant              | Discipline     | Task(s) |
|----------------------------|----------------|---------|
| Klein & Associates (Klein) | Land Surveying | Task 5  |

|                                  |                                       |        |
|----------------------------------|---------------------------------------|--------|
| Epic Land Solutions, Inc. (Epic) | Right-Of-Way and Easement Acquisition | Task 5 |
| Juncus Studio, LLC (Juncus)      | Landscape Architect                   | Task 6 |

**TASK 5 RIGHT-OF-WAY SERVICES (TASK SUPPLEMENTED)**

**5.1 Temporary Construction Easements (Task Supplemented).** In order to complete all work included in the current project scope, up to two (2) additional TCEs will be required beyond acquisitions previously scoped. Epic Land Solutions, Inc. will include the additional two (2) parcels in the required Project Funding Estimate for the Temporary Construction Easement, review Agency supplied title reports, provide Title Review Memos identifying all potential encumbrances to project team members and negotiate the sale of the easements with the property owners.

**5.3 Legal Descriptions (New Task).** Legal descriptions will be necessary for all seven (7) temporary easements obtained for this project. Klein will complete legal descriptions for all necessary easements. Klein and Associates will Prepare Easements, Legal Descriptions and Exhibits where specified by the Client.

**Assumptions:**

- Two (2) additional Temporary Construction Easements are required for this project. Total easements required for the project totals seven (7).
- Title reports will be provided by the City.
- The City will facilitate payment for right-of-way acquisitions.
- Assumes (2) additional AOSs will be prepared.
- Assumes no appraisals or appraisal reviews will be done, if appraisals and reviews are required, they will be at additional cost
- Seven (7) total legal descriptions and exhibits are assumed for the entire project.
- No permanent easements are required for the lighting meter and equipment and the City has the legal authority to locate equipment previously obtained easements on Parcel 02070110350000.

**TASK 6 PUBLIC OUTREACH (TASK SUPPLEMENTED)**

**Objective:** Provide information to the community regarding the project.

**6.2 Prepare Exhibits (New Task).** Juncus will update graphic renderings for use by City staff when working with the public and keeping City Council informed of project updates.

**Assumptions:**

- A maximum of two (2) exhibits will be provided.
- The City will lead the public information activities and will coordinate public meeting invitations, venue, and scheduling.

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

CONSULTANT: Wallis Engineering  
PROJECT: Russell Avenue Improvements

DIRECT SALARY COST (DSC):

| Classification   | Man Hours | x | Rate      | = | Cost   |
|------------------|-----------|---|-----------|---|--------|
| Senior Engineer  |           | x | \$59.32   | = | \$0.00 |
| Engineer 1       |           | x | \$52.88   | = | \$0.00 |
| Engineer 2       |           | x | \$51.20   | = | \$0.00 |
| Engineer 3       |           | x | \$42.31   | = | \$0.00 |
| Engineer 4       |           | x | \$38.94   | = | \$0.00 |
| Engineer 5       |           | x | \$37.50   | = | \$0.00 |
| Engineer 6       |           | x | \$27.88   | = | \$0.00 |
| Senior Designer  |           | x | \$75.00   | = | \$0.00 |
| Inspector        |           | x | \$50.00   | = | \$0.00 |
| Technician 1     |           | x | \$33.00   | = | \$0.00 |
| Clerical 1       |           | x | \$26.00   | = | \$0.00 |
| Technical Writer |           | x | \$31.46   | = | \$0.00 |
|                  | 0         |   | TOTAL DSC |   | \$0.00 |

OVERHEAD (OH COST - Including Salary Additives):

|               |    |                |   |               |  |            |               |
|---------------|----|----------------|---|---------------|--|------------|---------------|
| OH Rate x DSC | of | <u>157.68%</u> | x | <u>\$0.00</u> |  | TOTAL OH = | <u>\$0.00</u> |
|---------------|----|----------------|---|---------------|--|------------|---------------|

FIXED FEE (FF):

|                 |    |               |   |               |  |            |               |
|-----------------|----|---------------|---|---------------|--|------------|---------------|
| FF Rate x (DSC) | of | <u>30.00%</u> | x | <u>\$0.00</u> |  | TOTAL FF = | <u>\$0.00</u> |
|-----------------|----|---------------|---|---------------|--|------------|---------------|

REIMBURSABLES:

Printing & Mileage

|                      |               |
|----------------------|---------------|
| TOTAL REIMBURSABLES: | <u>\$0.00</u> |
|----------------------|---------------|

SUBCONSULTANT COSTS:

|        |             |  |
|--------|-------------|--|
| EPIC   | \$13,906.45 |  |
| Klein  | \$7,020.00  |  |
| Juncus | \$1,749.89  |  |

|                            |             |                    |
|----------------------------|-------------|--------------------|
| TOTAL SUBCONSULTANT COSTS: | \$22,676.34 | <u>\$22,676.34</u> |
|----------------------------|-------------|--------------------|

|             |                           |
|-------------|---------------------------|
| GRAND TOTAL | <u><u>\$22,676.34</u></u> |
|-------------|---------------------------|

PREPARED BY: Erin Kingsley

DATE: 5/2/2019

**Exhibit E2**  
**Subconsultant Cost Computations**

CONSULTANT: Wallis Engineering  
 SUBCONSULTANT: Klein & Associates, Inc.  
 PROJECT: Russell Avenue Improvements

**DIRECT SALARY COST (DSC):**

| Classification       | Man Hours | x | Rate     | = | Cost        |
|----------------------|-----------|---|----------|---|-------------|
| Land Surveyor-Sr. PM | 5         | x | \$ 60.00 | = | \$ 300.00   |
| Land Surveyor-PM     | 6         | x | \$ 55.00 | = | \$ 330.00   |
| 2 Man Field Crew     | 13        | x | \$ 90.00 | = | \$ 1,170.00 |
| Drafts Person        | 11        | x | \$ 45.00 | = | \$ 495.00   |
| Technician           | 14        | x | \$ 45.00 | = | \$ 630.00   |
| TOTAL DSC =          |           |   |          |   | \$ 2,925.00 |

**OVERHEAD (OH COST - Including Salary Additives):**

|               |                      |            |             |
|---------------|----------------------|------------|-------------|
| OH Rate x DSC | of 110.00% x \$2,925 | TOTAL OH = | \$ 3,217.50 |
|---------------|----------------------|------------|-------------|

**FIXED FEE (FF):**

|                 |                     |            |           |
|-----------------|---------------------|------------|-----------|
| FF Rate x (DSC) | of 30.00% x \$2,925 | TOTAL FF = | \$ 877.50 |
|-----------------|---------------------|------------|-----------|

**REIMBURSABLES:**

Printing & Mileage

|                      |      |
|----------------------|------|
| TOTAL REIMBURSABLES: | \$ - |
|----------------------|------|

|             |           |
|-------------|-----------|
| GRAND TOTAL | = \$7,020 |
|-------------|-----------|

Approved By:   
 James Klein

DATE: 4/30/2019

**Exhibit E2**  
**Subconsultant Cost Computations**

CONSULTANT: Wallis Engineering  
 SUBCONSULTANT: Juncus Studios, LLC  
 PROJECT: Russell Avenue Improvements

DIRECT SALARY COST (DSC):

| Classification    | Man Hours | x | Rate    | = | Cost     |
|-------------------|-----------|---|---------|---|----------|
| Owner / Principal | 14        | x | \$52.08 | = | \$729.12 |

TOTAL DSC = \$729.12

OVERHEAD (OH COST - Including Salary Additives):

OH Rate ) of 110.00% x \$729.12

TOTAL OH = \$802.03

FIXED FEE (FF):

FF Rate x of 30.00% x \$729.12

TOTAL FF = \$218.74

REIMBURSABLES:

Printing & Mileage \$0

TOTAL REIMBURSABLES: \$0.00

GRAND TOTAL = \$1,749.89

APPROVED BY: Dave Elkin  
Dave Elkin

DATE: 4/12/2019

**Exhibit E2**  
**Subconsultant Cost Computations**

CONSULTANT: Wallis Engineering  
 SUBCONSULTANT: Epic Land Solutions, Inc.  
 PROJECT: Russell Avenue Improvements

DIRECT SALARY COST (DSC):

| <u>Classification</u>        | <u>Man Hours</u> | x | <u>Rate</u> | = | <u>Cost</u>       |
|------------------------------|------------------|---|-------------|---|-------------------|
| Principal in Charge          | 1                | x | \$72.12     | = | \$72.12           |
| Advisory Manager             | 12               | x | \$64.90     | = | \$778.80          |
| Agent                        | 74               | x | \$29.72     | = | \$2,199.28        |
| Finance and Project Controls | 2                | x | \$46.35     | = | \$92.70           |
| Project Support              | 18               | x | \$20.00     | = | \$360.00          |
| TOTAL DSC =                  |                  |   |             |   | <u>\$3,502.90</u> |

OVERHEAD (OH COST - Including Salary Additives):  
 OH Rate x DSC of 178.50% x \$3,502.90 TOTAL OH = \$6,252.68

FIXED FEE (FF):  
 FF Rate x (DSC) of 30.00% x \$3,502.90 TOTAL FF = \$1,050.87

REIMBURSABLES:  
 Printing, Real Estate Online Resources & Mileage \$100  
 PFE & AOS's \$3,000  
 TOTAL REIMBURSABLES: \$3,100.00

GRAND TOTAL = \$13,906.45

PREPARED BY: Dianna Nausley-McKeon

DATE: 4/5/2019

**CITY OF STEVENSON, WASHINGTON  
RESOLUTION 2019 – 328**

**A RESOLUTION AUTHORIZING A BALLOT PROPOSITION  
FOR CREATION OF A METROPOLITAN PARK DISTRICT**

**WHEREAS** the City acknowledges the need for recreational, health and educational benefits for residents of Skamania County;

**WHEREAS** the current pool although in good physical condition is not in operation;

**WHEREAS** the City recognizes that through formation of a Metropolitan Park District the finances needed to operate the pool would be realized through property tax collections and user fees;

**WHEREAS**, RCW 35.61 authorizes a local government resolution to submit a ballot proposition for creation of a Metropolitan Park District;

**WHEREAS** the ~~City intends to draft an interlocal agreement with Skamania County to jointly administer the governance of said Metropolitan Park District as described in RCW 35.61.050(4); commissioners of the district will be selected by the voters as described in RCW 35.61.050(2).~~

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Stevenson hereby authorizes a ballot proposition for creation of a Metropolitan Park District, following the boundaries of the Stevenson-Carson School District #303, ~~less the boundaries of the City of North Bonneville~~, be submitted to the voters of the area proposed to be included.

**PASSED** by the Council of the City of Stevenson this 17<sup>th</sup> day of January, 2019.

\_\_\_\_\_  
Scott Anderson, Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

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

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

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

|                   |                                     |                         |
|-------------------|-------------------------------------|-------------------------|
| Contractor:       | Skamania County Chamber of Commerce |                         |
| Reporting Period: | April 2019                          |                         |
| Amount Due:       | \$ 7,500.00                         | Monthly Contract Amount |
|                   | 270.00                              | Program Management Time |
|                   | <u>9,188.67</u>                     | Monthly Reimbursables   |
|                   | \$ 16,958.67                        |                         |

## VISITOR STATISTICS

|   | <u>Stevenson Office</u> |
|---|-------------------------|
| Walk-In Visitors:                                 | 238                     |
| Telephone Calls:                                  | 96                      |
| E-Mails:  | 21                      |
| Business Referrals:                               | 1,201                   |
| Tracked Overnight Stays:                          | 64                      |
| Mailings (student, relocation, visitor, letters): | 9                       |
| Large Quantity Brochures                          | 425                     |
| Chamber Website Pageviews                         | 3,734                   |
| COS Website Pageviews                             | 5,577                   |

## CHAMBER BUSINESS

**Chamber Board Meeting:** The April Board Meeting was held with discussion items including an update on Washington State Tourism and updates on staff goals and projects. Question for discussion; What do you want to see the Chamber staff accomplish this year? What would you like the Chamber board to accomplish this year?

**Chamber Membership:** We had 7 new members join in April and 24 renewals.

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

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

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

**Chamber Happy Hour:** The April Chamber Happy Hour event was hosted by Invision, LLC with about 35 people in attendance.

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

- Attended Oregon Governors Conference on Tourism in Eugene.
- Met with Executive Directors of the Mt Adams Chamber and Goldendale Chamber to discuss working together to promote the Washington side of the Gorge.
- Had phone meeting with businesses interested in starting a Food Trail on the Washington side of the Gorge.
- Installed new kiosk panel inserts.
- Visited 4 businesses to invite them to join the Chamber.
- Held our first Brown Bag Workshop on operating your Square credit card processing system.

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

**Wind River Business Association (WRBA):** Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements and attend monthly meetings. Ordered new panel inserts for the information kiosk in Carson. Chris Malone will install them.

**Stevenson Downtown Association (SDA):** Worked a shift manning a table at Foolfest to pass out information on the Stevenson Downtown Association and Clean-Up Day. Helped with Clean-Up Day and the first mural unveiling party. Continue to work with SDA Promotion Committee members on historical walking tour of Stevenson.

**Columbia Gorge Tourism Alliance (CGTA):** Met to discuss first step of starting a Food Trail on the Washington side of the Gorge.



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

**Stevenson/SBA Meetings and Projects:**

- Held monthly SBA meeting.
- Deployed new monthly newsletter.
- Walked around Stevenson with SBA President Tom Meade to handout SBA survey and clean-up day flyers to all businesses to encourage involvement.
- Continue to work on Gorge Blues and Brews Festival: Sent out brewery and winery application, more sponsorship packets, place ads, update event website and Facebook page.

**2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES**

|           |                                   |                   |
|-----------|-----------------------------------|-------------------|
| Program 2 | Promotional Products and Projects |                   |
| P2-B      | Stevenson Map Printing            | 213.25            |
| P2-D1     | Website                           | 612.09            |
| P2-D2     | Advertising – Print               | 1,660.00          |
| P2-E      | Wind River Publishing Ads         | 1,140.00          |
| Program 3 | SBA Event Program                 |                   |
| P3-A      | Gorge Blues and Brews Festival    | 1,563.33          |
| P3-C      | 4 <sup>th</sup> of July           | <u>4,000.00</u>   |
|           |                                   | <u>\$9,188.67</u> |

|                              | <b>2019 Budget</b> | <b>Current Request</b> | <b>Requested YTD</b> | <b>Remaining</b> |
|------------------------------|--------------------|------------------------|----------------------|------------------|
| Total Program Promo Expenses | 85,000.00          | 9,188.67               | 17,539.75            | 67,460.25        |

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

|           |   |       |               |
|-----------|---|-------|---------------|
| P2-D2     | Marketing (print, social media, press releases) | 4 hrs | \$ 120.00     |
| Program 3 | Stevenson Business Association Events           |       |               |
| P3A       | Gorge Blues and Brews                           | 5 hrs | <u>150.00</u> |
|           |   | 8 hrs | \$ 270.00     |

MINUTES  
PLANNING COMMISSION MEETING  
Monday, April 8, 2019  
6:00 PM

**Planning Commission Members Present:** Valerie Hoy-Rhodehamel, Karen Ashley, Auguste Zettler, Shawn Van Pelt

**Excused Absence:** Jeff Breckel

**Staff Present:** Community Development Director Ben Shumaker

**Community Members Present:** Matthew Knudsen, Thomas McCloskey, Johanna Roe

**Call to Order: 6:00 p.m.**

**Preliminary Matters**

1. **Chair Selects Public Comment Option**

2. **Minutes** February 19th & March 11th Meeting Minutes

MOTION to approve the February and March meeting minutes made by ASHLEY, seconded by ZETTLER. All in favor. Motion carried.

3. **Public Comment Period** None

**New Business**

4. **None**

**Old Business**

5. **Zoning Changes** ZON2019-01 Accessory Dwelling Units & Use Category Clean-up

Commission discussed having a conversation with the applicant around the placement of their ADU on their property and the proximity to the main residence. This explanation will support the prevention of splitting lots if the ADU does not sit in the appropriate spot within the lot. Shumaker noted at the last meeting in regards to public input that it's an educational component for the applicant to make the best decision for their property and their interests at that time. The Commission discussed not wanting to tell landowners what they can and can't do with their property.

Commission also discussed minimum and maximum lot size requirements and the value to setting the standard by zoning code as the lot size could change over time. Shumaker confirmed that ADUs are currently allowed in zones R1 and SR where lot sizes depend on connection to city water/well and sewer/septic. The Commission reached consensus on doubling the lot size.

In considering connection rate and standards for ADUs, the Commission discussed whether the connection fees. City staff confirmed that duplexes, similar to attached ADUs, have a discount within the current rate structure. Shumaker explained the Equivalent Residential Units (ERU) but stated that more information will be needed on how that works in specific situation before determining the outcome. He explained that as of the most recent census, there were 2.1-2.21 people per household so the ERU is how much water is consumed and/or how much waste is produced by 2.1-2.21 people living in a house. When scaling up connection fees, the city would likely base fees on the ERU. The Commission agreed that the applicant should pay for the system

development charge (SDC) and were not ready to determine the percentage. The way the Commission would like to address this is with a letter to City Council. The Commission reached consensus for the chair to work with staff in drafting the letter with the main point that the applicant should be charged and the charge should be fair and equitable based on the City Council's determination.

The Commission reached consensus to approve parking as drafted.

The Commission majority voted to remove the ADA statement from the draft, as this exception is already available and known given other standards and documents.

The Commission discussed the current draft, which is that detached ADUs cannot be used as a vacation rental. The Commission discussion previously highlighted that if there is a city concern around the housing crisis, then vacation rentals do not support this goal of additional available housing. Further, the Commission discussed allowing landowners to do what they want with their land and their building. The discussion at the last meeting also brought up the availability to open up to vacation rentals down the line as opposed to trying to close it from being available from the start. There was also a conflict amongst the Commission regarding attached ADUs allowing vacation rentals as well as the principal house but not with detached. The Commission discussed this as too restrictive. Shumaker noted the community feedback from the recent survey where 4 out of 32 respondents said they had concerns with vacation rentals. The city does have a current licensing program for vacation rentals and, as currently written, it is to begin with an assumption of trust. The Commission discussed the neighborhood feel versus the temporary impact of a weekend rental rather than a full time permanent rental. The Commission discussed the purpose of the ADUs by allowing financial gain as the purpose or helping the housing crisis as the purpose. Shumaker added perspective of individual owner and the requirement that the landowner dwell in one of the properties. The Commission reached a majority to not add the restriction regarding vacation rentals.

The Commission then discussed the proximity requirement of a detached ADU to the primary unit and possible neighboring unit. It was reviewed again that property owners should be able to do what they want with their property but they need to be considerate of whether the land can be subdivided at a later date. The Commission shared interest in forcing subdividing if the proximity is not met to avoid subdividing at later dates as well as owners being able to access discounts it needs to be near the primary residence. Shumaker noted the value of some supervision to housing on property. The Commission then discussed that a feet requirement could do the opposite of what is intended by preventing subdivision. The Commission suggested an exception, a staff member override or to have it written in that the detached ADU not prevent subdivision if possible. The discussion also highlighted ADUs changing single family neighborhoods and effecting the zoning without changing the zoning. Shumaker questioned whether the proximity standard truly supports and is enough for the subdivision avoidance. The Commission agreed wanting to have the proximity as a tool to maintain supervision over tenants of detached ADU. There was Commission consensus for a variance with language "as close as possible not to exceed \_\_\_ feet". The Commission majority voted to set hard number at 40 feet, as it gives flexibility and opportunity to subdivide within zoning setback standards, and if further than that then the applicant would have to apply for a variance. There was consensus to include additional qualifier which states "to ensure adequate supervision of ADU and other purposes" and the Commission gave Shumaker license to create language.

The Commission discussed maximum unit size and whether to have a hard number, such as 800 square feet or some other percentage option based on primary unit. The discussion questioned whether the ADU could end up being bigger than the primary residence and swapping the percentage standard so the original structure is now the ADU and the new structure is the primary larger unit. The Commission discussed that percentage can be very open ended whereas a hard number could end up looking like construction that in design looks like duplexes. The Commission reached consensus to specify different standards for attached, detached and basement conversions and majority on focusing on a hard number at 800 square feet, which is the same as the county's standard on detached ADUs. Further consensus was reached to remove configuration requirement/restriction (2 of section C on page 10 of 11).

The Commission also reached consensus to keep the amnesty clause and language as drafted. They had discussion around fees and the fairness of having landowners retroactively pay fees. Shumaker confirmed that it is not a Planning Commission decision and fees would be further discussed with City Council.

Shumaker highlighted the use categories on page 2 of 2 of the staff report as well as throughout ordinance. He asked the Commission to consider nesting manufactured and modular homes under single family dwellings, consider townhomes as a separate category and consider removing the two family definition as it is similar to multi family already defined and then rely on the density standards of the zoning district. The Commission and staff agreed to finish discussion at a later date. Shumaker to take this out for the time being.

The use categories for sales and arts were included as previously discussed. Shumaker asked the Commission to consider nesting veterinarian under professional office as drafted. Consensus to move forward. Shumaker then asked to consider creating a category for commercial wedding venue in suburban-residential district based on a previous interpretation. Consensus to move forward.

Shumaker verified the following expectations of what was to be removed/ changed from the draft ordinance: remove Section 1 related to definitions, remove a portion of section 2 related to Residence or Accommodation uses (except ADU), section 3 and 4 stay the same, section 5 and 6 change remove dwelling unit section at the top, section 7 stays the same, section 8 modified as discussed at tonight's meeting. The Commission asked to see the final document at the next meeting before making a motion to recommend the ordinance for City Council approval.

## **Discussion**

### **6. Staff & Commission Reports Downtown Planning**

Shumaker noted that the moratorium will expire around August given the current guidelines. A consultant is on board and was chosen partially because of their short timeline for delivery. There is a future plan to bring the consultant to a Commission meeting and start planning in earnest and would be suggestions for recommendations and changes. Shumaker is hopeful that the Commission will have a detailed discussion regarding ordinance-changes based on the plan within 2019.

Shumaker also noted that Commission email addresses are in process.

### **7. Thought of the Month None**

**Adjournment** at 8:08 p.m.

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

---

Name

Date

Minutes by Claire Baylor

DRAFT



# Skamania County Sheriff's Office

## Law Total Incident Report, by Nature of Incident

| <u>Nature of Incident</u>      | <u>Total Incidents</u> |
|--------------------------------|------------------------|
| Business Establishment Alarm   | 4                      |
| Child Abuse or Neglect         | 1                      |
| Citizen Assist                 | 1                      |
| Civil Process                  | 2                      |
| Criminal Mischief              | 1                      |
| Dead Body                      | 1                      |
| Problems with Dogs             | 4                      |
| Domestic Violence              | 2                      |
| Found Property                 | 4                      |
| Fraud                          | 3                      |
| Harrass                        | 4                      |
| Incomplete 9-1-1 Calls         | 1                      |
| Information Report             | 5                      |
| Jail Problems/Inmate Problems  | 1                      |
| Juvenile Problem               | 6                      |
| Medical Emergency              | 31                     |
| Mental Health Problems         | 2                      |
| Patrol Request                 | 2                      |
| Traffic Collision Prop Damage  | 1                      |
| Possession of Marijuana        | 1                      |
| Request Traffic Enforcement    | 1                      |
| Sex Offense/Abuse              | 1                      |
| Shooting Noise                 | 1                      |
| Suspicious Person/Circumstance | 5                      |
| Theft Other Property           | 3                      |
| Theft Automobile               | 1                      |
| Threats                        | 1                      |
| Traffic Hazard                 | 2                      |
| Traffic Stop                   | 2                      |
| Trespassing                    | 2                      |
| Unsecure Premise               | 1                      |
| Vagrancy                       | 1                      |
| Vandalism/Mailic Misch         | 1                      |
| Violation Court Orders         | 2                      |
| Wanted Person - Warrant        | 3                      |
| Welfare Check                  | 3                      |

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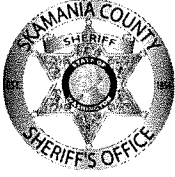
Total reported: 107

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### Report Includes:

All dates between `00:00:00 04/01/19` and `00:00:00 05/01/19`, All agencies matching `SCSO`, All natures, All locations matching `21`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



# Skamania County Sheriff's Office

## Law Total Incident Report, by Nature of Incident

---

| <u>Nature of Incident</u> | <u>Total Incidents</u> |
|---------------------------|------------------------|
| Problems with Dogs        | 1                      |
| Found Property            | 1                      |
| Medical Emergency         | 1                      |

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Total reported: 3

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### Report Includes:

All dates between `00:00:00 04/01/19` and `00:00:00 05/01/19`, All agencies matching `SCSO`, All natures, All locations matching `22`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes





# Skamania County Sheriff's Office

## Law Total Incident Report, by Nature of Incident

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| <u>Nature of Incident</u> | <u>Total Incidents</u> |
|---------------------------|------------------------|
| Hazardous Materials       | 1                      |
| Theft Other Property      | 1                      |

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Total reported: 2

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### Report Includes:

All dates between `00:00:00 04/01/19` and `00:00:00 05/01/19`, All agencies matching `SCSO`, All natures, All locations matching `19`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



# Skamania County Sheriff's Office

## Total Traffic Citation Report, by Violation

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| <u>Violation</u> | <u>Description</u>        | <u>Total</u> |
|------------------|---------------------------|--------------|
| 26.50.110        | VIO PROTECT ORDER         | 1            |
| 46.16.010        | EXP VEH TAB LS 2 MON      | 1            |
| 46.16.010.1      | EXP VEH TAB OV 2 MON      | 2            |
| 46.20.342        | DR W/LIC PRIV SUSP        | 1            |
| 46.30.020        | Driving Without Insurance | 1            |
| 46.61.400        | SPEEDING                  | 2            |
| 9A.56.050        | THEFT III                 | 3            |

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**Report Totals**

**11**

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### Report Includes:

All dates of issue between '00:00:00 04/01/19' and '00:00:00 05/01/19', All agencies matching 'SCSO', All issuing officers, All areas matching '21', All courts, All offense codes, All dispositions, All citation/warning types



Stevenson Municipal Court  
 Summary of Cases Filed 2019  
 Updated 4/15/2019

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



# City of Stevenson

## Fire Department – Rob Farris, Chief

(509) 427-5970

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

To: Stevenson City Council  
From: Rob Farris, Fire Chief  
RE: Fire Department Update – April 2019  
Meeting Date: May 16<sup>th</sup>, 2019

### **Executive Summary:**

The fire department has been busy in our preparation for the upcoming wild fire season. We have been refilling supplies and doing pump training in anticipation for a busy year. We have added 3 additional volunteers to our “Red Card” program for wild land fire response this brings the total Red Carded personnel to 13.

We will also be attending the Skamania County EMS Street Fair on May 18<sup>th</sup> from 10:00am to 1:00pm. This is a public interaction event that helps us get out in the community and interact with our tax payers

### **Overview of Items:**

*Command Vehicle Grant Project:* Vehicle is currently at the builder. Our original builder could not finish the vehicle build prior to the grant deadline due to scheduling issues so another vendor was sourced. Tanninen Repair Services out of Battle Ground Washington is being used and anticipates finishing the vehicle in the first week of June

*New Fire Hall:* No new updates for this project.

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

April Drills/Training – 79 Hours of volunteer training time

April Calls – 4 total

- 1 – Wild Fire
- 1 – Mutual Aid – Cascade Locks Structure Fire
- 2 – Burn Complaints

**Action Needed:** Request for City Staff or Mayor/Council to attend EMS Street Fair to take feedback from the community about the New Station project. This event is Saturday May 18<sup>th</sup> and runs from 11:00AM to 2:00PM. The Department will have a tent at the event handing our public education materials



# A/P Check Register

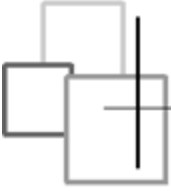
Fiscal : 2019  
 Period : 2019 - May  
 Council Date : All  
 Bank Account: General Checking Umpqua  
 System Types : FinancialsCheck Numbers : All

| Number | Vendor Name                           | Account Description               | Amount      |
|--------|---------------------------------------|-----------------------------------|-------------|
| 13469  | A&J Select                            | Fire Supplies                     | \$7.38      |
|        |                                       | Fire Supplies FD II               | \$7.39      |
|        |                                       | Household Supplies/Repairs        | \$4.50      |
|        |                                       | Check Total:                      | \$19.27     |
| 13470  | Aramark Uniform Services              | Household Supplies/Repairs        | \$9.60      |
|        |                                       | Repairs/Supplies Contracted       | \$149.05    |
|        |                                       | Check Total:                      | \$158.65    |
| 13471  | Avista Utilities                      | Electricity                       | \$139.67    |
|        |                                       | Fire Hall Heat And Lights         | \$53.77     |
|        |                                       | Heat & Lights                     | \$58.50     |
|        |                                       | Check Total:                      | \$251.94    |
| 13472  | BSK AddyLab,LLC                       | Testing                           | \$312.00    |
|        |                                       | WW Sampling Professional Services | \$105.00    |
|        |                                       | Check Total:                      | \$417.00    |
| 13473  | Carson Hardware                       | Operating Supplies                | \$9.69      |
|        |                                       | Parks Supplies                    | \$386.62    |
|        |                                       | Check Total:                      | \$396.31    |
| 13474  | Cascade Columbia Distribution Company | Operating Supplies                | \$209.53    |
| 13475  | CenturyLink                           | Central Services Telephone        | \$192.78    |
|        |                                       | Fire Telephone                    | \$106.14    |
|        |                                       | Sewer Telephone                   | \$105.52    |
|        |                                       | Check Total:                      | \$404.44    |
| 13476  | Centurylink Comm Inc                  | Central Services Telephone        | \$49.03     |
| 13477  | CH2MHILL OMI                          | Operations Contract (OMI)         | \$11,154.08 |
| 13478  | City of Stevenson                     | City Hall Water/Sewer             | \$88.89     |
| 13479  | Classy Glass                          | Custodial Services                | \$350.00    |
| 13480  | Columbia Gorge Interpretive Center    | CRGIC Consultant Services         | \$21,593.70 |
| 13481  | Columbia Hardware, Inc.               | Operating Supplies                | \$228.56    |
|        |                                       | Parks Supplies                    | \$268.66    |
|        |                                       | Repairs/Supplies Contracted       | \$326.85    |
|        |                                       | Supplies                          | \$189.46    |
|        |                                       | Check Total:                      | \$1,013.53  |
| 13482  | Columbia River Disposal               | Litter Clean-Up                   | \$196.09    |
| 13483  | Consolidated Supply Co.               | Operating Supplies                | \$2,534.49  |
| 13484  | Correct Equipment                     | Operating Supplies                | \$3,637.69  |
| 13485  | Crandall Arambula                     | Planning & Professional Assist    | \$2,125.00  |
| 13486  | Department of Commerce                | Base Res PWTF Loan Principal      | \$23,273.39 |
|        |                                       | Base Reservoir PWTF Loan Interest | \$930.94    |
|        |                                       | Check Total:                      | \$24,204.33 |
| 13487  | Discover Your Northwest               | Discover Your Northwest           | \$2,089.39  |
| 13488  | Evergreen Rural Water of Washington   | Training                          | \$160.00    |
| 13489  | Grainger                              | Operating Supplies                | \$134.31    |
| 13490  | Gregory S Cheney PLLC                 | Indigent Defense                  | \$735.00    |
| 13491  | Hood River Sand & Gravel              | Operating Supplies                | \$834.87    |

| Number | Vendor Name                                    | Account Description                  | Amount      |
|--------|--|--------------------------------------|-------------|
| 13492  | Ian Lofberg                                    | Travel                               | \$449.16    |
| 13493  | Jacobs' Services Inc.                          | Custodial Services                   | \$250.00    |
| 13494  | Les Schwab Tire Center                         | Fire Equipment Repair                | \$1,985.42  |
| 13495  | Mackenzie                                      | Consulting Engineering               | \$1,634.28  |
| 13496  | Mission Communications LLC                     | Telemetry Services                   | \$2,731.21  |
| 13497  | NAPA Auto Parts                                | Parks Supplies                       | \$1.49      |
|        |  | Repairs/Supplies Contracted          | \$612.93    |
|        |  | Check Total:                         | \$614.42    |
| 13498  | Office of State Treasurer - Cash Mgmt Division | Agency Disbursement - Court          | \$247.12    |
|        |  | Agency Remittances - State Bldg Code | \$75.00     |
|        |  | Check Total:                         | \$322.12    |
| 13499  | One Call Concepts, Inc.                        | Dues & Membership/Filing Fees        | \$21.40     |
| 13500  | Pacific Power Group, LLC                       | Repair (Contract Serv) T&D           | \$1,112.00  |
|        |  | Repair-Contracted Labor              | \$1,112.00  |
|        |  | Check Total:                         | \$2,224.00  |
| 13501  | PacWest Machinery                              | Training                             | \$90.00     |
| 13502  | Petty Cash                                     | Household Supplies/Repairs           | \$10.17     |
|        |  | Miscellaneous - Postage              | \$3.80      |
|        |  | Office Supplies & Postage            | \$91.44     |
|        |  | Office Supplies and Postage          | \$91.43     |
|        |  | Repairs/Supplies Contracted          | \$40.00     |
|        |  | Check Total:                         | \$236.84    |
| 13503  | Pixis Labs                                     | WW Sampling Professional Services    | \$118.00    |
| 13504  | Polydyne Inc                                   | Operating Supplies                   | \$1,211.63  |
| 13505  | PUD No 1 of Skamania County                    | Dewatering Electricity Chesser       | \$188.12    |
|        |  | Electricity                          | \$1,565.78  |
|        |  | Electricity - Street Lights          | \$1,582.95  |
|        |  | Fire Hall Heat And Lights            | \$213.59    |
|        |  | Heat & Lights                        | \$466.58    |
|        |  | Parks Electricity                    | \$70.00     |
|        |  | Check Total:                         | \$4,087.02  |
| 13506  | QCL, Inc.                                      | Dues And Membership - General Govt   | \$65.92     |
|        |  | Medical Physicals-Required           | \$270.84    |
|        |  | Check Total:                         | \$336.76    |
| 13507  | Radcomp Technologies                           | Computer Services                    | \$46.62     |
|        |  | Computer Services/Repair             | \$283.89    |
|        |  | Office Equip Repair& Maintenance     | \$93.23     |
|        |  | Check Total:                         | \$423.74    |
| 13508  | Ricoh USA, Inc                                 | Office Equip Repair& Maintenance     | \$58.00     |
| 13509  | Sea-Western Inc                                | Fire Supplies                        | \$141.60    |
|        |  | Fire Supplies FD II                  | \$141.60    |
|        |  | Check Total:                         | \$283.20    |
| 13510  | Skamania County Assessor                       | Planning & Professional Assist       | \$120.00    |
| 13511  | Skamania County Chamber of Commerce            | Consultant Services, Chamber         | \$7,500.00  |
|        |  | SBA Consultant Services              | \$9,458.67  |
|        |  | Check Total:                         | \$16,958.67 |
| 13512  | Skamania County EMS                            | Fire Department Training             | \$262.50    |
|        |  | Fire Training FD II                  | \$262.50    |
|        |  | Check Total:                         | \$525.00    |
| 13513  | Skamania County Health Department              | Medical Physicals-Required           | \$133.10    |
| 13514  | Skamania County Pioneer                        | Legislative Publishing               | \$41.18     |
|        |  | Planning Publication                 | \$129.48    |
|        |  | Check Total:                         | \$170.66    |



| Number   | Vendor Name                      | Account Description                  | Amount              |
|--|----------------------------------|--------------------------------------|---------------------|
| 13515  | Skamania County Probation        | Agency Disbursement - Court          | \$1,708.06          |
| 13516  | Skamania County Prosecutor       | Prosecuting Attorney County Contract | \$2,666.00          |
| 13517  | Skamania County Sheriff          | Jail Services                        | \$473.60            |
| 13518  | Skamania County Treasurer        | Agency Disbursement - Court          | \$6.64              |
|  |                                  | CR Jus #1 Drug/Alcohol ED            | \$414.31            |
|  |                                  | CR Jus #4 Basic Law Enforcemnt       | \$709.85            |
|  |                                  | Municipal Court Contract             | \$3,334.00          |
|  |                                  | Police Services                      | \$28,288.50         |
|  |                                  | Substance Abuse/Liquor Excise        | \$47.37             |
|  |                                  | Check Total:                         | \$32,800.67         |
| 13519  | Stevenson Downtown Association   | Main St Program Coordinator (SBA)    | \$10,000.00         |
| 13520  | Stevenson-Carson School District | Community Pool Support               | \$2,500.00          |
| 13521  | US Bank                          | Dues & Membership - Financial        | \$150.00            |
|  |                                  | Miscellaneous - Postage              | \$15.20             |
|  |                                  | Office Supplies                      | \$71.18             |
|  |                                  | Repairs/Supplies Contracted          | \$132.05            |
|  |                                  | Small Tools/Minor Equipment          | \$354.00            |
|  |                                  | Training                             | \$815.02            |
|  |                                  | Training & Tuition - Planning        | \$81.69             |
|  |                                  | Training/Tuition - Financial/Records | \$278.00            |
|  |                                  | Travel - Planning/Prof Assistance    | \$209.06            |
|  |                                  | Tuition Mayor/Administrator          | \$35.00             |
|  |                                  | Website - General Fund               | \$20.00             |
|  |                                  | Check Total:                         | \$2,161.20          |
| 13522  | US Bank Safekeeping              | Fiduciary Fees/VISA                  | \$30.00             |
| 13523  | Walter E. Nelson, CO             | Litter Clean-Up                      | \$389.43            |
| 13524  | Wapiti Aerial Service Inc        | Repairs/Supplies Contracted          | \$325.00            |
| 13525  | WEX Bank                         | Fire Truck Fuel                      | \$136.47            |
|  |                                  | Fire Truck Fuel FDII                 | \$87.51             |
|  |                                  | Gas and Oil                          | \$1,607.20          |
|  |                                  | Check Total:                         | \$1,831.18          |
| 13526  | Woodrich, Kenneth B PC           | Advisory Board Services              | \$1,482.00          |
| 051901ACH  | Department of Revenue            | Repairs/Supplies Contracted          | \$188.66            |
| Excise return  |                                  |                                      |                     |
| April  |                                  |                                      |                     |
|  |                                  | Sewer Taxes                          | \$1,114.69          |
|  |                                  | Water Taxes                          | \$1,828.75          |
|  |                                  | Check Total:                         | \$3,132.10          |
| IC April 2019  | InvoiceCloud                     | EBPP Fees Sewer                      | \$152.00            |
| ACH0519IC  |                                  | EBPP Fees Water                      | \$152.00            |
|  |                                  | Check Total:                         | \$304.00            |
| <b>Grand Total</b>   |                                  |                                      | <b>\$167,545.41</b> |
| <b>Total Accounts Payable for Checks #13469 Through #IC April 2019 ACH0519IC</b> |                                  |                                      |                     |



# Fund Transaction Summary

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Transaction Type: Invoice  
Fiscal: 2019 - May - May 2019

| Fund Number | Description                     | Amount              |
|-------------|---------------------------------|---------------------|
| 001         | General Fund                    | \$51,599.24         |
| 100         | Street Fund                     | \$2,571.48          |
| 103         | Tourism Promo & Develop Fund    | \$50,662.95         |
| 303         | Joint Emergency Facilities Fund | \$1,634.28          |
| 400         | Water/Sewer Fund                | \$56,974.14         |
| 500         | Equipment Service Fund          | \$4,103.32          |
|             | <b>Count: 6</b>                 | <b>\$167,545.41</b> |