

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**March 18, 2021**  
**6:00 PM, Remote**

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or  
301-715-8592, Meeting ID 896 0429 9822, Zoom link  
<https://us02web.zoom.us/j/89604299822> or via YouTube at  
<https://www.youtube.com/channel/UC4k9bA0IEvsF6PSoDwjvA/>

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

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

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

- a) \* 3/17 changes include:
  - Addition of comments received on the road vacations (item 5b and c)
  - Addition of Shoreline Substantial Development Permit approval request (item 7e)
  - Update on the report from the Port of Skamania (item 8g)
  - Addition of Voucher information (item 10)
  
- b) \*\* 3/18 changes include:
  - Additional comment received on the road vacations (item 5b and c)

**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) **Water Adjustment** - Tami Baker (meter No. 403900) requests a water adjustment of \$357.90 for a water leak which they have since repaired.
- b) **Liquor License Renewals** - Fraternal Order of Eagles Aerie and the Stevenson Farmers' Market
- c) **Water Adjustment** - Eldon Stubbs (meter No. 104600) requests a water adjustment of \$26.79 for a water leak which they have since repaired.
- d) **Minutes** of February 18, 2021 Council Meeting.

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.]*

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

-In writing may be submitted no later than 12:00 PM on the meeting date to be included in the council packet. If sent via email to city council, please also clearly state the comments are to be included in the council packet for the meeting and if you would like them to be read into the meeting minutes.

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

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

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

## **5. PUBLIC HEARINGS:**

**a) Downtown Parking Requirement Changes** - Community Development Director Ben Shumaker presents the staff memo and the second reading of ordinance 2021-1172 amending the Stevenson zoning code (SMC 17); incentivizing mixed use development in the C1 District; reducing parking requirements, especially in the C1 commercial district; incorporating past parking-related zoning interpretations; and allowing greater opportunities for off-site parking for public comment and council consideration.

MOTION: To approve ordinance 2021-1172 regarding downtown parking requirements [as presented/with changes as discussed].

**b) \*\*Public Hearing Regarding Vacation of Iman Cemetery Road** - City Administrator Leana Kinley presents the staff report regarding the vacation of a section of city road and easement known as "Iman Cemetery Road" for public comment and council consideration. Council will deliberate on both the No Name Rd. Vacation and the Iman Cemetery Rd. Vacation after the No Name Rd. public hearing.

**c) Public Hearing Regarding Vacation of No Name Road** - City Administrator Leana Kinley presents the staff report (linked under the Iman Cemetery Rd. agenda item) regarding the vacation of a section of city road and easement known as "No Name Road" for public comment and council consideration.

After this hearing, council will deliberate on both the No Name Rd. Vacation and the Iman Cemetery Rd. Vacation.



- d) Proposed 2021 Budget Amendments** - City Administrator Leana Kinley presents proposed changes to the 2021 budget based on revised estimates due to changes in beginning cash balances, approved contracts, and projected projects for public comment and council consideration.

MOTION: To approve ordinance 2021-1173 amending the 2021 budget. OR If no motion, the ordinance will move to the April 15th meeting for a second reading.

- e) USDA RD Application Authorization** - City Administrator Leana Kinley presents resolution 2021-376 authorizing the city to apply for USDA Rural Development funds for the Wastewater project for public comment and council consideration. Due to an error in the initial public notice, this is a continuation of the February 18, 2021 public hearing.

MOTION: To approve resolution 2021-376 agreeing to apply for financial assistance with USDA Rural Development.

## 6. SITUATION UPDATES:

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

## 7. COUNCIL BUSINESS:

- a) Approve Resolution 2021-377 Adopting a Conflict of Interest Management Process** - City Administrator Leana Kinley presents resolution 2021-377 adopting a process to manage conflicts of interest for council consideration. This process will meet requirements outlined in the letter of conditions required for USDA RD funding for the city's wastewater system upgrades project.

MOTION: To approve resolution 2021-377 adopting a conflict of interest management process [as presented/with changes as discussed].

- b) Approve Agreement with Municode** - City Administrator Leana Kinley presents the staff memo, quote package and contract with Municode for website redesign, hosting and support services for council discussion and approval.

MOTION: To approve the contract with Municode for website redesign, hosting and support services for the design, development and implementation cost of \$4,800 and an annual cost of \$2,700, which includes the email subscriptions/notifications option, and pay for the services as outlined in option B, 4-Year Interest Free Payment Schedule.

- c) Review 2020 Annual Financial Report** - City Administrator Leana Kinley presents the 2020 Annual Financial report for council review and discussion.

- d) Discuss Council Retreat Agenda** - City Administrator Leana Kinley presents a draft agenda for the March 27th council retreat for council review and discussion.
- e) \*Approve SHOR2021-01 - Rock Creek Pump Station Shoreline Substantial Development Permit** - Community Development Director Ben Shumaker presents the staff memo and application for a Shoreline Substantial Development Permit for the Rock Creek Pump Station project for council's review and consideration.

MOTION: To approve SHOR2021-01 - Rock Creek Pump Station Shoreline Substantial Development Permit with conditions as presented.

#### **8. INFORMATION ITEMS:**

- a) Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in February, 2021.
- b) Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report and year-to-date revenues and expenses through February 2021.
- c) Planning Commission Minutes** - Minutes from the 2/8/21 Planning Commission meeting are presented.
- d) Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for February, 2021 is presented for council review.
- e) Fire Department Report** - The Stevenson Fire Department's report for February, 2021 is presented for council review.
- f) Project Status Updates** - City Administrator Leana Kinley and city staff present updates on city projects in process.
- g) \*Port of Skamania Update** - Executive Director Pat Albaugh will email council an update on Port projects.

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

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

#### **10. VOUCHER APPROVAL:**

- a) \*February 2021 payroll & March 2021 AP checks** have been audited and are presented for approval. February payroll checks 15002 thru 15007 total \$103,506.88 which includes EFT payments. March 2021 AP checks 15008 thru 15058 total \$155,824.31 and

includes EFT payments and checks. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

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

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*UPCOMING MEETINGS AND EVENTS:*

- March 27, 2021 (Saturday) - 1-4pm Council Retreat, location to be determined
- April 12, 2021 (Monday) - 6pm Regular Planning Commission Meeting
- April 15, 2021 (Thursday) - 6pm Regular City Council Meeting
- May 1, 2021 (Saturday) - 9am-Noon Spruce-Up Stevenson

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**February 18, 2021**  
**6:00 PM, via Zoom and YouTube**

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

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**1. CALL TO ORDER:** Mayor Scott Anderson called the meeting to order at 6:00 p.m. and welcomed newly appointed councilmember Dave Cox. Councilmembers Robert Muth, Amy Weissfeld, Paul Hendricks, Annie McHale, and Dave Cox were present. Other attendees include City Administrator Leana Kinley, Community Development Director Ben Shumaker, Public Works Director Karl Russell, City Attorney Ken Woodrich. Public Attendees were Ann Leuders and others unidentified.

**2. CHANGES TO THE AGENDA:**

- a) \* 2/16 changes include: Addition of Red Cross Month proclamation (item 8i), addition of Voucher information (item 11)
- b) \*\* 2/17 changes include: Updated Contract with Wallis Engineering (item 8d), addition of Rock Creek Stormwater Line Engineering Contract (item 8j), addition of Tree Inventory and Management Plan Contract (item 8k), addition of Fire Department Report (item 9f)
- c) \*\*\* 2/18 changes include: Removed Hollstrom Road Agreement Amendment (was item 8c), updated Contract with Wallis Engineering (item 8c), updated Tree Inventory and Management Plan with Contract (item 8j)

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

- a) **Liquor License Renewal** - A&J Select Market and Skunk Brothers Spirits
- b) **Minutes** of January 21, 2021.

**MOTION** to approve consent agenda items a-b made by Councilmember Hendricks,  
Seconded by Councilmember Muth.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

**4. PUBLIC COMMENTS:** No oral comments were received. Paul Spencer wrote to thank the city council for supporting the recently past park district measure.

- a) **COVID-19 Virtual Meeting Protocol for Public Comment:** Mayor Anderson was informed by City Administrator Kinley the current regulations and phases still maintain

limits (25% capacity) on the number of participants allowed in a public meeting. Masking and sanitation protocols continue to be required. In-person meetings must provide a call-in option for public participation.

## 5. PUBLIC HEARINGS:

- a) **USDA RD Application Authorization** - City Administrator Leana Kinley presented Resolution 2021-376 authorizing the City to apply for USDA Rural Development funds for the wastewater project for public comment and council consideration.

Mayor Anderson opened at 6:07 p.m. No comments were received. City Administrator Kinley stated an error was made in the public notice and the hearing will need to be continued until the March 18, 2021 council meeting.

## 6. SITUATION UPDATES:

- a) **COVID-19 Update** - Mayor Scott Anderson provided an update on the city's response to the COVID-19 pandemic.
- b) **Sewer Plant Update** - Public Works Director Karl Russell provided an update on the Stevenson Wastewater System and the Compliance Schedule. In January 2021, the first influent violation in 20 months occurred due to 6" of rain in 24 hours. He and the PW crew were commended for their work by **Councilmember Muth**.

## 7. UNFINISHED BUSINESS:

- a) **Rock Creek Access** - City Administrator Leana Kinley presented the staff memo regarding Rock Creek access and the road vacation petitions for No Name Road and Iman Cemetery Rd for council discussion and direction.

**MOTION** to approve resolution 2021-374 setting a date for a public hearing on the vacation of a section of Iman Cemetery Rd. was made by Councilmember Muth with a second provided by Councilmember Cox.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

## 8. COUNCIL BUSINESS:

- a) **Set Council Retreat Date** - Council set a date of Saturday, March 27, 2021 from 1-4pm for a council retreat. The location is to be determined.
- b) **First Reading Ord 2021-1172 Regarding Parking Requirements** - Community Development Director Ben Shumaker presented the staff memo and ordinance 2021-1172 amending the Stevenson zoning code (SMC 17); incentivizing mixed use development in the C1 District; reducing parking requirements, especially in the C1 commercial district; incorporating past parking-related zoning interpretations; and

allowing greater opportunities for off-site parking for council discussion. There was public testimony taken at the February 8th Planning Commission meeting and there is a public hearing scheduled for March 18th, 2021 on the ordinance.

Mayor Scott Anderson took a moment to address the public engaging via YouTube and urged those offering comments be respectful. Disrespect at meetings is inappropriate. BE RESPECTFUL to each other. Comments on YouTube have been disabled.

- c) **\*\*\*Approve Agreement with Wallis Engineering** - City Administrator Leana Kinley presented the contract with Wallis Engineering for design and construction engineering services related to the wastewater projects in the amount of \$610,086. The contract form is a requirement of the funding agencies and is still in review. The latest version was uploaded for council review.

**MOTION** to approve the contract with Wallis Engineering for wastewater design and construction engineering services in the amount not to exceed \$610,086 made by Councilmember Muth, Seconded by Councilmember Hendricks.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

- d) **First Reading Ordinance 2021-1171 Authorizing Interim Financing** - City Administrator Leana Kinley presents ordinance 2021-1171 authorizing interim financing with Cashmere Valley Bank for the wastewater collection system upgrade project funded by USDA RD in the amount of \$873,000. A term sheet with details on the financing are included.

**MOTION** to approve ordinance 2021-1171 authorizing a bond anticipation note in the maximum principal amount of \$873,000 pending issuance of a water and sewer revenue bond for the wastewater system upgrade project made by Councilmember Weissfeld, Seconded by Councilmember Hendricks.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

- e) **Approve Contract Amendment with Grayling Engineering** - Public Works Director Karl Russell presented the contract amendment with Grayling Engineering to extend the contract for Hegewald Well treatment improvements through 2021.

**MOTION** to approve the contract amendment with Grayling Engineering for Hegewald Well treatment improvements through 2021 made by Councilmember Hendricks, Seconded by Councilmember McHale.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

- f) **Approve Contract with Professional Quality Roofing** - Public Works Director presented the contract with Professional Quality Roofing for re-roofing the water treatment plant as outlined for council consideration.

**MOTION** to approve the contract with Professional Quality Roofing in the amount of \$36,000 plus tax made by Councilmember Cox. Seconded by Councilmember McHale.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

**g) Discuss Security Cameras** - City Administrator Leana Kinley presented a staff memo regarding security cameras for city property for council discussion and consideration. After council discussion it was decided to add this as an agenda item for the March 27<sup>th</sup> council retreat for further discussion.

**h) \* Approve Proclamation Recognizing March 2021 as Red Cross Month** - Mayor Scott Anderson presented proclamation 2021-01 recognizing March 2021 as Red Cross Month for council consideration.

**MOTION** to approve proclamation 2021-01 recognizing March 2021 as Red Cross Month made by Councilmember Hendricks, Seconded by Councilmember Muth.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

**i) \*\*Approve Wallis Engineering Contract for Rock Creek Stormwater Improvements** - Public Works Director Karl Russell presented the attached contract with Wallis Engineering for design, permitting, bidding and construction phase services for necessary improvements to the Rock Creek stormwater line in the amount of \$64,252 for council consideration. The line is co-located in the site for the Rock Creek Pump Station improvements going out to bid this spring and will continue to cause stormwater back-up onto Rock Creek if a long-term solution isn't implemented.

**MOTION** to approve the contract with Wallis Engineering for Rock Creek stormwater improvement services in the amount not to exceed \$64,252 made by Councilmember Cox, Seconded by Councilmember Muth.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

**j) \*\*\* Approve Contract with Bartlett Consulting for a Tree Inventory and Maintenance Plan** - Community Development Director Ben Shumaker presented the contract with Bartlett Consulting for tree inventory and maintenance plan in the amount of \$38,500 for council consideration. This project is covered in part by a \$20,000 grant received from DNR.

**MOTION** to approve the contract with Bartlett Consulting for a tree inventory and maintenance plan in the amount not to exceed \$38,500 was made by Councilmember Hendricks, Seconded by Councilmember McHale.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

## 9. INFORMATION ITEMS:

- a) **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in January 2021.
- b) **Planning Commission Minutes** - Minutes from the 1/11/21 Planning Commission meeting is presented.
- c) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for January, 2021 is presented for council review.
- d) **Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report and year-to-date revenues and expenses through January 2021.
- e) **Project Status Updates** - City Administrator Leana Kinley and city staff present updates on the projects they are managing.
- f) **\*\*Fire Department Report** - The Stevenson Fire Department's report for January 2021 is presented for council review.

## 10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Karl Russell, Public Works Director**
  - 1st Street amenities still being worked on. Engineers are working on solving elevation challenges affecting access to the outlook.
  - Kanaka Creek underpass bridge, installing new decking timbers.
  - Bid for waterline extension on West Vancouver is being prepared. 150' (+/-) of waterline is being extended. Some A/C is being removed.
  - Potholes in the gravel road leading to the Port (near Kanaka Creek Underpass) were discussed.
- b) **Ben Shumaker, Community Development Director**
  - Public hearing for parking zoning code amendments will come before Council at March 2021 meeting. There may be a potential first reading for R1, R2, R3 rezoning. He asked Councilmembers to review background information on the potential expansion of R3.
  - Rock Cove site-developers have initiated a slower start to project. Construction on buildings set to begin in May 2021.
  - Subdivision on Foster Creek Rd. is up for sale. It was approved in 2014. Construction needs to take place by September 2021, or a permit extension will be required.
  - Chinidere project phase 2/3 may go to construction this year, plans being reviewed by engineers to ensure compliance with standards. Will connect Lutheran Church Road with neighborhood above. March 31<sup>st</sup> is earliest for grading to begin.
- c) **Leana Kinley, City Administrator**
  - Parks district ballot was approved, current contract with City of Stevenson for pool support will go for 2 years whether or not pool opens. COVID-19 restrictions affecting funds. The contract is for \$20,000/year/amortized. A budget amendment will come before the Council at March 2021 meeting to deal with several contracts and budget changes.



- Wrapping up year-end activities with auditors' report.
- The traffic study RFP is out. Calls are being received already.
- She asked the Council their views regarding the City Website. Recent vendors have stopped providing maintenance services. She suggested using Municode as a solution, as the city already uses its software for other purposes. Municode would charge \$4,800 for a standard website design and approximately \$2,300 for annual services. Design would take about 3 months to complete. It would include a central Projects directory, making it easier for the public to find information. She asked for and received consensus from Councilmembers to proceed with obtaining Municode's website software.
- **Councilmember Cox** was updated on the status of the firehall project.

#### 11. VOUCHER APPROVAL:

- a) \*January 2021 payroll & February 2021 AP checks have been audited and were presented for approval. January payroll checks 14948 thru 14954 total \$97,862.83 which includes EFT payments. February 2021 AP checks 14947 and 14955 thru 15001 total \$112,896.29 and includes EFT payments and checks. The AP check register with fund transaction summary was attached for review.

**MOTION** to approve the vouchers as presented made by Councilmember Muth, Seconded by Councilmember Weissfeld.

Voting Yea: Councilmembers Muth, Weissfeld, Hendricks, McHale, Cox

#### 12. MAYOR AND COUNCIL REPORTS:

**Mayor Anderson** reiterated the Capital Improvement plan should be viewed as a guiding document for public works projects.

**Councilmember Cox** volunteered to help with the firehall process. **Mayor Anderson** related he would set up a meeting with **Councilmember Cox** and Tom Delzio to align efforts.

Tabitha Wiggins is the new president of the Stevenson Downtown Association.

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

**Councilmember Weissfeld** asked for an update on several items:

- Summer construction plans to mitigate potential tourist traffic.
- Status of the Port's Waterfront project.
- Port progress on Beverly Beach.
- Discuss anti-bias training at the retreat.
- Trees and landscaping plan around WWTP.

- Google Maps update- Chinidere as a through street needs to be corrected.
- Inclusion of project timeline slides on the new website.
- Contact list of volunteers for Arts Committee.

**Councilmember Muth** thanked **PW Director Russell** and his staff for their work during the recent snowstorm.

**14. ADJOURNMENT** – Mayor Anderson adjourned the meeting at 8:26 p.m.

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Scott Anderson, Mayor

Date



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

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## public safety-

1 message

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**Mitch Patton** <nwtsrinc@gmail.com>

Thu, Feb 25, 2021 at 11:24 AM

To: citycouncil@ci.stevenson.wa.us

so my question to the council members is do you think the city staff or department heads that are in the field working on a daily basis have a responsibility to the public to keep our city streets safe ? and do you think if the staff or department heads see something in the field or even in a building that could be a hazard to public safety or even a hazard to the staff working in that area should be reported the proper department and brought up to the city council members to take action on ? and also don't you think it's the sole responsibility of the city to make sure all of our streets and buildings and road R/W are free from hazards to the public . and my last thing i would like to make clear is how do you think you have handled the toxic water running out of the old county landfill over the last 10 years? i would like for this to be in the next meeting for public comment or letters from the public not sure what word to use for you guys so let me know if this will make it into your next meeting or do i need to send it in as another type of comment and questions have a great day things are going to change soon trust me we have got new eyes opened up now and i do think the city and county have failed to do their jobs and cover their responsibilities as a public servant shame on you all

--

Mitch Patton  
360-903-9040



# City of Stevenson

## Planning Department

(509)427-5970

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

**TO:** Planning Commission  
**FROM:** Ben Shumaker  
**DATE:** March 8<sup>th</sup>, 2021  
**SUBJECT:** Reducing Parking Requirements—Increasing Residential Building Capacity

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### **Introduction**

This memo accompanies the Planning Commission recommendation to adopt Ordinance 2021-1172 and is intended to prepare the City Council for tonight's public hearing on the draft amendments to the Zoning Code. The City Council should be prepared to discuss any issue surfaced via the public hearing or and 4 issues identified by staff of issues surfacing Adoption is not expected at tonight's meeting.

### **Scope of Amendments**

The proposed amendments are intended to either reduce parking requirements or provide keep the Code up to date with other zoning efforts as follows:

- SMC 17.25.130(B): reducing requirements, housekeeping.
- SMC 17.42.030: housekeeping.
- SMC 17.42.040: housekeeping.
- SMC 17.42.050: housekeeping.
- SMC 17.42.060: reducing requirements, housekeeping.
- SMC 17.42.070: reducing requirements, housekeeping.
- SMC 17.42.080: reducing requirements, housekeeping.
- SMC 17.42.090: reducing requirements, housekeeping.
- SMC 17.10.310: housekeeping.
- SMC 17.10.312: reducing requirements

### **Intent of Amendments**

Where the amendments intend to reduce parking requirements they propose the following:

1. Expanding the option to jointly use off-street parking spaces by allowing a larger number of uses and the possibility of community parking lots.
2. Increasing the distance allowed between Retail, Food Service, and Hotel uses and their off-street parking.
3. Reducing the required parking ratio for new Residential, Food Service, and Retail uses;
4. Incentivizing a) mixed use commercial/residential construction and b) affordable and workforce housing through further parking ratio reductions.

Where the amendments intend to keep the Zoning Code up-to-date with other zoning efforts, they propose the following:

5. Eschewing repeated text by incorporating internal referencing.
6. Substituting numerals for text.
7. Substituting bullet points for blocks of text.

8. Relating uses to the Use Descriptions of SMC 17.13.
9. Substituting tables for blocks of text.
10. Incorporating Planning Commission interpretations conducted under SMC 17.12.

### **Sources of Amendment Proposals**

The proposed amendments originate in the following. **Bold** text indicates the inclusion in the recommended draft. *Italic* text indicates concepts discussed by the Planning Commission discussion but not included in the recommendation.

- Public Testimony – The following policy stances were made by the public at the February 8<sup>th</sup> Planning Commission meeting, in response to the community questionnaire, or as written public comment:
  - *Utilizing a "USE" model with "PEAK" times to determine requirements.*
  - **Basing parking requirements on publicly accessible areas instead of gross square footage of a building.**
  - **Reducing the ratio required of clinics (medical, dental).**
  - *Regulating on-street parking.*
  - **Considering COVID precautions related to new outdoor seating areas**
  - **Expanding where, and on which size of lots, incentives for mixed use residential/commercial development are available.**
  - *Eliminating all parking requirements.*
  - *Developing and funding additional public parking.*
- The draft *Downtown Plan for SUCCESS!* – The draft downtown plan intends "to ensure that adequate parking is provided for both commercial and residential uses while not burdening the potential redevelopment with unnecessary parking infrastructure costs that may limit or discourage redevelopment. To do so, it recommends several changes to current parking framework, including:
  - Identifying potential locations of shared commercial use parking lots.
  - *Adopting creative financing programs to construct and maintain shared parking lots, including a 'fee-in-lieu' of parking on-site, especially for small parcels where redevelopment may be less viable due to parking requirements.*
  - Encouraging employee management strategies to reduce the demand on on-site and/or close curb-side parking.
  - *Changing current regulations to reduce the required amount of both commercial and residential on-site parking.* Specific recommendations involve:
    - **Permitting up to 100% of required parking for hotels be supplied by a joint-use lot.**
    - **Permitting up to 50% of required parking for other commercial uses be supplied by a joint-use lot.**
    - **Eliminating the current restriction where sharing is only permitted between daytime & nighttime uses.**
    - **Reducing residential parking requirements.**
    - **Further reducing residential parking requirements for new mixed-use buildings.**
    - **Allowing further reduction of residential parking requirements for new affordable senior or workforce housing.**
    - **Reducing parking requirements for restaurants.**
    - **Reducing parking requirements for retail stores.**
    - Allowing for conditional elimination of parking requirements for new hotels.
  - Developing a bikeshare system at key downtown destinations.
- Zoning Interpretations by the Planning Commission – The following Zoning Interpretations have been made by the Planning Commission:

- **ZON2010-02: Lauderette Parking Classification.** This interpretation categorized an unidentified use as requiring the same amount of parking as a “business providing on-site customer service”.
- *ZON2010-03: Floor Area vs. Gross Floor Area.* This interpretation determined a drafting error resulted in inconsistent language between 2 categories of retail stores. As a result, parking for all retail uses is required based on “gross floor area”.
- *ZON2010-04: Exterior Floor Area.* This interpretation considered the definition of “building” as it related to exterior dining areas. Exterior areas on uncovered patios do not require parking. Covered exterior seating and exterior seating on a deck or rooftop does.
- **ZON2014-02: Charter Tour Service Parking Classification.** This interpretation developed standards for an unidentified use based on charter tour vehicle’s maximum occupancy.
- **ZON2016-01: Fire Station Parking.** This interpretation did not result in a specific decision or standard for the unidentified use. Instead the Planning Commission chose to provide general guidance and review proposals on a case-by-case basis so the context of their setting could be considered (e.g., the presence of/demand for on-street parking near the site).
- Staff Review – The following inconsistencies, clarifications, and policies were identified by staff when incorporating the above into the existing code:
  - **Change of Use/Building Expansion.** The C1 parking standards include redundant and conflicting language compared to the standards applicable for all other zones. Changes to SMC 17.25.130(B) remove the redundancy and clarify changes of use to an existing building do not require additional parking (e.g., a restaurant could locate in the Avary Building and no additional parking would be required). Changes to SMC 17.42.030 clarify when parking is required for expansion of a building and provide flexibility for supplying the parking at off-site, off-street lots.
  - **Proximity of Off-Site Parking.** Greater flexibility related to parking for retail, food service and hotel uses, expanding the area from 300 feet to 1,000 ft. is included in the proposal. This expansion provides more properties with the potential for service by the satellite parking lots identified in the draft downtown plan.
  - **Exterior Seating.** A new ratio is identified for exterior seating areas to deal with an inequity created by the Planning Commission’s interpretation in ZON2010-04. The proposal would require ¼ as much parking as interior seating. This is based on an assumption that the seating would be used less often and primarily in only one of the 4 seasons.
  - *COVID19-Related Allowances for Outdoor Seating.* An parking exemption for outdoor seating installed in response to COVID19 was proposed. The Planning Commission was supportive in concept of an emergency allowance, but not supportive of inclusion in the recommended draft. They advocated for a separate City Council action to provide the exemption.

**Discussion**

In addition to any issue identified by the public, staff suggests the Council discuss several specific items:

- A.** Should an additional housekeeping effort be in SMC 17.42.070?
- B.** Should Dancehall parking requirements be removed from SMC 17.42.090?
- C.** Does the Council consent to the overall parking program model?
- D.** Should a COVID-related exemptions to SMC 17.42.090 for Outdoor Seating be pursued?

**Discussion Point A:** In staff’s final review of the proposal, an additional area of housekeeping has been identified in the recommended draft section SMC 17.42.070 related to distances. The City Council should consider substituting the following text for that in the recommended draft ordinance. Doing so would not impact to the intent of the Planning Commission recommendation:

"A. The building or use for which application is being made to utilize the off-street parking facilities provided by another building or use, shall be located within ~~the distances established in SMC 17.42.080~~three hundred feet of such parking facilities, unless the planning commission agrees to a greater distance.

B. The applicant shall show that there is no substantial conflict in the principal operating hours of the two buildings or uses for which joint use of off-street parking facilities is proposed.

C. No single parking space shall be the subject of more than one joint parking agreement.

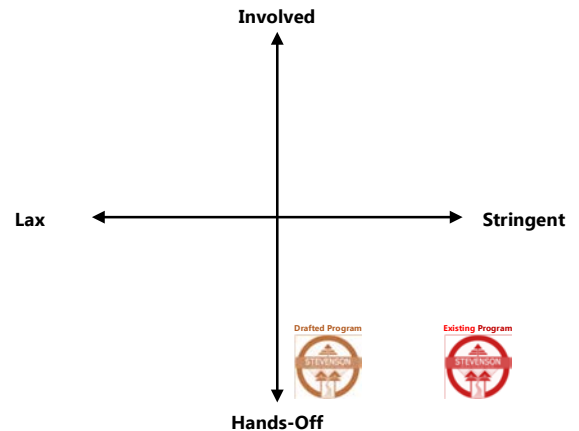
~~C~~D. The applicant shall provide a legal document, acceptable to the city attorney, that binds all parties to the joint parking agreement and any city imposed conditions of approval."

**Discussion Point B:** In staff's final review of the proposal, the final draft presented to the Planning Commission for recommendation failed to resolve divergent preliminary drafts related to the requirement of parking for new Dancehall uses. One preliminary draft responded to a Planning Commission request to substitute net floor area whenever gross floor area was used. The other responded to City Council discussion suggesting the category could be eliminated entirely. In the end, neither change made it into the final staff draft. The City Council should consider eliminating the category entirely. Doing so would subject new dancehalls to a parking requirement which would be determined by the Planning Commission at some future date.

**Discussion Point C –** Parking programs can be considered based on how lax/stringent the upfront construction requirements are and how hands-off/involved ongoing program monitoring is.

Factors contributing to a community's approach often involve:

- a. Staffing Capacity (relevant program involvement)
- b. Activity of the Development Market (relevant to program stringency)
- c. Desire to Preserve Existing Building Stock (relevant to program stringency)
- d. Existing Parking-Over/Under Supply (relevant to both determinants)
- e. Presence of Alternative Parking Suppliers (relevant to both determinants)



Stevenson's 27-year old program relies on stringent upfront construction requirements for new buildings and a hands-off approach when monitoring existing building usage. Programs of this type are selected where a) staffing is unavailable to monitor building usage/changes, b) a strong development market can overcome the upfront investment, c) existing buildings are highly valued, d) an under-supply of parking exists, and e) alternative parking suppliers are present.

Loopholes exist within this type of program. For example, a new building could be constructed as an "office not providing customer services on premises" (1 space per 400 sf) but its first tenant could be for "food services with consumption on premises" (1 space per 100 sf). In such a case, the new building would only provide ¼ as much parking as one purpose-built for a food service use.

The regulatory changes as-drafted maintain the City's program within the same general quadrant as the existing 1994-era program, however the stringency is reduced for most uses in the downtown area. The proposed reduction acts on observations related only to b) and e):

- b. The development market is not strong enough to bear the burden of the parking requirements. Note: Existing lot sizes are related to Stevenson's development market. Vehicular turning movements require wider lot than mostly exist. The preference for preservation of existing buildings inherent to this type of program combined with the lack of minimum lot sizes in the C1 District will prolong lot width challenges; even greater investments are required to purchase adjacent lots (vacant and/or potential redevelopment lots). These investments require an even stronger development market than areas with larger existing lots.
- e. There are no alternative parking suppliers (i.e., the program never followed through—as originally conceived—with the creation of a Parking and Business Improvement Area to fund public alternatives, and developers of privately funded, public lots have not invested in Stevenson)

In drafting these changes, no analysis has occurred related to changes in the City's staffing capacity between 1994 and today. No targeted engagement of downtown property owners has been conducted related to their acceptance of a more-involved City approach. Because parking inventory data is only partially available within the downtown area, no study of the supply, demand, or usage has been conducted as part of drafted changes. As a result, loopholes like that discussed above will remain if the drafted changes are adopted as will opinion-based conceptions of the existing parking over/under-supply.

**Discussion Point D** – The final draft Planning Commission recommendation excludes an earlier provision related to COVID19. The text of the proposal offered an exemption for outdoor seating installed in response to COVID19 restrictions on indoor seating. The draft included options for the Planning Commission to establish the scope the exemption. It read:

"2. COVID-Related Outdoor Seating. Any outdoor eating/dining area established between the effective date of this ordinance and June 30<sup>th</sup>, 2022 is exempt from the space-per-square foot requirement, provided however:

a. The number of off-street parking spaces previously installed as specified in SMC 17.42.090 shall be maintained.

AND/OR

b. Any outdoor eating/dining area established shall by December 31<sup>st</sup>, 2023 either i.) supply the parking spaces required herein or ii.) be removed."

The Planning Commission supports City Council action on this topic, but does not support its inclusion within the Zoning Code. The City Council should consider whether action on this topic is necessary, and provide staff direction on the preferred action.

### **Context/Next Steps**

If enacted, this proposal would provide some immediate relief for what has been considered excessive parking requirements by many in the past. However, by proposing implementation of some recommendations outlined above, the Planning Commission sought to underscore the need for additional action. The Planning Commission is not disregarding issues related to on-street parking usage, development of off-street lots, or other changes to the downtown parking program. However, it doesn't want a lack of action on those issues to prevent action on the current issue.

**These Policies:** The policies included here provide small changes to the current programmatic structure.

Depending on the public and City Council review of these changes, they could be adopted as early as the April



15<sup>th</sup>, City Council meeting. If the review process surfaces concerns, then the process will necessarily become longer to ensure the concerns are addressed.

**Future Efforts:** The City is in the process of better evaluating how a fee-in-lieu of parking and/or another creative financial strategy could be developed to increase the alternative supply of parking. To date, the City has inventoried all on-street parking and initiated a gap analysis to identify potential increases to the number of on-street spaces. Next steps related to increasing these alternatives will involve:

- 1) Working with the Stevenson Downtown Association to inventory off-street parking on private lots. (Underway, completion expected by June).
- 2) Monitoring usage of the public and private (to the extent feasible) parking spaces (Awaiting complete parking inventory).
- 3) Modeling the need for parking spaces based on current and likely development/business activity. (Awaiting potential inclusion in Columbia Relocation proposal and/or citywide Transportation Plan)
- 4) Developing cost estimates for projects addressing modeled needs, including project:
  - a. Increasing the number of on-street parking spaces (To be identified by staff for potential inclusion in citywide Transportation Plan).
  - b. Creating public joint-use parking lots (Identified in draft Downtown Plan).
  - c. Increasing pedestrian access to new on-street parking and joint-use lots. (To be identified by stakeholders for potential inclusion in citywide Transportation Plan).
- 5) Adopting a fee-in-lieu program balancing the cost of necessary improvements with the demand created by current and likely development/business activity (No specific actions identified/underway).
- 6) Amending the Zoning Code to coordinate with the fee-in-lieu program (No specific actions identified/underway).

Other suggestions have not been reviewed in the same detail, and next steps have not been identified.

**Attachments:**

- 1- Recommended Ordinance 2021-1172 (7 pages)
- 2- Written Public Comment (8 pages)
- 3- Planning Commission Public Involvement Summary (5 pages)
- 4- Downtown Plan for SUCCESS! Parking Framework excerpt (5 pages)
- 5- ZON2010-02- Launderette Parking Classification (1 page)
- 6- ZON2010-03- Floor Area Clarification (1 page)
- 7- ZON2010-04- Exterior Seating Areas (1 page)
- 8- ZON2014-02- Charter Tour Service Parking (1 page)

**CITY OF STEVENSON  
ORDINANCE 2021-1172**

**AMENDING THE STEVENSON ZONING CODE (SMC TITLE 17); INCENTIVIZING MIXED USE DEVELOPMENT IN THE C1 DISTRICT; REDUCING PARKING REQUIREMENTS IN THE C1 COMMERCIAL DISTRICT; INCORPORATING PAST PARKING-RELATED ZONING INTERPRETATIONS; AND ALLOWING GREATER OPPORTUNITIES FOR OFF-SITE PARKING**

**WHEREAS**, housing market analyses recently commissioned by the Skamania County Economic Development Council and the City found an estimated 20-year demand for 2,000 dwelling units county-wide and a 10-year demand for at least 228 new dwelling units in Stevenson specifically; and

**WHEREAS**, both of the aforementioned analyses indicate the type of development needed in the coming years must differ from type of development seen in past years; a greater proportion of the housing should be developed as rental units and more affordable to community residents; and

**WHEREAS**, current parking requirements form barriers preventing the market's ability to supply the housing needed, especially in the downtown area where housing development is closely related to commercial development; and

**WHEREAS**, the provisions of this ordinance reduce those barriers while implementing the following objectives of the Stevenson Comprehensive Plan: 2.7, 2.10, 2.12, 2.13, 2.14, 2.15, 3.1, 3.2, 3.3, 3.6, 4.2, 4.3, 5.1, 5.3, 6.1, and 7.12; and

**WHEREAS**, the City intends to continue working on a suite of parking-related actions, including inventorying and monitoring usage of on- and off-street parking, modeling future parking needs, estimating costs for facilities to address modeled needs, and adopting future regulatory amendments based on modeled needs; and

**WHEREAS**, this ordinance is adopted through the municipal authority granted to the City under RCW 35A.63.100; and

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

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

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

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

- Section 1** – Chapter 17.25 – “Trade Districts” shall be amended by deleting the ~~struck through~~ text and adding the underlined text in Exhibit ‘A’. The amendments occur in Subsection B of SMC 17.25.130 – Trade Districts Parking and Loading. All other provisions of Chapter 17.25 shall remain in effect without amendment.
- Section 2** – Chapter 17.42 – “Parking and Loading Standards” shall be amended by deleting the ~~struck through~~ text and adding the underlined text in Exhibit ‘B’. The amendments occur in SMC 17.42.030 – Compliance with Minimum Standards, SMC 17.42.040 – Size and Access Requirements, SMC 17.42.050, SMC 17.42.060 – Joint Use of Parking-Percentage of Area Permitted, SMC 17.42.070 – Joint Use of Parking-Location and Hours-Conditions, SMC 17.42.080 – Off-Street Facilities—Location Requirements, and SMC 17.42.090 – Off-Street Facilities-Location Requirements. All other provisions of Chapter 17.42 shall remain in effect without amendment.
- Section 3** – Chapter 17.10 – “Definitions” shall be amended by deleting the ~~struck through~~ text and adding the underlined text in Exhibit ‘C’. The amendments occur in SMC 17.10.310 – Floor Area, Gross and the new SMC 17.10.312 – Floor Area, Net. All other provisions of Chapter 17.42 shall remain in effect without amendment.
- Section 4** – This ordinance affects Title 17 of the Stevenson Municipal Code only insofar as set forth herein. All other provisions of Title 17 shall remain in full force and effect, and that where the provisions of this ordinance are the same as the provisions they replace, the provisions of this ordinance shall be interpreted as a continuation of those previous provisions and not as a new enactment.
- Section 5** – 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 \_\_\_\_\_ by the City Council on \_\_\_\_\_, 2021.

SIGNED:

ATTEST:

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

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

APPROVED AS TO FORM:

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

**EXHIBIT 'A'**

**17.25.130 - Trade districts parking and loading.**

- A. CR Parking and Loading.
  - 1. Off-street parking shall be provided in accordance with the requirements of SMC 17.42 Parking and Loading Standards.
  - 2. Parking areas, aisles, loading aprons and access ways shall be paved with an all-weather surface of a strength adequate for the traffic expected and shall be well drained.
  
- B. C1 Parking and Loading.
  - 1. ~~Except for the circumstances set forth in SMC 17.25.130(B)(2), below,~~ Off-street parking and loading shall be provided in accordance with the requirements of SMC 17.42 Parking and Loading Standards.
  - 2. The parking and loading standards of SMC 17.42 are subject to the following exceptions in the C1 Commercial District
    - a. Exception to SMC 17.42.030.A. Off-street parking is not required when a new use is established in the following circumstances: a. When the use of an existing building is changed, provided:
      - ~~1. The floor area of the building is not increased by more than 10%, and~~
      - ~~2. Existing off-street parking is maintained.~~
    - b. Exception to SMC 17.42.090 for Mixed Use Residential Buildings. For all buildings having General Sales or Service Uses [SMC 17.13.020] as the primary ground-floor use, the parking spaces required for all dwellings within the building shall be 0.5 per dwelling regardless of the number of bedrooms or the gross floor area of the dwelling; provided however, that all parking spaces otherwise required for the building's uses shall be supplied.
  - 3. Parking areas shall be adequately fenced and/or screened from the street and nearby residential uses.
  
- C. M1 Parking and Loading.
  - 1. Off-street parking shall be provided in accordance with the requirements of SMC 17.42 Parking and Loading Standards.
  - 2. Parking areas shall be fenced and/or screened from the street and nearby residential uses.
  - 3. All loading must be accomplished on the site; no on-street loading is permitted.

**EXHIBIT 'B'**

**Chapter 17.42 - PARKING AND LOADING STANDARDS**

**17.42.030 - Compliance with minimum standards.**

- A. New uses in all districts shall meet the minimum standards of this title.
- B. Whenever any building is enlarged in height or in ground coverage, off-street parking shall be provided for such expansion or enlargement in accordance with the requirements of ~~Section SMC~~ 17.42.090; ~~provided,~~ ~~h~~ However, ~~that~~ no parking space need be provided in the case of enlargement ~~or expansion~~ or expansion where:
  1. ~~the~~ ~~cumulative~~ number of parking spaces required for ~~all such~~ expansion or enlargement since ~~the effective date of the ordinance codified in this title~~ September 15<sup>th</sup>, 1994 is less than ~~ten percent~~ 10% of the parking spaces ~~specified in Section SMC~~ 17.42.090 for the building, ~~and~~.
  2. The number of off-street parking spaces installed as specified in SMC 17.42.090 is maintained.
  3. Nothing in this provision shall be construed to require off-street parking spaces for the portion of such building existing ~~at the time of passage of the ordinance codified in this title~~ on September 15<sup>th</sup>, 1994.
- C. For the purposes of this section, any installation of outdoor seating which increases gross floor area of a food service use shall be considered an expansion of a building.

**17.42.040 - Size and access requirements.**

- A. Each off-street parking space shall have a minimum width of ~~nine-9~~ feet and a minimum length of ~~eighteen~~ 18 feet, except that each off-street parking space for compact vehicles shall have a minimum width of ~~eight~~ 8 feet and a minimum length of ~~sixteen-16~~ feet. ~~Aisles shall have a minimum width of twenty feet.~~
- B. Aisles shall have a minimum width of ~~twenty~~20 feet.
- ~~B~~C. Up to one-third of the required off-street parking spaces on a site may be sized and designated for compact vehicles.
- ~~C~~D. Each parking space shall be of usable shape and condition.

**17.42.050 ~~[Reserved.] - Expansion and enlargement of building-Off-street parking requirements.~~**

~~Whenever any building is enlarged in height or in ground coverage, off-street parking shall be provided for such expansion or enlargement in accordance with the requirements of Section 17.42.090; provided, however, that no parking space need be provided in the case of enlargement or expansion or expansion where the number of parking spaces required for such expansion or enlargement since the effective date of the ordinance codified in this title is less than ten percent of the parking space specified in Section 17.42.090 for the building. Nothing in this provision shall be construed to require off-street parking spaces for the portion of such building existing at the time of passage of the ordinance codified in this title.~~

**17.42.060 - Joint use of parking-Percentage of area permitted.**

The planning commission may authorize the joint use of parking facilities for the following uses or activities under conditions specified:

- A. Up to ~~fifty percent~~ 50% of the parking facilities required by this chapter for a theater, bowling alley, dance-hall, restaurant, retail, service or other similar uses, may be supplied by the off-street parking provided by other ~~daytime~~ types of uses or by a community parking lot.

- B. ~~Up to fifty percent of the off-street parking facilities required by this chapter for any daytime buildings or uses may be supplied by the parking facilities provided by uses referred to in this section as nighttime uses. [Reserved.]~~
- C. Up to ~~one hundred percent~~100% of the parking facilities required by this chapter for a church, ~~or for an~~ auditorium, stadium, or sport arena incidental to a public, private or parochial school may be supplied by the off-street parking facilities serving primarily ~~daytime uses~~ or by a community parking lot.
- D. Up to 100% of the parking facilities required by this chapter for a hotel may be supplied by the off-street parking provided by other types of uses or by a community parking lot.

**17.42.070 - Joint use of parking—Location and hours—Conditions.**

- A. The building or use for which application is being made to utilize the off-street parking facilities provided by another building or use, shall be located within ~~three 300 hundred~~ feet of such parking facilities, unless the planning commission agrees to a greater distance. In the case of retail, food service, and hotel uses, the use shall be located within 1,000 feet of the jointly used parking facility, unless the planning commission agrees to a greater distance.
- B. The applicant shall show that there is no substantial conflict in the principal operating hours of the two buildings or uses for which joint use of off-street parking facilities is proposed.
- C. No single parking space shall be the subject of more than one joint parking agreement.
- ~~C.D.~~ The applicant shall provide a legal document, acceptable to the city attorney, that binds all parties to the joint parking agreement and any city imposed conditions of approval.

**17.42.080 - Off-street facilities—Location requirements.**

Off-street facilities shall be located as specified in this section. Where a distance is specified, such distance shall be the maximum walking distance measured from the nearest point of the parking facility to the nearest point of the building that such facility is required to serve:

- A. For ~~a single-family one and two-family~~ dwellings: on the home lot with the building they are required to serve;
- B. For multiple dwellings: ~~one hundred fifty~~150 feet;
- C. For retail, food service, and hotel uses: 1,000 feet;
- ~~C.D.~~ For ~~hospitals, sanitariums, homes for the aged, asylums, orphanages, club rooms, fraternity and sorority houses, and all~~ other uses: ~~three hundred~~300 feet.

**17.42.090 - Table of minimum standards—Off-street parking.**

- A. Off-street parking shall be provided in accordance with Table 17.42.090-1: Off-Street Vehicle Parking Requirements.

Table 17.42.090-1: Off-Street Vehicle Parking Requirements			
	Use	Spaces Required	
		<u>C1 District</u>	<u>Unspecified or All Other Districts</u>
A.	<del>Residential structures</del>	<u>1.5 for each two or more bedroom dwelling,</u> <u>1 for each one bedroom dwelling,</u> <u>0.5 for each dwelling less than 500 square feet floor area</u>	<u>2 spaces per for each dwelling unit plus 1 space for each room rented, except that one-bedroom dwelling units only require 1 space</u>

<del>B.</del>	Hotel, <del>metel</del>	1 for each sleeping unit plus 1 space for each 2 employees on the evening shift	
<del>C.</del>	Hospitals and institutions	1 for each 4 beds	
<del>D.</del>	Theaters	1 for each 4 seats, except 1 for each 8 seats in excess of 800 seats	
<del>E.</del>	Churches, auditoriums and similar open assembly	1 for each 4 seats and/or 1 for each 50 square feet of floor area for assembly not containing fixed seats	
<del>F.</del>	Stadiums, sport arenas and similar open assemblies	1 for each 4 seats and/or 1 for each 100 square feet of floor area for assembly not containing fixed seats	
<del>G.</del>	Dancehalls	1 for each 50 square feet of gross floor area	1 for each 50 square feet of gross floor area
<del>H.</del>	Bowling Alleys	6 for each alley	
<del>I.</del>	Medical and dental clinics	1 for each <del>150-200</del> square feet of <del>gross net</del> floor area	1 for each 150 square feet of gross floor area
<del>J.</del>	Banks, <del>laundrettes</del> , business and professional offices with on-site customer service	1 for each 200 square feet of <del>gross-net</del> floor area	1 for each 200 square feet of gross floor area
<del>K.</del>	Offices not providing customer services on premises	1 for each 400 square feet of <del>gross-net</del> floor area	1 for each 400 square feet of gross floor area
<del>L.</del>	Warehouse, storage and wholesale business	1 for each 2 employees	
<del>M.</del>	Food <del>and beverage places</del> <del>service</del> with <del>sale and</del> consumption on premises	1 for each 100 square feet of <del>gross floor area</del> <del>net floor area indoors</del> <u>1 for each 400 square feet of net floor area outdoors</u>	1 for each 100 square feet of gross floor area
<del>N.</del>	Furniture, appliance, hardware, <del>clothing, shoe,</del> personal services store	1 for each 400 square feet of <del>gross net</del> floor area	1 for each 400 square feet of gross floor area
<del>O.</del>	Other retail <del>stores</del>	1 for each 200 square feet of <del>gross-net</del> floor area	1 for each 200 square feet of floor area
<del>P.</del>	Manufacturing uses, research, testing and processing, assembly, all industries	1 for each 2 employees on the maximum working shift and not less than 1 for each 800 square feet of <del>gross net</del> floor area	1 for each 2 employees on the maximum working shift and not less than 1 for each 800 square feet of gross floor area
	<u>Charter Tour Service</u>	<u>3 for each 1 to 6 passenger vehicle, 4 for each 7 to 12 passenger vehicle, 7 for each 13 to 25 passenger vehicle, 9 for each 26 to 40 passenger vehicle, 15 for each vehicle with 41 or more passengers</u>	
	<u>Fire, Police or Emergency Services Station</u>	<u>determined on a case-by-case basis by planning commission</u>	
<del>Q.</del>	Uses not specified	determined by planning commission	

B. Exceptions. The following exceptions are permitted to the standards of Table 17.42.090-1:

1. Affordable Housing. Residential units providing Affordable [SMC 17.10.385] or Workforce Housing [SMC 17.10.387] are eligible for case-by-case reductions of off-street parking requirements. The planning commission may authorize reductions, provided the applicant supplies a legal document, acceptable to the city attorney, containing adequate provisions to ensure the units will be developed and will remain as workforce and/or affordable housing and binding all parties to the agreement and any city imposed conditions of approval.

**EXHIBIT 'C'****17.10.310 – ~~Gross-Floor Area~~, Gross.**

“Gross floor area” means the total area of a building measured by taking the outside dimensions of the building at each story. For the purpose of determining required parking and loading, the gross floor area of food service uses includes all off-street outdoor seating areas.

**17.10.312 – Floor Area, Net.**

“Net floor area” means, for the purpose of determining required parking and loading, the gross floor area exclusive of areas designed, intended or used principally for the preparation of food and drinks, storage or processing of merchandise, administrative offices, restrooms, waiting rooms, exit corridors, elevators, stairways, furnace or mechanical rooms, and janitorial or other small closets.



**Date:** 03-12-2021

**To:** Stevenson City Council Public Hearing Thursday, March 18, 2021

**From:** Jack Clifton, Stevenson property owner:  
52 NW 2<sup>nd</sup> St; 70 NW 2<sup>nd</sup> St; 136 NW 2<sup>nd</sup> St; 297 NW Willard St.  
Email: care@stevensondental.com

**RE:** C1 Commercial District Owners – Parking Requirement Amendment Proposal:  
Seeking realistic parking code for Downtown Stevenson C1 mixed use commercial district:

I have been impressed with the complexity of the Stevenson Development Plan and the changes needing to be made to existing codes. It seems like a great time for the City of Stevenson to make some significant steps forward to set the stage for Stevenson's future development and use. I'm sure the Planning Commission, City Council as well as Ben Shumaker and other City staff have had a lot on their plates for a number of years that have brought us to this point where we can review and improve many parts, but my concern here is our Parking Codes. So, thank you all for your contributions and considerations.

I was hoping to add comment to the City Planning Commission discussion regarding parking codes and use in the C1 Downtown Commercial district last meeting on May 8, but lacked the details of what I wanted to present. I was hoping that it would be possible to suggest another change to the code beyond medical/dental office, and for development of commercial space with unknown tenant use. I had used my dental office situation as an example of how disconnected the codes in general have been, because that was what I was familiar with. The code required my dental office to provide twice as many parking spaces (25) than I had actually witnessed at maximum use (12-13 cars) over the past 18 years at its current location. Thank you for consideration to review changing the code for medical/dental businesses. My intention here was and is to look at the code for all the uses at this time especially because it has taken a lot of people a lot of effort to get to this point, and I wanted to help the Planning Commission and City Council have a real examples of the issues.

To start, I would ask the question as I have previously of some former City Council and Planning Commission members as well as other stake holders, and that is: What would be the #1 ideal vision for a development project in the C1 Downtown Mixed Use Commercial District? Not asking for all of the new development projects to be this, but what would the most desirable project look like? Would it be mixed use commercial & residential like the Avery Building or the building the Big River Grill business is located? Would it be town homes like a multi-story duplex or fourplex? Would it be apartments like Manor apartments for low income or multiple apartment units like Cascade Village on NW Viewpoint Drive or the apartments across Rock Creek Drive from the Grange Hall? Would it be a single commercial building? My unofficial survey result on this was the first about mixed commercial & residential buildings like the building the big River Grill is in or Avery Building. I ask this question not to convince anybody of what should be #1, but to think about our parking code in terms of what we want to see develop. It happened that at one time (2007) I had a project like this mixed commercial residential townhomes that I wanted to develop on the lots at 70 NW second street. I did not pursue this project at that time primarily due to a prohibitive parking code. Recently I have had this property for sale. My point is that I believe it is a good example of the failure of the parking code to allow the development of what we want downtown, and specifically because it is a good representation of what is possible downtown with most lot sizes being similar in size and shape. It sits on Columbia Street and between First and Second Street and is basically 100' x 200', and is divided into 4 lots.

I have attached a photo of the plot mechanical drawing, and hope everyone can see it well. And if not, the following are the statistics and how they work with current proposed codes.

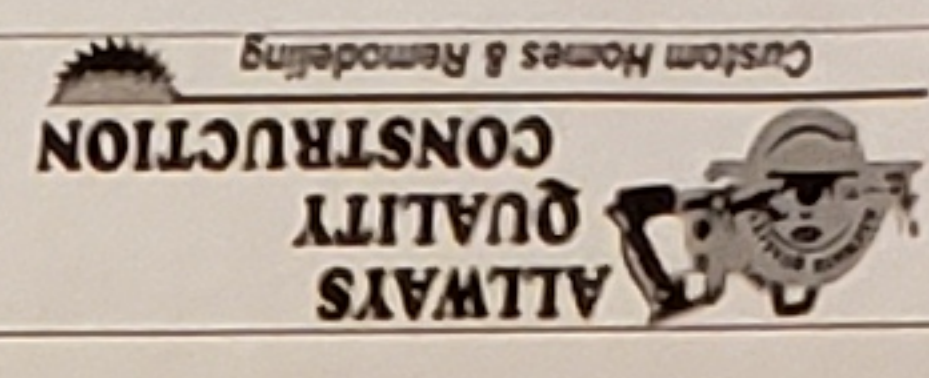
1. 4 units along First street,
2. 4 units along Second Street
3. 36 parking Spaces total on-site, outdoor, in the middle of the lots between buildings.
4. Each unit had three stories. Commercial on the ground floor, residential 2-3 bedroom on the top two floors.
5. Commercial Space to be leased out by owner with developer not knowing eventual tenant business type.

6. Unit foot print was 20' x 44' = 880 sq. ft. and this would be the commercial space. This is much shorter in depth (north/South) than the Big River Grill building and shorter than the Avery Building.
7. Under the current recommended parking code change to 1.5 parking spaces per 2-3 bedroom residence = 1.5 x 8 units = 12 parking spaces required for the residential use. In reality 2 spaces were up tight next to each unit, and therefore residential spaces were assigned 2 for each unit for a total of 16.
8. 36 spaces total less 16 residential left 20 available for commercial.
9. Using 880 gross square feet and the different code sq. ft. divisors runs as follows:
  - i) 200 requires 35 spaces
  - ii) 300 requires 26 spaces
  - iii) 350 requires 20 spaces
  - iv) 400 requires 17.6 spaces
10. For this project to work, the code would have to allow 1 parking space for each 350 or 400 gross square feet.

This example shows that the current code or proposed code will not allow mixed use commercial-residential. Therefore, **my proposal to the Planning Commission and to the City Council, if it is appropriate at this time, is that the code should seriously consider a 350 or 400 divisor per gross square footage as the go/no-go to determine what type of buildings or business we want to have in the downtown C1 mixed use commercial district.** It would seem that any divisor less than this will not happen in the downtown C1 district. Seems like it was summer 2019 that the consultants for the development plan for downtown Stevenson were here to help us get to this point we are at today, which is considering making code changes to achieve what we want. It has taken many people a lot of effort to reach this point, and I am concerned that if we don't address this now, we are incentivizing apartments or townhomes over mixed use because there will not be enough onsite parking space available to do anything different. A potential developer can see that people would rather buy apartment buildings that generate rent will be more marketable than creating vast open spaces of empty parking lots. How many parking spaces will development of the courthouse lawn require? Will it include a big parking lot as well?

Thank you for your consideration.  
Jack Clifton



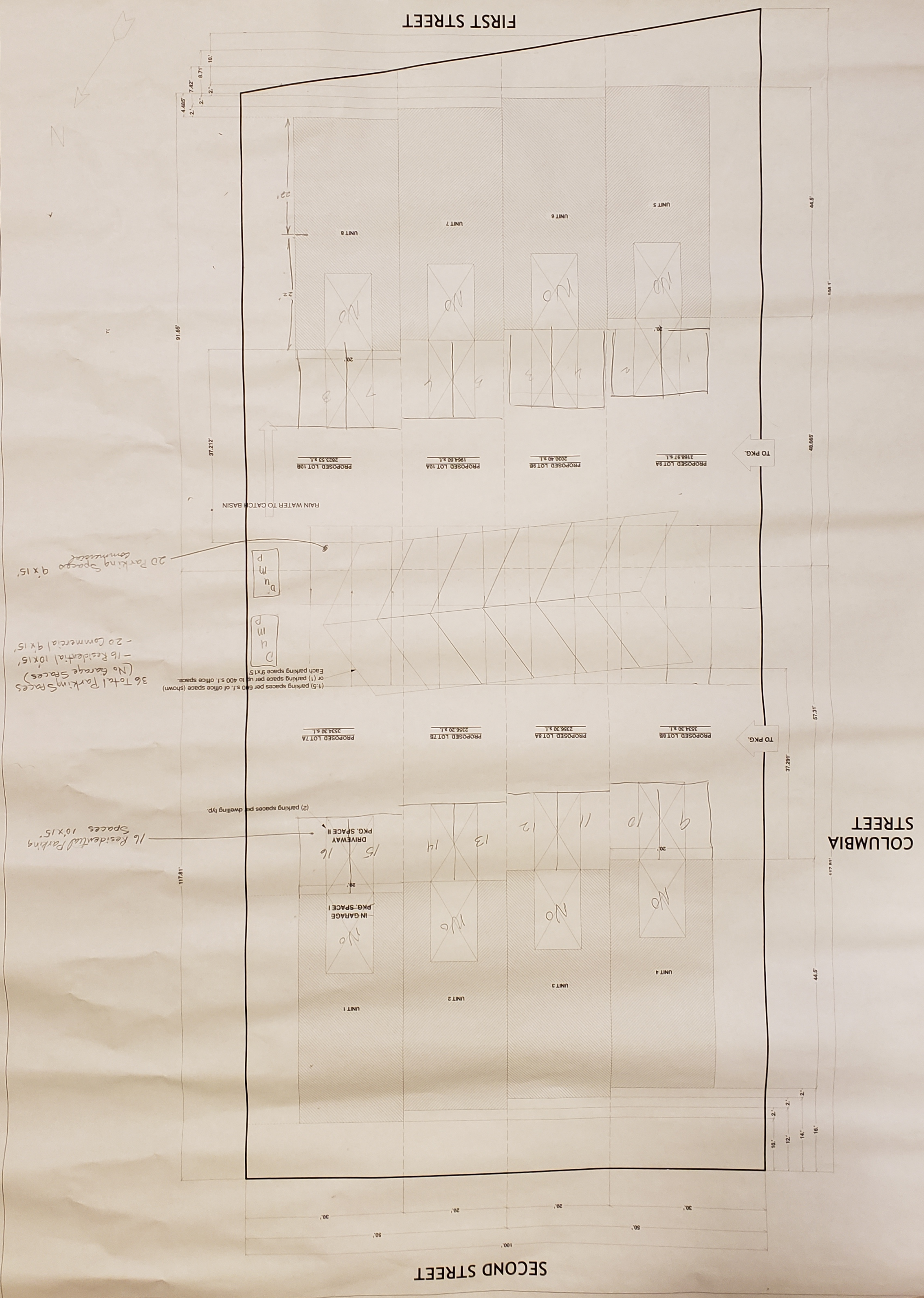


371 Hwy 14 PO Box 114  
Stevenson, WA 98648  
509-427-2728  
www.alwaysquality.com

Client: Jack Clifton  
Address: Block 6, Lots 7-10,  
Riverview Addition to Stevenson  
W.M.  
in SE1/4SE1/4 Sec. 36, T3N, R7E,

Project: 3-story Townhouse, 34' ht.  
Ea. approx. 1500 s.f., w/350 s.f.  
unfinished "professional office space"  
approx. 300 s.f. garage  
Page Name/No.  
SITE PLAN  
PG. 1

Date: February 10, 2007  
Dwg No: No. 1  
Job No: STED02  
Drawn By: Pat Price  
Approved By:  
Scale: 1/8" = 1'-0"



36 Total Parking Spaces  
(No Garage Spaces)  
- 16 Residential 10x15'  
- 20 Commercial 9x15'  
20 Parking Spaces 9x15'  
Commercial

16 Residential Parking  
Spaces 10x15'

(1-5) parking spaces per 600 s.f. of office space (shown)  
or (1) parking space per 400 s.f. office space.  
Each parking space 9x15'

(2) parking spaces per dwelling typ.

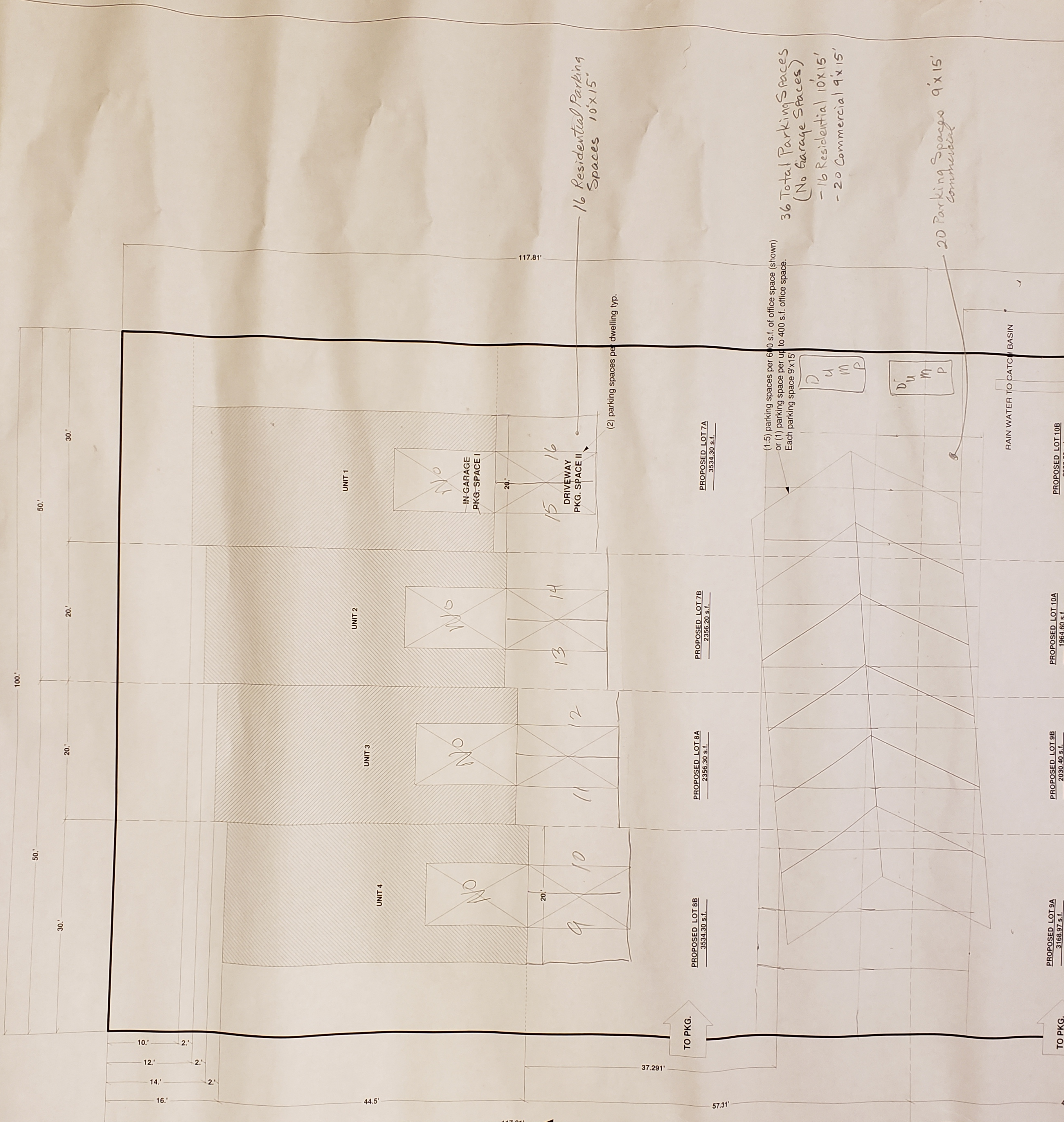
RAIN WATER TO CATC. BASIN

IN GARAGE  
PKG. SPACE I

DRIVEWAY  
PKG. SPACE II



SECOND STREET



COLUMBIA STREET

16 Residential Parking Spaces 10'x15'

36 Total Parking Spaces (No Garage Spaces)  
- 16 Residential 10'x15'  
- 20 Commercial 9'x15'

20 Parking Spaces 9'x15' Commercial

(2) parking spaces per dwelling typ.

(1.5) parking spaces per 640 s.f. of office space (shown) or (1) parking space per up to 400 s.f. office space. Each parking space 9'x15'

RAIN WATER TO CATCH BASIN

TO PKG.

TO PKG.

PROPOSED LOT 10B  
2823.53 s.f.

PROPOSED LOT 10A  
1964.60 s.f.

PROPOSED LOT 9B  
2030.40 s.f.

PROPOSED LOT 9A  
3168.97 s.f.





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## Parking conversation~ Re: Planning Commission Meeting A New Meeting Document is Available from Stevenson, WA

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Julie f-May <julie@creatingspirals.com>  
To: Ben Shumaker <ben@ci.stevenson.wa.us>  
Cc: "julie@CreatingSpirals.com" <julie@creatingspirals.com>

Mon, Mar 1, 2021 at 9:11 AM

Hi Ben~

I was able to listen in to most of your last PC meeting, but also had other things to attend to at the same time.

~(Mondays are super tough for me because I am usually into Portland for multiple appointments and shopping and get in late, need to make dinner...etc etc...)

BUT, as the parking conversation is important, I put together a few thoughts to add to the conversation.

I have specific experience with this in working as an "Owner/Manager" of a Retail strip mall in outer Denver.

I believe the "USE" model is best to establish going forward to allow for the best suited fit for actual parking need vs. available.

I also think that using parking studies to establish "PEAK" times for these Uses in a table/spread sheet can help with the overall parking use model and anticipates issues or aides in flexibility.

To do something as a blanket parking number only attached to square footage and not also "Use" appears to be more unrealistic and oversimplified to achieve best results for all as other options are available.

I would highly suggest considering the applications of "USE" and also a "Time-limited" &/or "Peak" look at things.

That would allow you to use the "restricted hours" or the "time limits" or the "residential permit" options all in one.

I hope this input helps. Pass on to the group as see fit.

Thanks for your attention to helping resolve parking requirements~

~Julie

Julie -f- May  
Cell: 503-201-9460  
[Julie@CreatingSpirals.com](mailto:julie@CreatingSpirals.com)  
~ connect & create ~

On Feb 8, 2021, at 6:25 AM, Ben Shumaker <ben@ci.stevenson.wa.us> wrote:

Hello-

Please see the Planning Commission agenda and packet below.

- Decisions expected at the meeting are limited to approval of the previous meeting minutes and a proposed update to the Planning Commission bylaws.
- Detailed discussion is expected on the discussion draft amendment to Downtown parking requirements.
- Brief discussion is expected on the potential Zoning Map Amendment.

The meeting will be held remotely.

Webinar at: <https://us02web.zoom.us/j/89884084279>

Teleconference at 1 (253) 215-8782 or 1 (669) 900-6833, Webinar ID# 898 8408 4279.

Thank you,

*BEN SHUMAKER*

**From:** [noreply@municode.com](mailto:noreply@municode.com) [mailto:[noreply@municode.com](mailto:noreply@municode.com)]

**Sent:** Monday, February 08, 2021 6:28 AM

**To:** [ben@ci.stevenson.wa.us](mailto:ben@ci.stevenson.wa.us)

**Subject:** A New Meeting Document is Available from Stevenson, WA

A new meeting document has been published by Stevenson, WA.

Meeting: February 2021 Planning Commission Meeting

Meeting Date & Time: 2/8/2021 6:00 PM

Date: 02-08-2021

To: City of Stevenson Planning Commission meeting 2-8-2021, 6 PM

From: Jack Clifton, property owner

RE: C1 Commercial District Owners – Parking Requirement Amendment Proposal

As the business owner of Stevenson Dental Care located at 52 NW Second Street, and property owner of the lots at 70 NW Second Street, and rental building at 136 NW Second Street, I am proposing the current parking requirements are excessive, and the current proposed amendments do not go far enough to allow reuse of existing buildings, growth of new business, or development of new business/residential structures. I believe it is a significant factor limiting new building development in Stevenson.

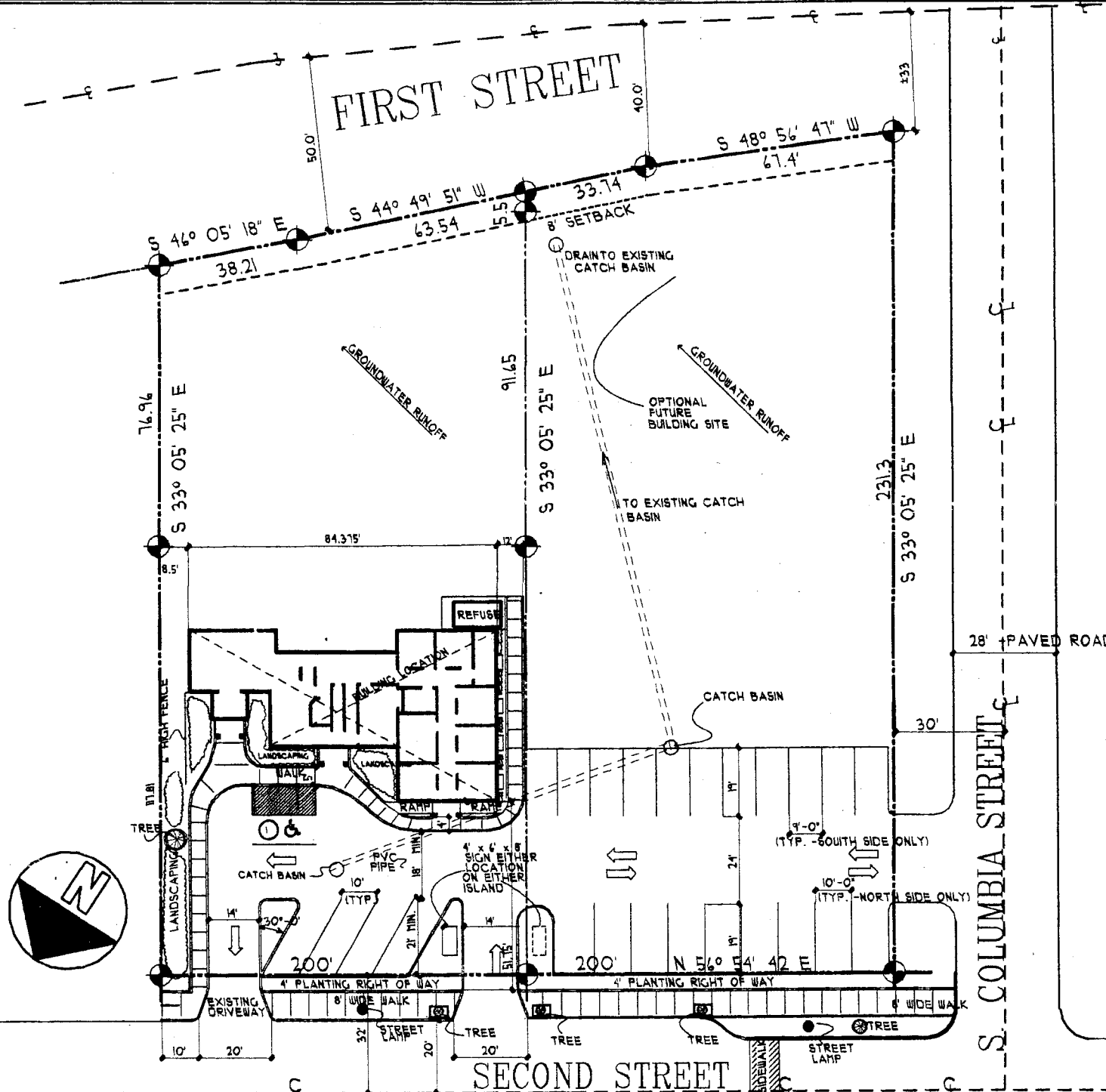
I purchased the property at NW 70 in 1999 with the desire to someday afford development as retail/multifamily, and or build a new dental office. While parking requirements at that time were prohibitive to making a realistic development, plans for updating or revising the parking requirements for the downtown area have always been high on the agenda of the Stevenson Planning Commission, but with every new team of volunteers and city staff, this has always been tabled for some future date or direction by wisdom. Between 2018 and 2020, I had placed this property on the active market for sale, as I have not been able to afford to finance the dream of my development plan. During this time, interacting with potential buyers, I repeatedly heard the statement “Stevenson has the most restrictive parking requirements of any seen.” A deal breaker for some, or scaled down projects to reduce gross square feet for others.

I purchased the property at 52 NW Second Street for my dental office, which at that time was used as two rental apartments and a 1,400 sq foot dental office with one off street parking space. Originally this property was developed as a 3 bed room single family home with an attached 750 sq foot dental office. I remodeled the main floor for dental office, and eliminated the apartments. So there has been repurposing of the structure, as many buildings have in Downtown Stevenson. I have the luxury of considerably more space than typical cramped dental office. A basement for storage and mechanicals 875 sq. ft., an upper story for personal office and staff lounge/meeting area, with full kitchen at 595 sq ft, a “lab” where I can do case work at 90 sq ft, and a double door entry way of 70 sq ft. None of this 1,630 sq ft contribute to the number of cars needing off street parking.

The current parking requirement formula for medical/dental office is one parking space for every 150 sq ft of gross square footage of building space. My gross space is 3,946, and this results in 25-26 required parking spaces. No consideration for office capacity, use of different spaces, or number of staff. I am reporting the following actual numbers based on my experience that demonstrates this is excessively high requirement. In busier times we have had 6 staff including myself, 4 treatment rooms that are not all full at the same time, and a large waiting room - 221 sq ft that may have 2-3 patients on a busy day. This totals potentially about 13 cars at maximum use. On a busy day I see there may be 8 -10 cars parked maximum! I have attached the detail of the dental office 5 spaces, and additional 20 parking spaces required on lots at 70 NW Second Street. In these 20 spaces, there are typically only the 5 current staff members parked here. This extra space is expensive, and prohibits potential for more productive and more esthetic uses!

I propose that storage space, mechanical space, and private office space be exempt from the code for medical/dental clinics category, and any category as well. And there should be some mechanism to consider these spaces or other like spaces exempt in requesting exception to the existing code. Under the current code of 150 devisor, and if only the main floor of 2,408 sq ft (excluding the entry way) is used, this would result in 16 spaces. More than ample for the 13 I have potential to experience above. If the sole square foot number is used, and if only the storage and mechanical room were exempted and the devisor was changed from 150 to 200 the result from the remaining 3,071 sq ft would yield 15.5 spaces, and be closer to what is actually the case.

If we can survive with a US Post Office that has no off street parking for patrons, or restaurants that have no off street parking space, we can adjust the current code, while not imposing on the local grocery store or new businesses to provide poached parking spaces. And in addition, I have witnessed a number of small business venture attempts in the downtown Stevenson that were unable to start due to a prohibitive and absurdly oppressive amount off street parking spaces required. I propose that if Stevenson wants to see multifamily dwellings, new businesses or business buildings, or any combination of this in the downtown corridor, a new less oppressive formula for all categories is an essential element to success!



# SITE PLAN

SCALE: 1" = 40'-0"

N. COLUMBIA STREET

S. COLUMBIA STREET





# City of Stevenson

## Planning Department

(509)427-5970

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

**TO:** Planning Commission  
**FROM:** Ben Shumaker  
**DATE:** March 8<sup>th</sup>, 2021  
**SUBJECT:** C1 Parking Reductions; Public Participation Summary

This memo summarizes the 7 public involvement strategies incorporated into the Planning Commission’s discussion of a Zoning Text amendment to reduce the parking requirements of the C1 District. No additional decision points are included in this memo that were not in the companion memo. Additional context is provided through the results of a general questionnaire related to this topic. Specific sections of the Evolving Draft amendment are referenced where relevant to the each question.

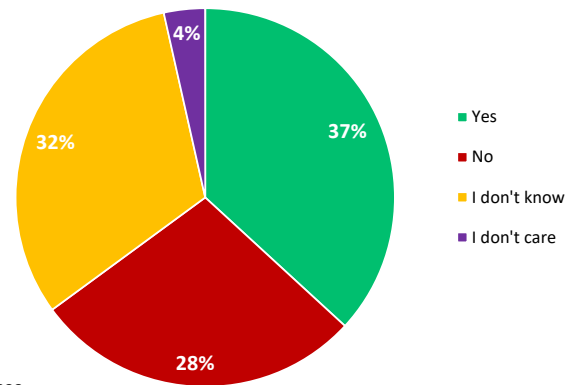
### Questionnaire Details

**1- Should construction of new housing downtown have fewer roadblocks?** Very little context was provided for this question in the questionnaire, and respondents were thoroughly mixed. Four respondents took the opportunity to explain their opinion.

Amendments which would remove existing roadblocks to housing are incorporated into the draft at:

- SMC 17.25.130. Roadblocks to mixed use commercial/residential buildings would be removed by requiring less parking for the residential portion.
- SMC 17.42.080. Roadblocks to duplexes would be removed by allowing off-site parking to substitute for on-site parking.
- SMC 17.42.090. Roadblocks to all types of residential uses would be removed by reducing the ratio of required spaces for residential units.
- SMC 17.42.090. Roadblocks to affordable residential units and senior care housing could be removed on a case-by-case basis by the Planning Commission.

Should construction of new housing downtown have fewer roadblocks?



#### Text Responses-

- Yes (Staff categorized). Density. And affordable dwelling included in any new construction.
- I don't know (Staff categorized). I am unaware of the road blocks
- Yes! Downtown housing is at a premium by today's standards. Yet, locals already live there. At the same time, local businesses are suffering through the Covid pandemic. And, yet the City Council want to reduce rents and create more "high density" housing while adding levies that only affect property owners. Could that add to increased rent? Developers and contractors have explained to the Council the reality that you cannot tear down a building to create new housing without extreme cost. Unless the City Council subsidize the "Plan For Success" it will not be tenable. If City Council members want to buy identified properties and subsidize the lost revenue, then sure. But the City Council will not. Sadly, no members of the City Council or Planning Commission own "downtown" property. Therefore, they are planning to use the cudgel of "imminent domain" as they have tried in the recent past. Buy a piece of it! Show the many long time Stevenson downtown property owners your plan, now! How can those already invested do it better? Talk is cheap!!
- yes fewer roadblocks but the decibel level for houses in the downtown area should expect a 65 decibel levels

Answered: 57 Skipped: 1

**2- Should storage areas for retail stores and restaurants be exempt from the parking requirement?** Again, very little context was provided for this question in the questionnaire, however, a majority of respondents were supportive of the exemption in general terms.

Amendments which would effectuate this exemption are included at

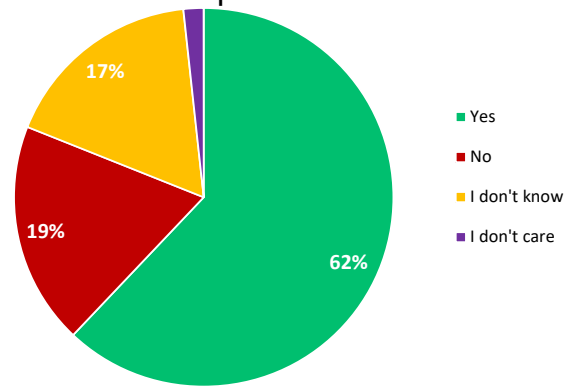
- SMC 17.10.312. Net Floor Area is defined to exempt several areas of buildings.
- SMC 17.42.090. Net Floor Area is substituted for Gross Floor Area in the parking ratio for several uses.

**3- Should outdoor seating at restaurants require less parking than indoor areas?** This straightforward question received strong opposition with 71% answering "no". One respondent provided an explanation which staff determined was supportive of a policy to differentiate between the areas.

Prior to awareness of this opposition, the Planning Commission requested differentiation of the parking ratio in the Evolving Draft. Draft amendments related to this issue are included at:

- SMC 17.10.310. This clarifies the square footage of outdoor seating is subject to parking requirements.
- SMC 17.42.090. The table provides a lesser ratio for outdoor seating areas.
- SMC 17.42.090. The table includes optional language exempting parking for outdoor seating during the pandemic.

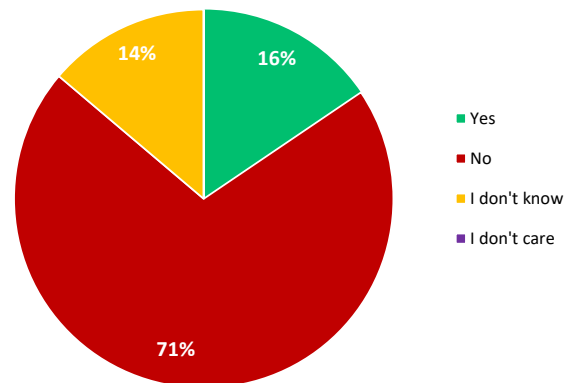
Should storage areas for retail stores and restaurants be exempt from the parking requirement?



**Text Responses-**  
-I don't know (Staff categorized). Only during the pandemic.

Answered: 58 Skipped: 0

Should outdoor seating at restaurants require less parking than indoor areas?



**Text Responses-**  
-Yes (Staff categorized). We cannot be afraid to walk a block to get to a restaurant.

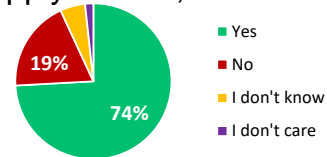
Answered: 58 Skipped: 0

**4- Should more options be available to supply off-site, off-street parking?** Respondents provided the greatest support for this general question with almost 3/4ths stating more options should be available.

While the most effective way to directly implement this policy would be to construct a public lot, the amendments includes several sections making usage of such a lot more likely. These are included at:

- SMC 17.42.060. A wider array of uses are allowed to share spaces in a joint lot.
- SMC 17.42.070. The distance between the uses sharing a spaces is increased for retail, food service, and hotel uses.
- SMC 17.42.090. The allowed distance between certain uses and their off-site, off-street parking is increased.

### Should more options be available to supply off-site, off-street parking?



**Text Responses-**

- Yes (Staff categorized). I'd like to see a Trolley system. Check out park city, Utah. Or utilize golf carts.
  - Yes (Staff categorized). Stevenson needs a designated parking lot downtown in the area of 1st street, not taking up limited parking areas on the waterfront.
  - Yes because some/many people can't get into existing parking by parallel parking, unless there are few people parked already. It would be great if there were a mid-town parking "lot" type area for crappy drivers.
  - Yes (Staff categorized). If the goal is to increase housing units in Stevenson, there will be a definite need for designated off-street parking areas for tenants and visitors, especially in the evening hours. With the addition of the two new downtown hotels/lodging facilities, this need will become apparent quickly since they have NO requirement to provide parking on-site. Another issue is the grandfathering of the no on-site parking requirement when a new owner/business replaces the previous business even if the "use" changes and that new use requires more parking per the code for "new" construction.
  - Yes (Staff categorized). Downtown Stevenson is in great need of designated off-street parking areas/lots (and restrooms too!) that can accommodate both current and future downtown parking needs, especially due to the new 12-room hotel on Russell St. (24 nightly guests and potential cars) and the future Public Plaza on Hwy 14. Note: have you ever tried to find a parking space on Russell? If a new downtown business does not have the required off-street parking, they must finalize a joint-use agreement for using an existing business' parking area that meets the minimum # of parking space requirements Prior to opening the new business. There will also be a need to monitor the hotel guests' registered cars to ensure that they are parking in the designated spaces/lot and not on downtown streets instead. I also recommend that new and existing downtown businesses currently without adequate parking pay a sufficient annual fee toward the development and maintenance of new parking lot(s). It is also reasonable to charge parking users a fee to park in these parking lots during peak hours/days/seasons (many automated payment systems exist and it also generates revenue). Unless adequate parking is required, planned for, supplied, and monitored, all downtown Stevenson businesses will be impacted/hurt, as both residents and visitors go elsewhere to where convenient parking IS available for their dining and shopping, etc.
  - Yes (Staff categorized). People need to walk it won't hurt actually it will help them, business owners NEED to park FAR AWAY from the business leaving at least that one space open.
- Answered: 58 Skipped: 0**

The following answers to the questionnaire provide additional context for Planning Commission review.

If you'd like to share a specific case study of how the existing downtown parking regulations have caused you to redesign or abandon a development proposal, please do so here.

**Text Responses-**

- Don't put code in place that you do. It intend to enforce.
- I moved from Russell Ave because there was not enough parking. And Windermere agents took up most of what was there. It was a huge negative impact on my business. The tour bus stop is also farce to generate business. Old people do not want to stop on Russell at the end of the day. Bad knees & hips. They have been out all day & probably want a restroom & a cocktail on their ship.
- Not redesign anything but truthfully I've said "screw it," and decided to continue on my way because there's no place to park nearby or any place at all. It sucks. I hate it. Sometimes I'll avoid going in or doing any business at all because there's no place to park.
- I am writing this comment here as there is no area for "other" comments. I personally find this survey to be too narrow/limited in scope and it is also lacking the "public outreach/input" that is described as the stated objective of soliciting public feedback on downtown parking. For example, why did the City/ PC not post the survey on the City's website and Facebook page, etc., and having received the survey link just today on the limited public email list, it does not allow enough time for "public input" just before tonight's meeting, etc.). One area of concern is the meeting packet statement on page 7 that states: "Changes to SMC 17.25.130(B) remove the redundancy and clarify changes of use to an existing building do not require additional parking (e.g., a restaurant could locate in the Avary Building and no additional parking would be required)." Why is this NOT a requirement if the new business is a different "use" with different parking requirements per the code? At a minimum the new business should be required to find off-set parking elsewhere in town to meet the parking requirements of that new business use. I do hope that the Planning Commission will not rush to meet an "arbitrary" March deadline and will instead conduct a thorough solicitation of Public input, conduct the appropriate research on parking needs and solutions, do an impact study, etc. before making changes to the Parking Zoning Code and requirements in order to accommodate a new hotel on Russell in March. Thank you.
- none.

Answered: 5 Skipped: 53

If you'd like to share a specific case study of how the existing downtown parking regulations have protected your neighborhood from a development or change you didn't want, please do so here.

**Text Responses-**

- We need more parking. I'd like to see the courthouse new development include an underground parking area.
- All downtown developments, especially housing and lodging, need to supply an adequate number of parking spaces per unit in order to maintain an adequate number of parking spaces for those who are visiting the downtown for shopping, dining, etc.
- Not personally from developing anything BUT I have heard from so many people/ customers that how the sidewalks/ curbs are NOW they suck. They're definitely NOT A.D.A. compatible at all. The crosswalks are way far away from the store's/ restaurant entrances. This is especially problematic at the pharmacy. If you're in a wheelchair or using a walker or crutches forget about it. It's always so busy and congested in that area it's impossible to open your vehicles door for any periods of time.
- Many businesses/agencies have many cars parking near them that appear to "take over" the streets. I think parking should be considered when adding development or businesses.
- none

Answered: 5 Skipped: 53

## Public Involvement Summary

**A-Project Website-** The project website (<http://ci.stevenson.wa.us/letsbuild>) is active and continues to be updated as new information is generated. Staff has not tracked and does not intent to track the website analytics.

## B-Online Questionnaire

**Protocols-** The community questionnaire was created using [www.surveymonkey.com](http://www.surveymonkey.com). No paper-based questionnaire was available. A link to the questionnaire was mailed to each property owner in the Initial Consideration Area. Electronic copies of the mailing were emailed to the Downtown Shareholders email list. The link was posted to the project-specific website created for these policy discussions. Finally, the City Facebook page publicized each questionnaire on 2 occasions each. The questionnaires were available between 2/3/2021 and 3/5/2021. Separate links were created to track whether the respondent was answering the letters mailed/emailed or the Facebook post.

**Questions-** Seven (7) total questions were asked of respondents. Minimal explanations preceded each question. The first 4 questions were multiple-choice, with the following answer options: "Yes", "No", "I don't know", and "I don't care" as well as an open-ended option for respondents to more fully explain their answer. One question allowed respondents to share their name and email to remain involved with discussion on the potential zoning text change. The final 2 questions were open-ended and allowed respondents to more fully describe specific experiences with the zoning regulation.

**Response Rate** – The questionnaire generated 58 overall responses, with individual questions ranging 5 and 58 responses.

**Limitations** – The questionnaire is not statistically significant. The questionnaire protocols were never designed to produce a statistically significant sample. Several limitations prevent this from being the case.

- The questionnaire was sent to property owners based on the addresses maintained by the County Assessor. This distribution method excludes residents who do not own their home. Also, several mailed notices did not reach the intended recipient.
- The use of Facebook to publicize the questionnaire resulted in the collection of opinions from non-residents and non-owner of properties in the 2 areas.

**C-Facebook Posts**- The City's Facebook page has been used to share information on the Planning Commission discussion and the questionnaire. The initial post related to the Questionnaire generated 153 views, 22 post clicks, and 21 reactions, comments or shares. The follow-up, survey reminder post generated 73 views, 10 post clicks, and 2 reactions, comments or shares. No comments were submitted to the City via Facebook.

**D&E-R3-Owner Mailout & Email Group**- Of initial hard copies mailed to owners of parcels in the C1 District, 2 were returned to the City by the Post Office. The mailout was also sent via email as described above. At the time of this writing the email lists contain 123 individuals. No written comments were submitted in response to these mailings.

**F-Planning Commission Workshops**- In addition to the discussion at the February meeting, tonight's meeting provides the next step in the public involvement effort, and the results of tonight's discussions will guide what happens going forward.

### **Framework Goal**

The parking supply facilitates efficient short-term needs and minimizes on-site parking requirements.

### **Framework Objectives**

- » Provide adequate off-street private parking to serve existing and future development sites.
- » Provide adequate public parking to serve existing and future public uses and special events.
- » Provide adequate short-term visitor and commercial curbside parking to serve existing and future adjacent uses.
- » Ensure that parking impacts on the public realm are minimized.

# **PARKING FRAMEWORK**

# PARKING FRAMEWORK

The intent of the parking framework is to ensure that adequate parking is provided for both commercial and residential uses while not burdening the potential redevelopment with unnecessary parking infrastructure costs that may limit or discourage redevelopment.

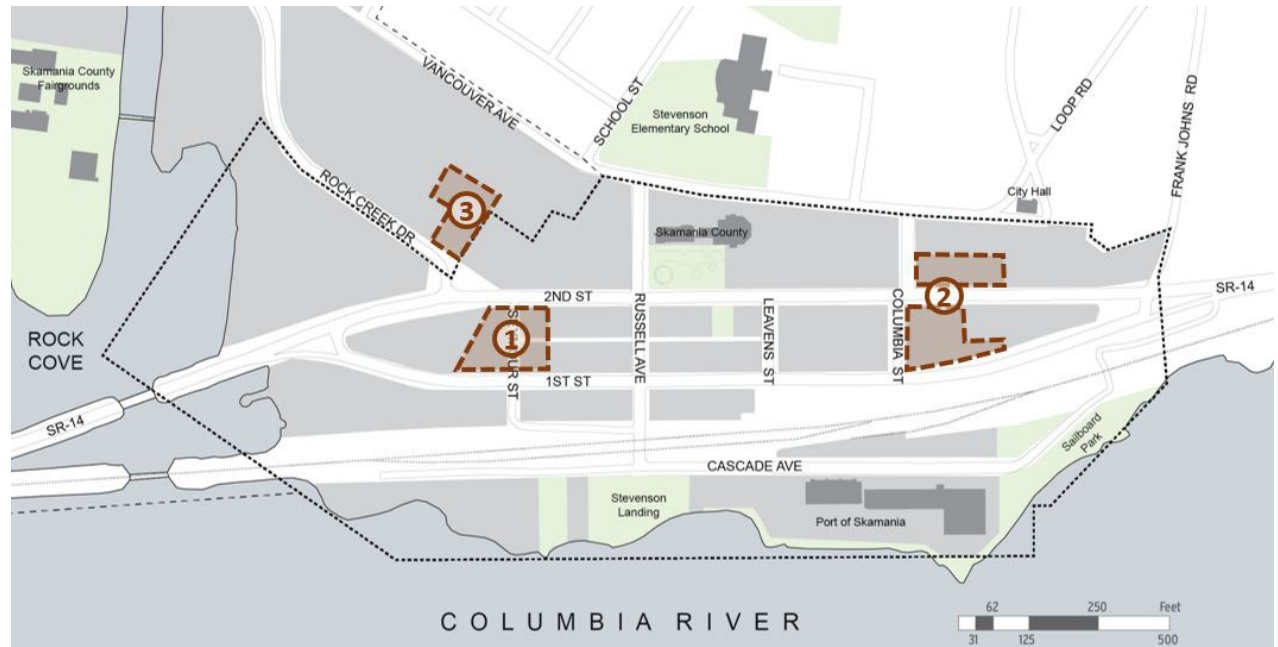
The parking framework includes concepts that result in a higher turnover of on-street parking, the discouragement of employee parking on prime on-street locations in front of commercial businesses and provides a strategy for the development of potential shared public parking lots to meet future increased commercial and residential parking demand.

## Key Elements

Key elements of the parking framework include:

- » Identification of potential locations of shared commercial use parking lots. To ensure that these lots are well used, sites that are in close walking proximity current businesses and future redevelopment sites have been identified.
- » Proposal for a 'fee-in-lieu' of parking on-site, especially for small parcels where redevelopment may be less viable due parking requirements.
- » Recommendations for regulatory changes that reduce the required amount of both commercial and residential on-site parking which will in turn result in more economically viable redevelopment by reducing construction costs. While adequate parking must be provided, improvements to walking and biking routes along with mixed uses that are within each other are anticipated to reduce parking demand.

## POTENTIAL JOINT-USE SHARED COMMERCIAL PARKING LOT STUDY AREAS



## Potential Joint-Use Shared Commercial Parking Lots

Commercial parking is very site sensitive—when located in the right area, it can spur additional business. With this objective, three conceptual locations for potential parking lots have been selected, based upon the following criteria:

- » **Convenience.** People are generally more willing to shop downtown if parking is available close-in, rather than in outlying areas, separated from shopping destinations by distance and other physical barriers such as railroad tracks. Due to the sloping nature of downtown Stevenson, only sites that are easily accessible on foot by customers of varying physical condition have been identified.
- » **Easy Access from State Route 14.** Commercial businesses benefit when they attract discretionary shopping trips. Visitors and tourists traveling through Stevenson can provide a significant market if they are informed of and directed to convenient parking. Because these potential customers are not familiar with Downtown, sites need to be in close proximity to the 2nd and 1st street routes.
- » **Integration into Walking Routes.** Once out of the car, commercial customers must be able to easily understand how to get to shops. Selected sites can be integrated into the proposed 2nd Street walking and window shopping loop from Columbia Street to a future Rock Creek extension.
- » **Fill Parking Gap.** Current businesses should first benefit from any additional parking. Sites have been identified to serve these businesses.
- » **Meet Future Demand.** Sites with capacity adequate to serve both demand from existing uses and new commercial development within the core that cannot be met on individual redevelopment parcels.



Preliminary shared parking lot locations have been identified. Additional study and outreach is necessary to advance any of these concepts. Potential sites include:

- » **P1 Commercial Lot.** This site is located along the current Seymour Street segment that would be vacated when a new Rock Drive extension is constructed. Auto access at the existing intersection of 2nd and Seymour streets would be maintained as a parking lot driveway rather than a through street. Considerable site capacity exists if additional adjacent parcels can be assembled. Approximately 125 parking stalls could potentially be built with limited impacts on existing uses.
- » **P2 Commercial Lot.** The best candidate for parking may be an underutilized site east of Columbia and north of 1st Street, identified as part of the Columbia Street Catalyst concept. A parking lot at this site could accommodate approximately 40 stalls without impacting existing uses.
- » **P3 Commercial Lot.** Located at the confluence of Rock Creek Drive and 2nd Street on vacant land adjacent the Main Street Gas Station/Convenience Mart, this site benefits from direct access and visibility from the adjacent roadways. In close proximity to the both the Stevenson Central WET bus and seasonal Dog Mountain shuttle stops, it could serve both destinations. Located along the proposed Rock Creek walking and biking path extension, it would be a prime location for a bikeshare station. A lot at this site could also serve as an overflow lot for events held at the County Fairgrounds or the Hegewald Center. Approximately 60 parking stalls could be accommodated without significant grading of the steep slope toward the north side of the site.

### Adjustments to Joint-Use of Parking

For these lots, recommended changes include permitting up to:

- » Fifty percent of the parking facilities required to apply to all commercial retail and service uses supplied by the joint use lot.
- » Fifty percent of the parking facilities required to apply to uses regardless of daytime or nighttime types of use.
- » One hundred percent of required parking facilities for hotels.

### Financing

Over time, all funding options to construct and maintain shared parking lots should be considered, including on-street and off-street parking fees, revenue bonds, in-lieu fees, parking assessment districts, parking/business improvement districts, and public-private partnerships. A blend of several sources to fund future facilities may be most feasible.

### Employee Parking Management Strategies

Employees of commercial business compete for Downtown parking, especially curbside spaces. To minimize the demand for parking and ensure that patrons have the best parking spaces in Downtown Stevenson, strategies that reduce employee demand in should be explored, including the following.

#### Satellite Parking Lots

Employees of downtown businesses should be encouraged to park in designated areas outside the core. A unified Downtown Employee Parking Program will likely be necessary to ensure compliance by all businesses and employees. For these lots, Downtown employee parking should be free or available at a reduced cost. Shuttle or night escort services may help induce higher use, especially during the dark, rainy winter season. Multiple locations may be needed. Existing underutilized lots may include acquiring and designating spaces within the County Fairgrounds, along Cascade Avenue, within proposed joint use shared lots, or other areas.

#### Cash-out programs

This would include an employee financial incentive (such as \$50/ per month) to not utilize an on-site parking space that could in turn be utilized by other users—residents or customers.

### Bikeshare System

Many key destinations within the Downtown core, the Downtown planning area, and adjacent neighborhoods are outside easy walking distance but are accessible by bicycle. A bikeshare system is recommended as a potential strategy to reduce auto parking demand. Additional analysis and outreach would be required. A bicycle-sharing system:

- » **Is a membership service in which bicycles are made available for shared use to individuals on a short term basis for a price or free.** The bike share system allows people to borrow a bike from a “dock” and return it at another dock belonging to the same system.
- » **Could include a dockless bikes or scooters.** The dockless bike hire systems consist of a bicycle with a lock that is usually integrated onto the frame and does not require a docking station. Smartphone mapping apps show nearby available bikes and open docks.
- » **Could include bicycle rentals.** In this system a bicycle can be rented or borrowed from a location and returned to that location. These bicycle renting systems often cater to Stevenson day-trippers or tourists. The locations or stations are not automated but are run by employees or volunteers. This system could be incorporated as part of the cruise line services at Stevenson Landing or available for guests at Skamania Lodge.



## Adjustments To Required Off-Street Parking Standards

While some off-street parking is desirable for most uses, the physical and economic constraints of providing off-street parking on each development site have likely stifled commercial and residential development throughout the Downtown core. Downtown Stevenson land is relatively more expensive, its parcels are often small and irregular, and mixed use development buildings frequently cover their entire lots. In these situations, any on-site parking must be tucked under, subterranean or structured, which is always expensive and sometimes physically impossible.

When Stevenson's code requires off-street parking especially for new residential construction, the City shifts what should be a cost of driving—the cost of parking a car—into the cost of housing. Faced with these minimum parking requirements, developers may have as result build less housing in Stevenson than the market demands.

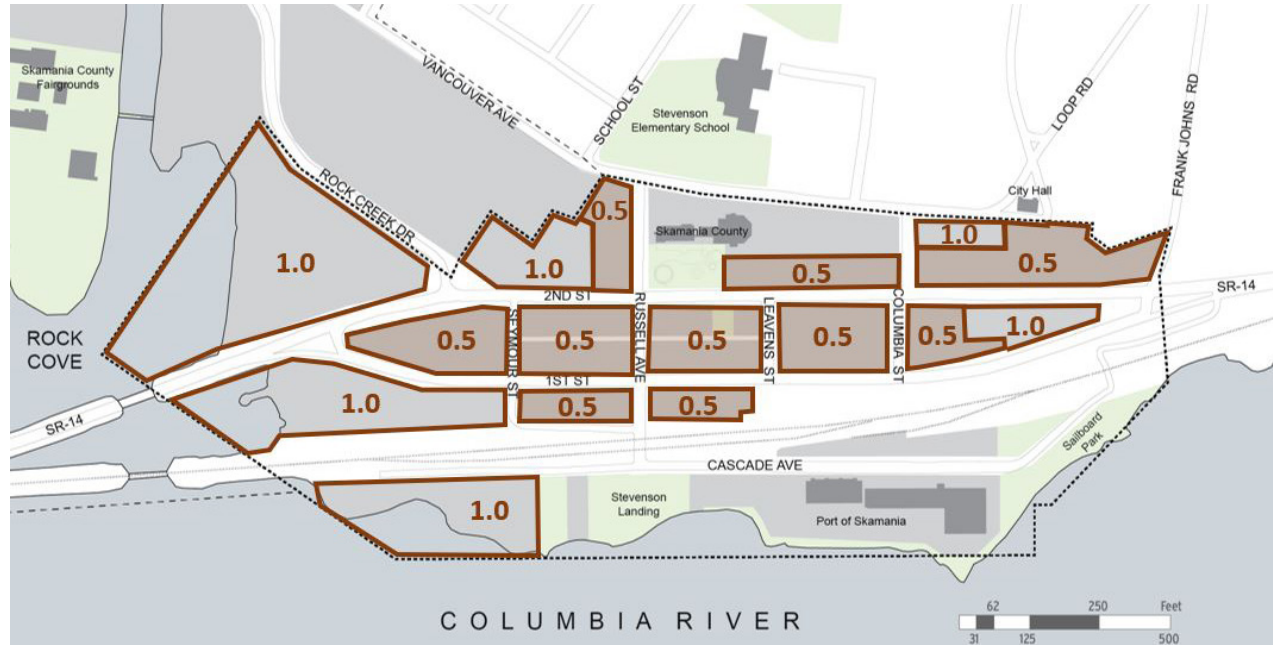
Coupled with a strategy for shared parking lots along with planned improvements to walking and biking routes that are anticipated to reduce parking demand, recommended regulatory changes that reduce the required minimum amount of both commercial and residential on-site parking are identified to the Chapter 17.42 Parking and Loading Standards. Potential changes would include the following.

## Compliance with Minimum Standards

Changes should apply to permitted uses or conditional uses for the Downtown planning core area only, including:

- » **Residential Structures.** Currently 2 spaces per dwelling unit plus 1 space for each room rented, except that one-bedroom dwelling units only require one space are required. This requirement exceeds anticipated parking demand and may impact the financial viability of residential development by increasing pricing above affordable rental rate levels. Recommended reasonable reductions could be 1.5 spaces per all two or more bedroom units, 1 space per unit for one bedroom units, and 0.5 spaces for apartments less than 500 square feet. Additionally, conditional approval for additional parking reductions should be available on a case by case basis for affordable senior or workforce housing where developers can demonstrate that other on-site parking replacement strategies can be enacted. These may include secure in-building bicycle parking rooms, contributions to shared parking lots via a fee-in-lieu of fee, contributions to a potential bikeshare program, providing WET transit passes for residents and employees in Downtown, or other means that effectively reduce parking demand.
- » **Mixed-use residential structures.** A new standard is recommended for parcels less than 10,000 square feet that are within areas indicated on the Residential parking diagram. Where commercial is the primary use and residential development is a secondary use, a minimum of 0.5 parking spaces per rental unit (excluding short term rental units) residential parking requirement is recommended. Should the units be owner occupied, units would have a recommended 1.0 parking space per unit requirement. Additionally, conditional approval for additional parking reductions should be available on a case by case basis for affordable senior or workforce housing where developers can demonstrate that other on-site parking replacement strategies can be enacted. These may include secure in-building bicycle parking rooms, contributions to shared parking lots via a fee-in-lieu of fee, contributions to a potential bikeshare program, providing WET transit passes for building residents and employees, or other means that effectively reduce parking demand.

## MIXED USE PARKING STANDARDS



- » **Food and Beverage Places.** Currently one space per 100 square feet gross floor area is required. Recommended changes would include changing the gross square floor area to net eating and dining area. Additionally, conditional approval for additional parking reductions should be available on a case by case basis where developers can demonstrate that other on-site parking replacement strategies can be enacted. These may include additional bicycle parking racks or curbside bike parking corrals, contributions to shared parking lots via a fee-in-lieu of fee, contributions to a potential bikeshare program, providing WET transit passes for employees, or other means that effectively reduce parking demand.
- » **Retail stores.** Clothing and shoe stores should be regulated as a retail use and meet current standard of 1 space for 100 square feet gross floor area. Recommended changes would include changing the gross square floor area to net retail sales area. Additionally, conditional approval for additional parking reductions should be available on a case by case basis where developers can

demonstrate that other on-site parking replacement strategies can be enacted. These may include additional bicycle parking racks or curbside bike parking corrals, contributions to shared parking lots via a fee-in-lieu of fee, contributions to a potential bikeshare program, providing WET transit passes for employees, or other means that effectively reduce parking demand.

- » **Hotel.** Currently one space per sleeping unit plus one room plus one space or each room rented, except that one-bedroom dwelling units only require one space. Recommended change would be no required parking, conditionally approved on a case by case basis where developers can demonstrate that other on-site parking replacement strategies can be enacted. These may include an off-site valet parking program, contributions to shared parking lots via a fee-in-lieu of



**Planning Commission Interpretation**  
**Launderette Parking Classification (ZON2010-02)**

**Issue:**

The Zoning Code currently lists a number of use classifications and the corresponding parking requirement for the size or intensity of such uses. Launderettes are not specifically listed in the use classifications, and the Planning Commission is given the authority to determine the parking requirement for uses that are not specified.

**Findings:**

1. The Planning Commission supports the Comprehensive Plan's goals related to providing adequate parking.
2. Sections 17.12.020 and 17.42.090.Q of the Stevenson Municipal Code grant the Planning Commission the authority to designate the parking requirements for uses not currently listed, and such authority should rely on the Comprehensive Plan for guidance.
3. The following interpretation clarifies the Zoning Code's provisions related to launderettes and parking.

**Interpretation:**

For the purpose of SMC 17.42.090-Table of Minimum Standards—Off-Street Parking, launderettes shall be considered as a business providing on-site customer service and subject to the parking requirement in SMC 17.42.090.J.

For the Planning Commission:

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Paul Spencer, Vice-Chair



## Planning Commission Interpretation

### Parking-Floor Area (ZON2010-03)

#### **Issue:**

The Zoning Code currently lists states that “other retail uses” shall accommodate off-street parking spaces at a ratio of one space per two hundred (200) of floor area, but unlike the requirements for other use categories, it does not state how floor area is to be determined.

#### **Findings:**

1. The Planning Commission supports the Comprehensive Plan’s goals related to providing adequate parking.
2. Section 17.12.020 of the Stevenson Municipal Code grants the Planning Commission the authority to interpret the Zoning Code, relying on the Comprehensive Plan for guidance.
3. The following interpretation clarifies the Zoning Code’s provisions related to laundrettes and parking.

#### **Interpretation:**

Section 17.42.090.O. shall be interpreted as requiring one space for each two hundred square feet of gross floor area.

For the Planning Commission:

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Paul Spencer, Vice-Chair

Date



# City of Stevenson

## Planning Department

(509)427-5970

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

### Planning Commission Interpretation

#### Parking Exterior Seating Areas (ZON2010-04)

#### **Issue:**

The Zoning Code currently lacks clarity regarding the parking requirements for exterior seating areas associated with SMC 17.42.090.M- “food and beverage places with sale and consumption on premises”. This issue is specifically address by the following three (3) questions.

- 1) Is the square footage for covered exterior seating areas included within the formula to measure parking requirements of “food and beverage places with sale and consumption on premises”?
- 2) Is the square footage for exterior seating areas supported by decks, roofs, or other buildings included within the formula to measure parking requirements of “food and beverage places with sale and consumption on premises”?
- 3) Is the square footage for exterior seating areas supported by patios, grassed areas, or other non-buildings included within the formula to measure parking requirements of “food and beverage places with sale and consumption on premises”?

#### **Findings:**

1. The Planning Commission supports the Comprehensive Plan’s goals related to providing adequate parking.
2. Section 17.12.020 of the Stevenson Municipal Code grants the Planning Commission the authority to interpret the Zoning Code, relying on the Comprehensive Plan for guidance.
3. The following interpretation clarifies the Zoning Code’s provisions related exterior seating areas.
4. This interpretation does not affect any building existing before September 15<sup>th</sup>, 1994 nor any building permitted by the City since that date.

#### **Interpretation:**

Section 17.42.090.M. shall be interpreted as follows:

- 1) Parking is required for any covered exterior seating area at “food and beverage places with sale and consumption on premises”.
- 2) Parking is required for any exterior seating area supported by a deck, roof, or other building at “food and beverage places with sale and consumption on premise”.
- 3) Parking is not required for any exterior seating area supported by a patio, grassed area, or other non-building at “food and beverage places with sale and consumption on premises”.

For the Planning Commission:

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Karen Ashley, Chair

Date



# City of Stevenson

## Planning Department

(509)427-5970

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

### Planning Commission Interpretation

#### Charter Tour Service Parking Classification (ZON2014-02)

#### **Issue:**

The Zoning Code currently lists a number of use classifications and the corresponding parking requirement for the size or intensity of such uses. Charter Tour Services are not specifically listed in the use classifications, and the Planning Commission is given the authority to determine the parking requirement for uses that are not specified.

#### **Findings:**

1. Sections 17.12.020 and 17.42.090.Q of the Stevenson Municipal Code grant the Planning Commission the authority to designate the parking requirements for uses not currently listed, and such authority should rely on the Comprehensive Plan for guidance.
2. The Planning Commission supports the Comprehensive Plan's objectives related to visitor-oriented businesses and efficient operation of transportation and parking systems.
3. The following interpretation clarifies the Zoning Code's provisions related to charter tour services and parking.

#### **Interpretation:**

For the purpose of SMC 17.42.090-Table of Minimum Standards—Off-Street Parking, “charter tour services” shall provide:

- 3 parking spaces for each 1- to 6 passenger vehicle;
- 4 parking spaces for each 7- to 12-passenger vehicle;
- 7 parking spaces for each 13- to 25-passenger vehicle;
- 9 parking spaces for each 26- to 40-passenger vehicle; and
- 15 parking spaces for each vehicle with 41 or more passengers.

For the Planning Commission:

---

Scott Anderson, Chair

RECEIVED

NOV 23 2020

### Petition for Vacation of a City Road

BY: \_\_\_\_\_

IN THE MATTER OF THE PETITION OF

Patricia and Gerald Doble

313 and 521 NW Iman Cemetery Road, Stevenson, WA 98648 (503)226-2300

(name)

(Mailing address)

(Day phone)

and others for the Vacation of

Iman Cemetery Road (north of First Falls View Road)

(Road Name or Number)

TO THE CITY COUNCIL OF STEVENSON, WASHINGTON

We, the undersigned property owners within the City of Stevenson, State of Washington do petition that the following described City Road be vacated:

(FILL IN EXACT LEGAL DESCRIPTIONS OF PORTION OF ROAD TO BE VACATED)

A tract of land lying in Iman Rock Creek Tracts in Southeast 1/4 of Section 35, Township 3 North, Range 7 East, Willamette Meridian, City of Stevenson, Skamania County, Washington, being more particularly described as follows:

Beginning at the Southwest corner of Lot 10, said Iman Rock Creek Tracts; thence on the Westerly extension of the Southerly line of said Lot 10, South 70°40'00" West 51.19 feet to the intersection with the Easterly line of Lot 9, said Iman Rock Creek Tracts; thence on said Easterly line, North 06°58'00" West 115.07 feet, more or less, to the intersection with the centerline of Rock Creek as described in Book Z, Page 439, Deed of Records of Skamania County; thence on said centerline, North 42°03'40" East 66.22 feet to the Northwest corner of said said Lot 10; thence on the Westerly line of said Lot 10, South 06°58'00" East 147.53 feet to the point of beginning.

Contains 6,565 square feet (0.151 acre), more or less.

\_\_\_\_\_, the whole distance being about \_\_\_\_\_ miles.

The road to be vacated provides no access to a body of water: Initials:

City: N/A - see note

*N/A: The road to be vacated provides access to Rock Creek.*

Applicant: YD

Your petitioners respectfully represent and allege that the road is useless as a part of the general road system and the public will be benefited by its vacation, and that all of your petitioners are property owners abutting said road; wherefore your petitioners request the vacation of said road, as provided by law. Applicants acknowledge City may retain an easement in vacated property for utilities and access.



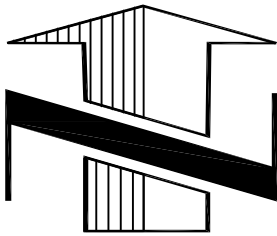


**REFERENCES :**

PLAT OF IMAN ROCK CREEK TRACTS  
 BY CLARK ELDRIDGE, P.E. SEPT. 1963,  
 VOL. "A" OF PLATS, PAGE 118.

**NOTES :**

BEARINGS BASED ON PLAT OF  
 IMAN ROCK CREEK TRACTS.

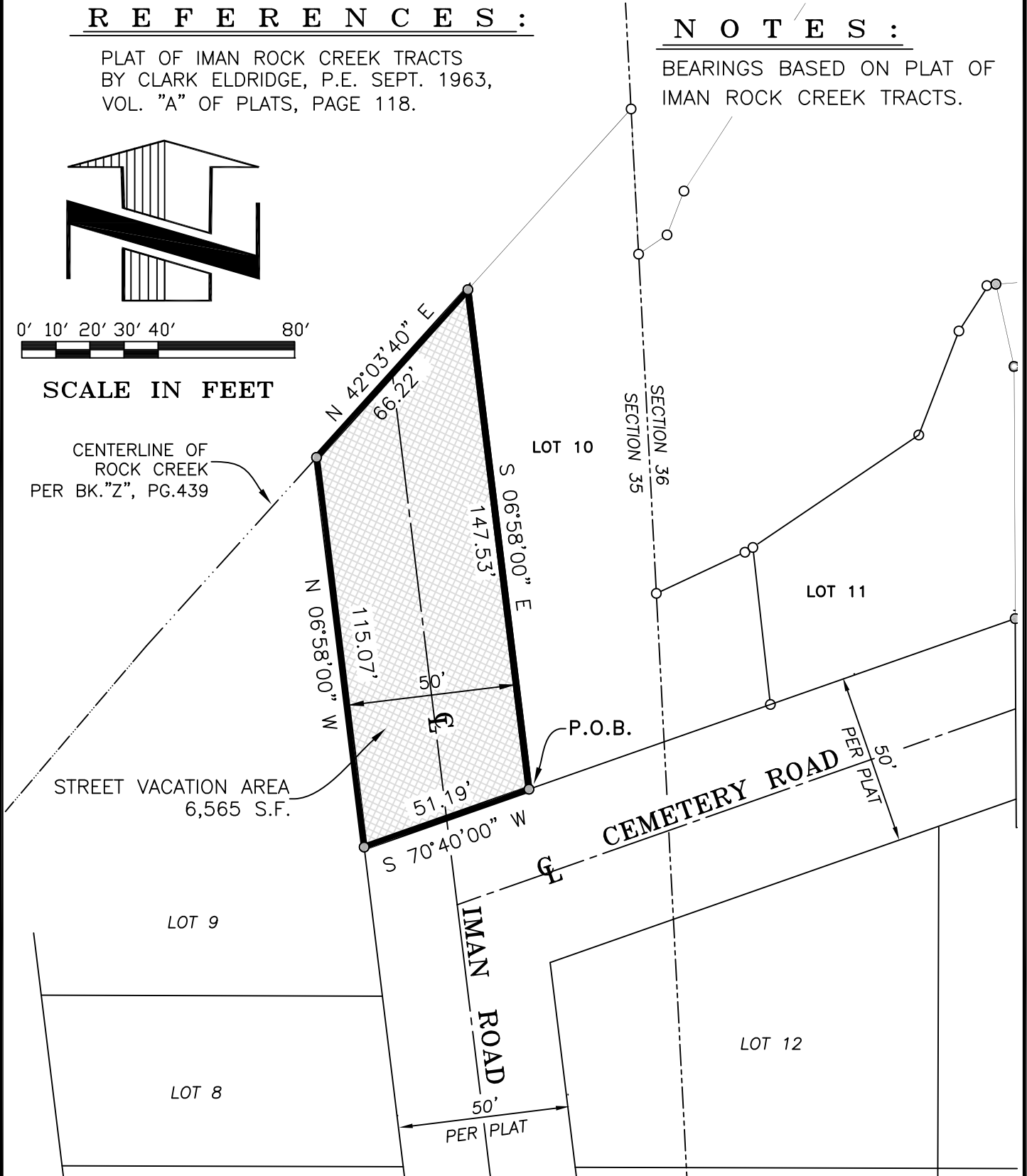


0' 10' 20' 30' 40' 80'

**SCALE IN FEET**

CENTERLINE OF  
 ROCK CREEK  
 PER BK."Z", PG.439

STREET VACATION AREA  
 6,565 S.F.



Survey T.E.C.	Calc. B.B.B.	App. B.B.B.	Dwg. No. 15901.EX.DWG	Work Order No. 15901	Drawn S.D.H.	Date 11/10/2020	Scale 1"=40'	Sheet 1 of 1
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**TENNESON ENGINEERING CORP.**  
 CONSULTING ENGINEERS  
 3775 CRATES WAY  
 THE DALLES, OREGON 97058  
 PH. 541-296-9177 FAX 541-296-6657

**EXHIBIT MAP OF STREET VACATION**  
 FOR PAT AND JERRY DOBLIE  
 IMAN ROCK CREEK TRACTS  
 IN SECTION 35, TOWNSHIP 3 N., RANGE 7 E. W.M.  
 CITY OF STEVENSON, SKAMANIA COUNTY, WASHINGTON



# 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: Iman Cemetery Rd. and No Name Rd. Vacations  
Meeting Date: March 18, 2021

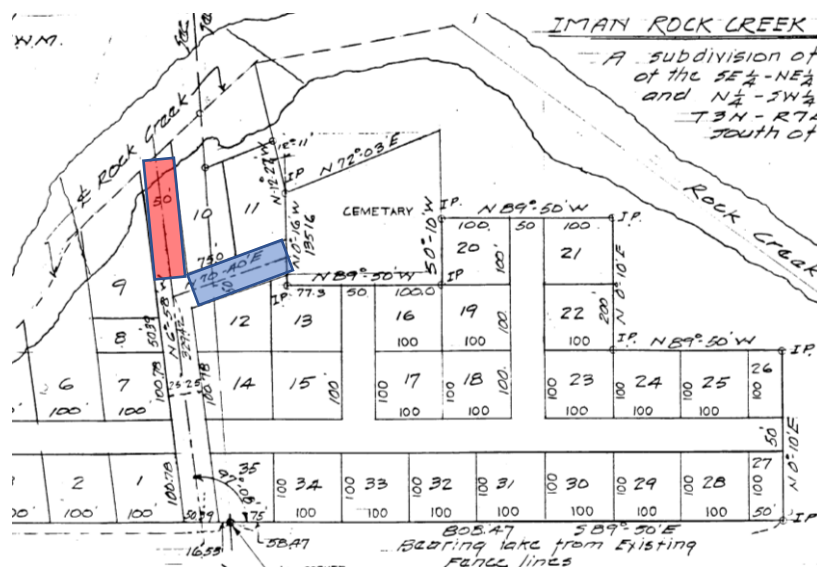
### Executive Summary:

The City received two petitions for road vacations in the area near Iman Cemetery which are used to access Rock Creek via private property. Council held a public hearing on December 10<sup>th</sup> on the vacation of No Name Rd. where council directed the creation of the Rock Creek Access Committee to find solutions ahead of the summer. An additional public hearing is scheduled at the March 18<sup>th</sup> meeting.

There is a public hearing for vacating Iman Cemetery Rd scheduled at the March 18<sup>th</sup> meeting. There are specific requirements for vacating a right of way that abuts a body of water, which council needs to decide if this meets.

### Overview:

- October 16, 2020 the city received a petition to vacate No Name Rd. (blue section)
- November 23, 2020 the city received a petition to vacate Iman Cemetery Rd. (red section)
- December 10, 2020 public hearing on the vacation of No Name Rd.
- December 10, 2020 council held off setting a date for the Iman Cemetery Rd. public hearing.
- December 10, 2020 council established the Rock Creek Access Committee
- January 22, 2020 Rock Creek Access Committee met and discussed issues.
- February 18, 2021 council discussed the Rock Creek Access issues and set a date of March 18, 2021 for a public hearing for Iman Cemetery Rd. and No Name Rd.



The documents for the prior meetings and public hearings can be found online at <https://meetings.municode.com/PublishPage/index?cid=STEVWA&ppid=0c407be1-1c62-45e8-b64f-81816aee037c&p=-1>

During the public hearing for No Name Rd. the Skamania County Cemetery District requested the right of way not be vacated and be maintained to increase the allowable parking for funeral services, equipment, and other cemetery users. They are open to an agreement between the city and the district to maintain the right of way including signage, gravel, and landscaping (weed eating, mowing, etc.).

The Iman Cemetery Rd. vacation request is different from the No Name Rd. request as it abuts a body of water and has to follow RCW 35.79.035-Limitations on vacations of streets abutting bodies of water – Procedure. The full language of the code is attached to this memo.

The Iman Cemetery Rd. right of way currently aligns with the city’s Comprehensive Plan in several ways as outlined below.

**Goal 4-Downtown and Waterfront**

- Objective 4A.3 – Manage lands abutting the Columbia River and Rock Creek for the benefit of the community.
  - Tactic 4A.3-2 Review development proposals located on or near banks and floodway of the River and creeks to maintain the recreation and open space potential while promoting healthy and visually attractive environments.

**Goal 9 – Parks and Recreation**

- Objective 9.2 – Preserve open space and recreational resources.
- Objective 9.7 – Develop a balanced system of recreation facilities, lands and programs that meets the recreation needs of residents and visitors alike.
  - Tactic 9.7.1 Develop small parcels of land resulting from urbanization as mini-parks or landscaped areas.

The Planning Commission will discuss this at their March 15<sup>th</sup> meeting and may provide additional comment.

The Rock Creek Access Committee suggests these right of way vacations be treated separately from the Rock Creek access issues.

**Action Needed:**

Decide whether to move forward with vacating No Name Rd.

If No Name Rd. is vacated:

- Decide how lot 11 is accessed as outlined in the Dec. 10<sup>th</sup> staff memo from Ben Shumaker.
  - Require a lot line elimination between lots 10 and 11.
  - Record an easement across lot 10 for the benefit of lot 11.
  - Record a covenant requiring an easement prior to sale of lot 11.
- Decide how the property is divided.
  - Split the area between two property owners, Patricia Doblje and Susan and Larry Krug.

- Split the area equally between all three property owners abutting the street (Patricia Doblle, Susan and Larry Krug, and the Cemetery District)
- Decide how to address emergency access turn around.
  - Move forward with retaining area as outlined in attached map for fire apparatus turn around.
  - Move forward with other option.

If No Name Rd. is not vacated:

- Decide whether to re-establish the city Right of Way.
  - If yes, how far do we go re-establish the ROW.
    - Only trim brush encroaching the right of way.
    - Remove fence encroaching the right of way.
    - Remove retaining wall/all structures encroaching the right of way.
- Decide whether signs need to be installed restricting parking to cemetery use only.
  - If yes, an ordinance will be presented at the next meeting.
  - If no, are there other parking changes to make.

Decide whether to move forward with vacating Iman Cemetery Rd.

If moving forward with Iman Cemetery Rd. vacation:

- Decide whether to contract out for the study as required by RCW 35.79.035(2)(b)

If not moving forward with Iman Cemetery Rd. vacation:

- Decide whether or not to make any changes to the infrastructure within the right or way such as increased signage, fencing, benches, etc.

## RCW 35.79.035

### Limitations on vacations of streets abutting bodies of water—Procedure.

(1) A city or town shall not vacate a street or alley if any portion of the street or alley abuts a body of fresh or salt water unless:

(a) The vacation is sought to enable the city or town to acquire the property for port purposes, beach or water access purposes, boat moorage or launching sites, park, public view, recreation, or educational purposes, or other public uses;

(b) The city or town, by resolution of its legislative authority, declares that the street or alley is not presently being used as a street or alley and that the street or alley is not suitable for any of the following purposes: Port, beach or water access, boat moorage, launching sites, park, public view, recreation, or education; or

(c) The vacation is sought to enable a city or town to implement a plan, adopted by resolution or ordinance, that provides comparable or improved public access to the same shoreline area to which the streets or alleys sought to be vacated abut, had the properties included in the plan not been vacated.

(2) Before adopting a resolution vacating a street or alley under subsection (1)(b) of this section, the city or town shall:

(a) Compile an inventory of all rights-of-way within the city or town that abut the same body of water that is abutted by the street or alley sought to be vacated;

(b) Conduct a study to determine if the street or alley to be vacated is suitable for use by the city or town for any of the following purposes: Port, boat moorage, launching sites, beach or water access, park, public view, recreation, or education;

(c) Hold a public hearing on the proposed vacation in the manner required by this chapter, where in addition to the normal requirements for publishing notice, notice of the public hearing is posted conspicuously on the street or alley sought to be vacated, which posted notice indicates that the area is public access, it is proposed to be vacated, and that anyone objecting to the proposed vacation should attend the public hearing or send a letter to a particular official indicating his or her objection; and

(d) Make a finding that the street or alley sought to be vacated is not suitable for any of the purposes listed under (b) of this subsection, and that the vacation is in the public interest.

(3) No vacation shall be effective until the fair market value has been paid for the street or alley that is vacated. Moneys received from the vacation may be used by the city or town only for acquiring additional beach or water access, acquiring additional public view sites to a body of water, or acquiring additional moorage or launching sites.

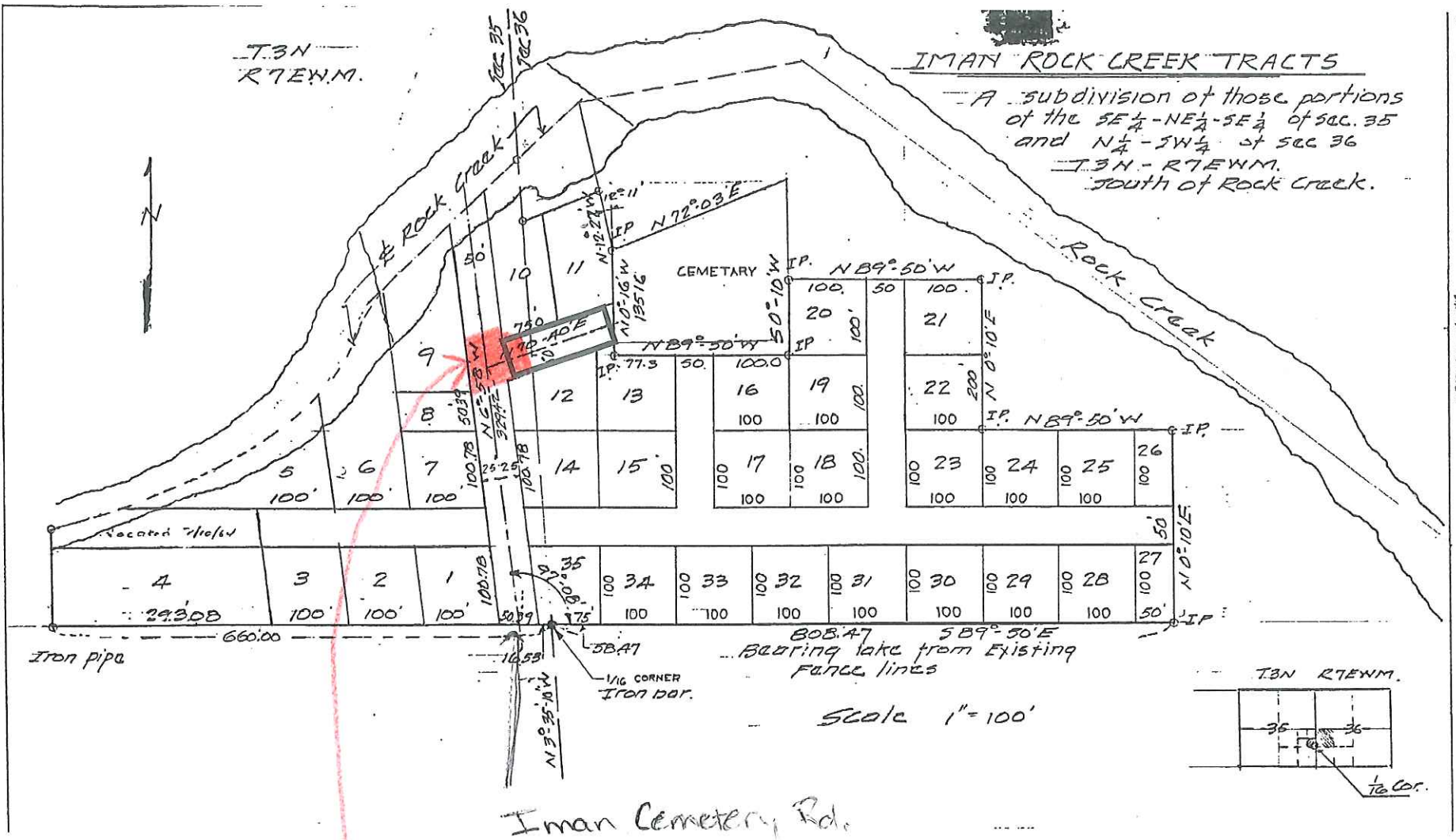
[ 1987 c 228 § 2.]

NO PARTIAL TRACTS

T.3N  
R.7E.W.M.

### IMAN ROCK CREEK TRACTS

A subdivision of those portions  
of the SE 1/4 - NE 1/4 - SE 1/4 of sec. 35  
and NE 1/4 - SW 1/4 of sec. 36  
T.3N - R.7E.W.M.  
south of Rock Creek.



**FIRE APP. NEEDED  
TURN AROUND**

Cover Letter for City of Stevenson Council meeting 18 March 2021

RE: Vacation of north end of Iman Cemetery Road

Vacation of No Name Road

Attached: Items submitted for public record

Letter for Council

Copy of Letter to Cemetery District signed by neighbors in support of vacation of both roads as they experience the same trespassing problems on Still Cove Lane and First Falls View Road

Copy of surveyor's report to Dolbies dated June 2004

Copy of Sheriff's report

Items to be returned to Krugs after viewing:

2 Camera Cards for viewing of traffic on Iman Cemetery Road and Holly Street (to be returned to Krugs)

City Council Members

RE: Vacation of the end of Iman Cemetery Road and No Name Road

We are asking the council to grant a vacation of these two roads in order to help the property owners, Patricia Doblíe and Larry and Susan Krug, the right to protect their properties from intruders and trespassers who continue to look for a way to access Rock Creek and the falls. It has been a constant contention to have trespassers break down fences, leave trash and garbage, trample across lawns and decks, use the bushes as a toilet, and cut locks just so they can access the falls. These intruders have only increased over the years because of the falls and surrounding areas being posted on the internet. We are hoping that the vacation of these two roads, plus additional signage and enforcement would give the owners more control over the vehicle and foot traffic that we deal with on a daily basis.

The vacation of the end of Iman Cemetery Road would relieve the city from the liability of an attractive nuisance where visitors attempt to access the river via a cliff that is dangerous and untraversable. Over the years the river has encroached more and more to the south eroding the property and increasing the danger. (Refer to 2004 survey attached) Should the vacation of this road be granted a fence could then be installed protecting the property and the public.

Furthermore, the vacation of No Name Road would not in any way change the easement of the road for cemetery use for maintenance and funerals. We use this road daily but the cemetery district does not since their address is on Holly Street. We have witnessed their usage on Holly Street via the locked gate for the past 11 years, which seems to work well for the access they need to maintain the cemetery. Any visitors to the grave sites have easy access through the walk-through gate on Holly Street. Again, their ability to access the cemetery from No Name Road WOULD NOT CHANGE.

Regarding the need for a turn-around for the fire department at the end of Iman Cemetery Road we find no ordinance or evidence of one in place for other streets within the city and find this point moot.

In conclusion, the north end of Iman Cemetery Road does not provide safe access to Rock Creek due to past and continual erosion of the creek causing a steep cliff and dangerous precipitous. For the city to consider a park in this area would be an expensive and dangerous undertaking for public safety. In addition, there is NO adequate parking in this area. If vacation is granted however, the property would be added to the tax rolls and the city treasury would benefit for years to come.

Finally, the issue with No Name Road should not be about providing, at tax payers expense, parking for the cemetery district since they have adequate parking on both Holly Street and First Falls View Road. The issue is about providing the tax paying property owners, on both sides of the road, the ability to protect their property from trespassers and intruders. Nor should the cemetery district have more influence with the council than the other stake holders in their decision to vacate No Name Road.

We believe it is the city's responsibility and obligation to assist all citizens of our city with protecting their property and civil rights.

Patricia Doblíe

Larry and Susan Krug



Cemetery District

Cemetery Board of Directors

We wish to address the vacation of "No Name Road" by the city of Stevenson which is access for Iman Cemetery on the west side.

The property owner to the north, Patricia Doblje and to the south Larry and Susan Krug, have not suggested nor implied that vacating No Name Road would in any way change the easement of the road for cemetery use for maintenance and funerals. Therefore, the continued usage by the cemetery would not change.

The request for vacating No Name Road is to provide the property owners the right to protect their privacy and property from the intruders and trespassers who continue to look for a way to view Rock Creek and the falls. It has been a constant contention to have trespassers break down fences, leave trash and garbage, trample across lawns and decks, use the bushes as a toilet, and cut locks just so they can view the falls. We are hoping that the vacation of this road would provide the property owners with more control over the vehicle and foot traffic we have to deal with on a daily basis. It was only this past Saturday that we were able to dissuade 3 adults and their dog from climbing the cemetery fence on the northwest corner to view the falls. Therefore, this vacation would also help protect the cemetery property from intruders, not visitors to grave sites, but trespassers from dishonoring the final resting place of family and friends.

Whereas, the cemetery district primarily needs access, the property owners need privacy and protection from these intruders. Therefore, we are asking the cemetery board to approve the vacation of No Name Road so that all parties will benefit and continue to enjoy an amiable relationship.

Thank you for your consideration in this matter.

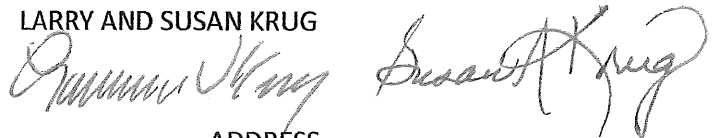
PATRICIA DOBLJE



NAME

313 Iman Cem'g Rd  
Stevenson WA  
98648

LARRY AND SUSAN KRUG



ADDRESS

924 NW FIRST FALLS VIEW RD

Kevin and Joanne Wallace  
890 NW First Falls View Rd  
Stevenson WA 98648

DAVID + MARIE PIRADISS  
845 NW FIRST FALLS VIEW RD  
STEVENSON WA 98648

Penny A. Edlund  
1050 NW Still Cove Ln  
Stevenson WA 98648

Lisa + Jim Simmons  
1110 NW Still Cove Ln  
Stevenson, WA 98648



0" = 20.00' 1/4"   
 80'   
 SCALE IN FEET

**NOTES:**  
BEARINGS BASED ON PLAT OF  
IMAN ROCK CREEK TRACTS.

- REFERENCES:**
- 1) PLAT OF IMAN ROCK CREEK TRACTS BY CLARK ELDRIDGE, P.E. SEPT. 1963, VOL. X OF PLANS, PAGE 118
  - 2) SURVEY OF LOT 4, IMAN ROCK CREEK TRACTS BY TRANTON SURVEYING, INC. JULY 1992, BOOK 3 OF SURVEYS, PAGE 98
  - 3) SURVEY FOR GARY H. MARTIN, MEMPHIS, TENNESSEE, JULY 1982, BOOK 2 OF SURVEYS, PAGE 85

**AUDITOR'S CERTIFICATE:**

FILED FOR RECORD THE 25th DAY OF June, 2004,  
AT 3:33 P.M. Under Auditor's File No. 2004/53493.  
REQUESTED BY BENJAMIN B. BESEDA,  
REGISTERED LAND SURVEYOR #35092.

*Michelle L. Arison, Inc. Dolly, Utah*  
COUNTY AUDITOR

**NARRATIVE:**

THE PURPOSE OF THIS SURVEY WAS TO MONUMENT THE EXTERIOR BOUNDARIES OF THOSE TRACTS OF LAND DESCRIBED IN OILY CLAIM DEED RECORDED AT BOOK 256, PAGE 788, DEED RECORDS OF SKAYANNA COUNTY. THE SUBJECT PROPERTIES ARE LOTS 10 AND 11 OF THE IMAN ROCK CREEK TRACTS SUBDIVISION AND A METES AND BOUNDS PARCEL LYING NORTHWEST AND EASTERLY OF LOTS 10 AND 11, ADDING TO THESE LOTS AND INCLUDING PART OF ROCK CREEK.

IN THE FIELD, MONUMENTS WERE FOUND FROM THE PLAT OF IMAN ROCK CREEK TRACTS, AS SHOWN, A COMPUTER COORDINATE MODEL OF THE PLAT WAS CREATED. BY HOLDING THE 2" PIPE FOUND AT THE POINT OF BEGINNING OF THE PLAT FOR POSITION, ALONG WITH HOLDING THE 1/2" PIPE FOUND AT THE SOUTHWEST CORNER OF THE CEMETERY TRACT FOR BEARING, THE FIELD DATA WAS ORIENTED TO THE PLAT MODEL. THIS RESULTED IN AN ACCEPTABLE FIT TO THE OTHER FOUND MONUMENTS. FALLINGS FOUND AT THE POINT OF BEGINNING OF THE PLAT FOR THESE MONUMENTS.

LOTS 10 AND 11 WERE CONSTRUCTED PER PLAT, AS MUCH AS POSSIBLE, DUE TO LACK OF DIMENSIONAL INFORMATION ON THE RECORDED PLAT. THE METES AND BOUNDS PARCEL WAS DESCRIBED BOTH BY REFERENCE TO THE PLAT AND TO THE WEST LINE OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 36. THE METES AND BOUNDS PARCEL WAS FROM SURVEY REFERENCE #2. THE METES AND BOUNDS PARCEL WERE THEN LAD OUT HERE FROM THE TOP BANK OF ROCK CREEK, AS SHOWN ON THE SHEET. IT IS NOTED THAT ROCK CREEK HAS SHOWN APPROXIMATELY OVER TIME A SIGNIFICANT DISTANCE FROM ITS LOCATION AT THE TIME OF THE IMAN ROCK CREEK TRACTS PLAT. WITH ESTABLISHMENT OF THE BOUNDARY OF THE SUBJECT PROPERTY, MONUMENTS WERE SET ON THE PERMITS AS SHOWN. SET MONUMENTS ARE 5/8" x 30" REBAR WITH YELLOW PLASTIC CAP INSCRIBED "B BESEDA, LS 35092" ORIENTATION TO THE IMAN ROCK CREEK PLAT WAS MADE BY RANDOM TRAVERSE THROUGH THE ROCK CREEK PLAT AND TO THE MONUMENTS AS SHOWN. THIS TRAVERSE MEETS THE REQUIREMENTS OF WAC 352-150-050.

FIELD EQUIPMENT UTILIZED WAS A 1.5 SECOND TOTAL STATION INSTRUMENT WITH ELECTRONIC DISTANCE METER AND ELECTRONIC DATA COLLECTOR.

LINE	ANGLE	DISTANCE
L1	N 64.54.21" E	29.83'
L2	S 55.53.45" W	0.99'
L3	S 32.52.32" W	16.18'
L4	N 85.52.04" E	2.07'

**NOTES:**  
RELATIVE ACCURACY:  
THIS SURVEY WAS CLOSED TRAVERSE WITH A MAGNOM RELATIVE ERROR OF 1 PART IN 20,000.  
EQUIPMENT:  
LEICA T-1600, 070010, ST. THEODOLITE AND LEICA DI-2000 ELECTRONIC DISTANCE MEASURING UNIT OPERATED WITH A TOS RANGER DATA COLLECTOR.  
PROCEDURE:  
CLOSED FIELD TRAVERSE USING DOUBLED ANGLE MEASUREMENT AND AVERAGE OF DISTANCE READINGS.

NO. 27 PIPE, FIELD FOR POINT OF BEGINNING OF IMAN ROCK CREEK TRACTS (REF. P.L. #2, #3)  
NO. 5/8" REBAR, N 87.48.43" W - 366.47 (366.61' REF. #2) CONC. 1/16 COR. (REF. #2)  
NO. 1/2" PIPE, FIELD FOR BEARING, K411328-E-0.09' (REF. #1), 5353402-W-0.10' (REF. #1), 5.872924"E-0.03' (REF. #1), 5.872924"E-0.03' (REF. #1), 1.527000"E-0.07' (REF. #1), 3.875438"W-0.07' (REF. #1), 250.00'

**SURVEYOR'S CERTIFICATE:**

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION AND CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEYING ACT AT THE REQUEST OF PAT AND JERRY DOBLE, IN JUNE, 2004.

BENJAMIN B. BESEDA,  
REGISTERED LAND SURVEYOR, #35092.



**TECHNICAL ENGINEERING CORP.**  
CONSULTING ENGINEERS  
409 LYNGDALE STREET  
DALLAS, TEXAS 75208  
561-296-9177 FAX 561-296-6657

Drawn	Checked & Appr.	Date	Scale
SDH	545	6/24/2004	1"=100'
11183		11183	1 of 1



# Skamania County Sheriff's Office

## Deputy Report for Incident 18-05495

**Nature:** Burg. Res FE  
**Location:** 20

**Address:** 313 Iman Cemetery Rd  
Stevenson WA 98648

**Offense Codes:** BRFE

**Received By:** Childs, Ben

**How Received:** R

**Agency:** SCSO

**Responding Officers:** Evans, J

**Responsible Officer:** Evans, J

**Disposition:** ACT 08/02/18

**When Reported:** 09:44:20 08/02/18

**Occurred Between:** 09:43:41 08/02/18 and 09:43:41 08/02/18

**Assigned To:**

**Detail:**

**Date Assigned:** \*\*/\*\*/\*\*

**Status:**

**Status Date:** \*\*/\*\*/\*\*

**Due Date:** \*\*/\*\*/\*\*

**Complainant:** 256512

**Last:** Evans

**First:** Josh

**Mid:**

**DOB:** \*\*/\*\*/\*\*

**Dr Lic:**

**Address:**

**Race:**

**Sex:**

**Phone:** () -

**City:** ,

### Offense Codes

**Reported:** BRFE Burglary, Resid, Forcible Ent

**Observed:** BRFE Burglary, Resid, Forcible Ent

**Additional Offense:** BRFE Burglary, Resid, Forcible Ent

### Circumstances

**Responding Officers:**

Evans, J

**Unit :**

12

**Responsible Officer:** Evans, J

**Agency:** SCSO

**Received By:** Childs, Ben

**Last Radio Log:** \*\*:\*\*:\*\* \*\*/\*\*/\*\*

**How Received:** R Radio

**Clearance:** RPT Report to be filed

**When Reported:** 09:44:20 08/02/18

**Disposition:** ACT **Date:** 08/02/18

**Judicial Status:**

**Occurred between:** 09:43:41 08/02/18

**Misc Entry:**

**and:** 09:43:41 08/02/18

**Modus Operandi:**

**Description :**

**Method :**

### Involvements

**Date**

**Type**

**Description**

08/03/18

Name

Doblie, Patricia

involved

09/24/18

---

08/03/18	Name	Doblie, Gerald C	victim
08/02/18	Name	Fitch, Kyle Curtis	Suspect
08/02/18	Name	Evans, Josh	Complainant

---

Responsible LEO:

---

Approved by:

---

Date

**Supplement**

DECLARATION OF PROBABLE CAUSE

IN THE DISTRICT COURT OF THE COUNTY OF SKAMANIA, STATE OF WASHINGTON  
PLAINTIFF, STATE OF WASHINGTON

VS

Defendant(s), DOB(S):  
Kyle C Fitch 01/27/84

Skamania County Sheriff's Office Case Number :

I, Joshua Evans, being duly employed by Skamania County Sheriff's Office as a Patrol Deputy, hereby state the following as probable cause for the arrest of the above defendant(s) for the suspected offense of:

RCW:  
9A.56.170 Possess Stolen Property III

Narrative:

On the morning of 8/2/18 I contacted Kyle Fitch riding a tan Trek bicycle at the Main Street Convenience Store. Kyle admitted that the bike did not belong to him. Kyle stated he found the bicycle at Rock Creek Park and had been riding it around town for the last three days. Kyle allowed us to run the serial number located on the frame of the bicycle. It did not come back stolen. Kyle was allowed to leave at that time.

A short time later I was dispatched to an abandoned vehicle call located on Iman Cemetery Road. Upon arriving on scene I observed WA BIN2656 parked in front of a residence. The vehicle returned to Kyle Fitch, and appeared disabled.

In checking the residence the vehicle was parked in front of, we found a door which had been forced and a garage that had been entered. Deputy Helton made phone contacted with the homeowner and ascertained the Trek bike belonged to the homeowners. Further, several items had been removed from the garage and left on the ground. it appears the suspect(s) had locked themselves out of their vehicle.

I further contacted Bike Gallery out of Portland,OR and spoke with an employee who verified the bicycle was sold to the homeowners. This was verified through the serial number located on the bicycle.

Kyle Fitch removed and illegally possessed the bicycle after being locked out of his vehicle.

END OF PROBABLE CAUSE STATEMENT

I certify (or declare) under penalty of perjury under the laws of the State of Washington that all statements made herein are true and accurate and that I am entering my authorized user ID and password to authenticate it.

\_\_\_\_ Deputy J. Evans #12  
Arresting Deputy's Signature & Badge #

\_\_\_\_\_  
Judge/Commissioner Signature

\_\_\_\_ Stevenson Skamania Washington 8/2/18

---

Place/Date

Hearing Date/time

---

Place Signed/Date Signed

---

**Name Involvements:****Suspect :** 163232

<b>Last:</b> Fitch	<b>First:</b> Kyle	<b>Mid:</b> Curtis
<b>DOB:</b> 01/27/84	<b>Dr Lic:</b> FITCHKC166B7	<b>Address:</b> 6503 NE 9TH AVE
<b>Race:</b> W	<b>Sex:</b> M	<b>Phone:</b> (509)774-8303
		<b>City:</b> Vancouver, WA 98662

**victim :** 200783

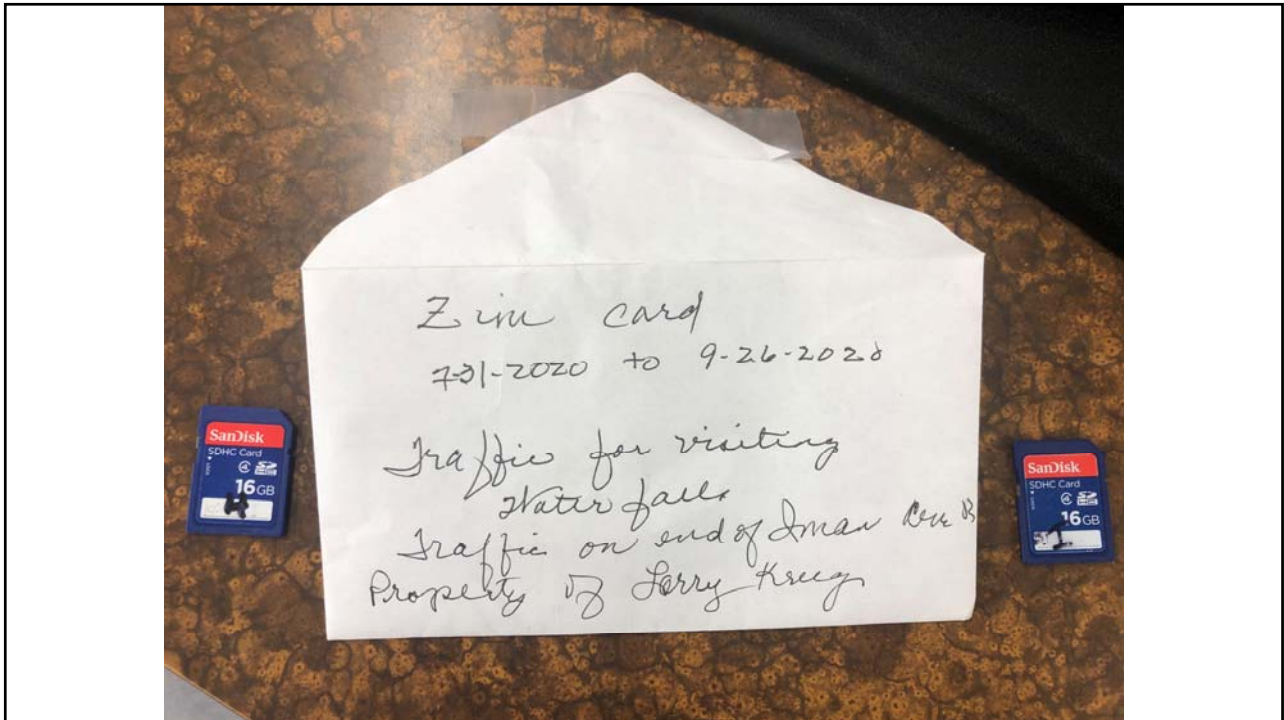
<b>Last:</b> Doblle	<b>First:</b> Gerald	<b>Mid:</b> C
<b>DOB:</b> 09/21/34	<b>Dr Lic:</b> 614050	<b>Address:</b> 10312 SW Lancaster Rd
<b>Race:</b> W	<b>Sex:</b> M	<b>Phone:</b> (503)246-5323
		<b>City:</b> Portland, OR 97219

**involved :** 195943

<b>Last:</b> Doblle	<b>First:</b> Patricia	<b>Mid:</b>
<b>DOB:</b> **/**/**	<b>Dr Lic:</b>	<b>Address:</b> 10312 SW Lancaster
<b>Race:</b>	<b>Sex:</b>	<b>Phone:</b> (503)246-5323
		<b>City:</b> Portland, OR 97219

**Complainant :** 256512

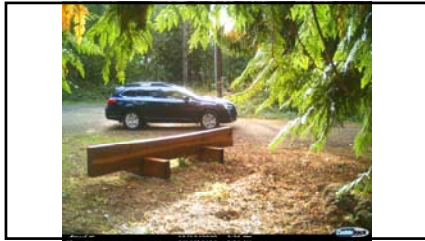
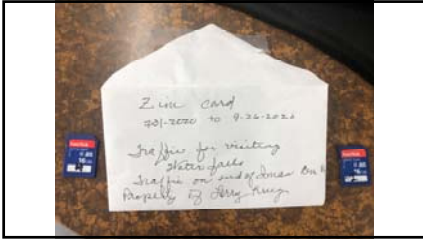
<b>Last:</b> Evans	<b>First:</b> Josh	<b>Mid:</b>
<b>DOB:</b> **/**/**	<b>Dr Lic:</b>	<b>Address:</b>
<b>Race:</b>	<b>Sex:</b>	<b>Phone:</b> ( ) -
		<b>City:</b> ,

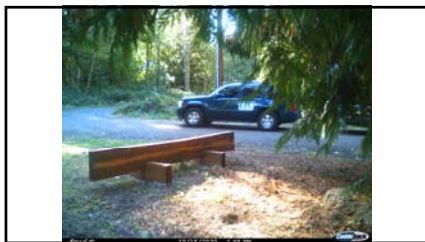
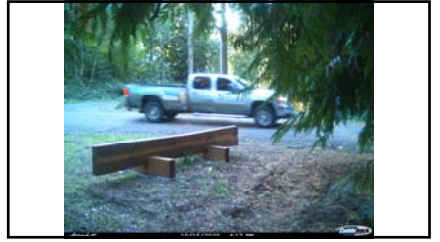


Zim card  
7-31-2020 to 9-26-2020

Traffic for visiting  
water falls  
Traffic on end of Inman Ave W  
Property of Larry Krueger

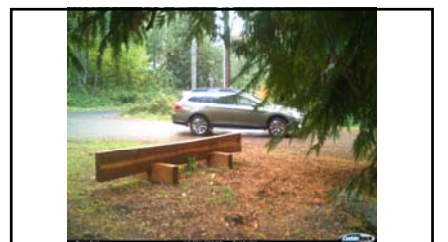
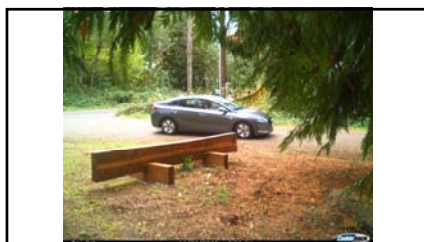
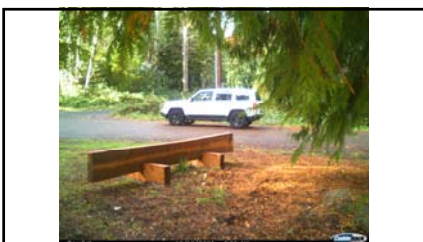
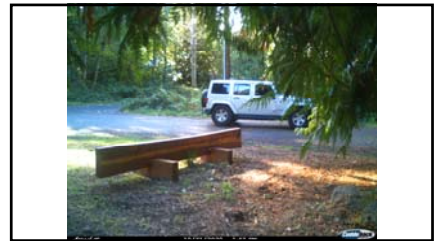


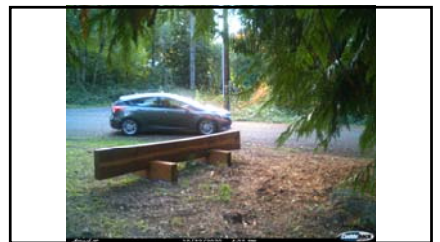
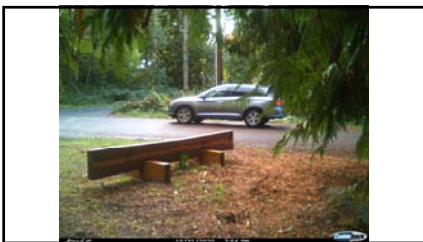
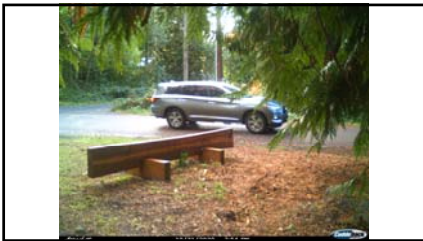


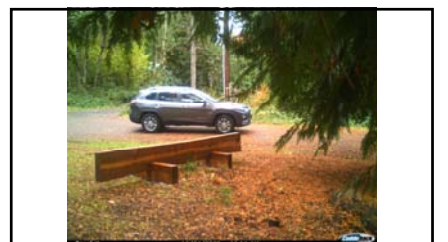
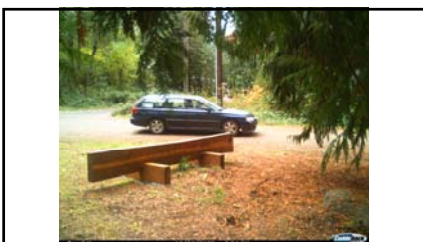
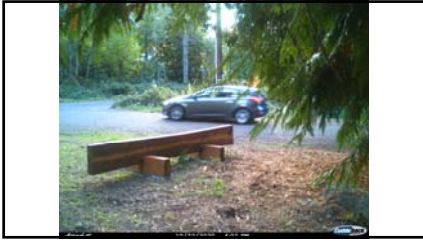




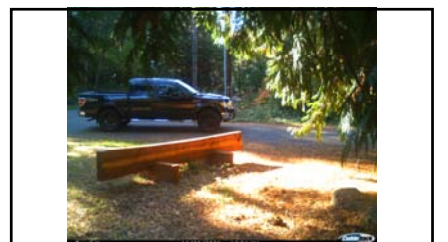
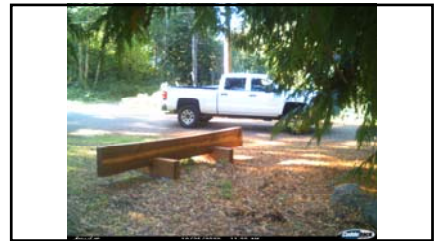
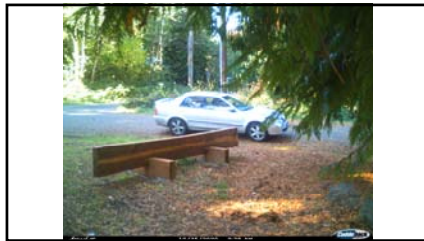
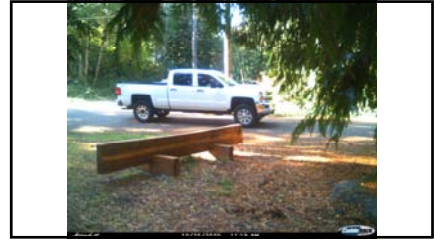


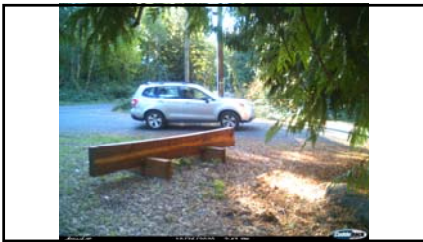
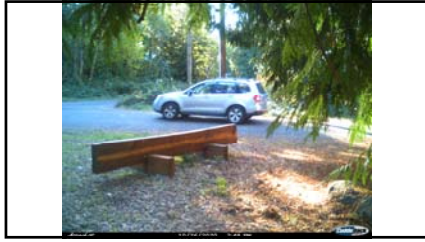




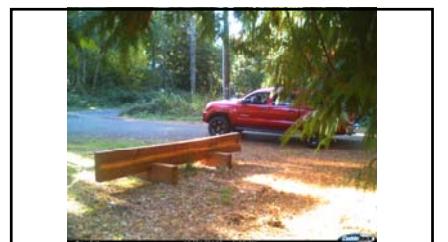
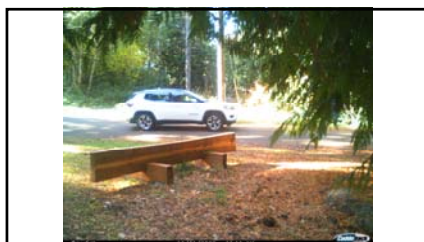
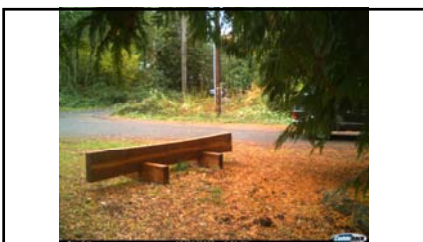
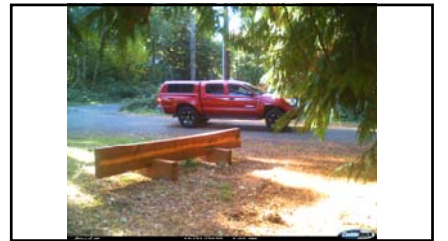


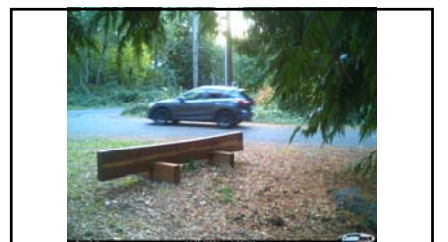
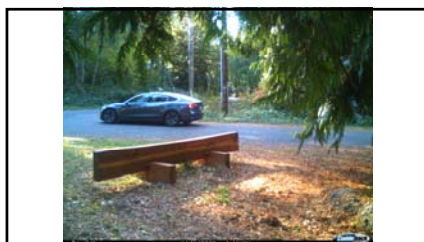
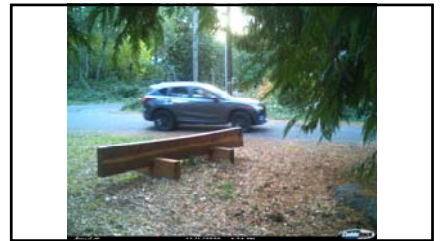
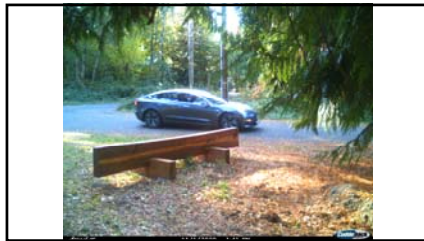


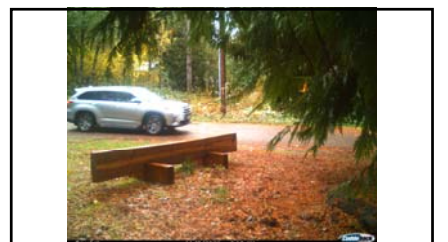
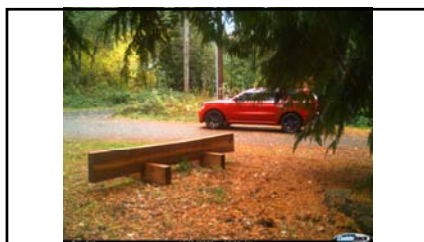
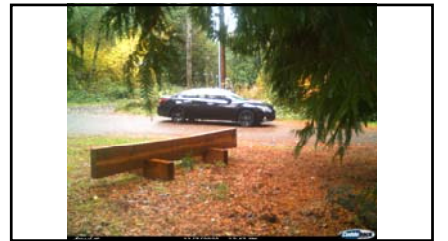
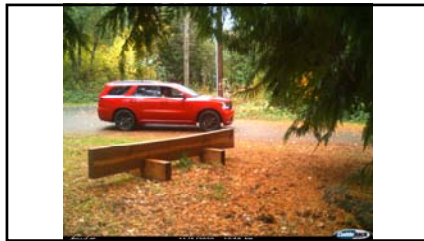




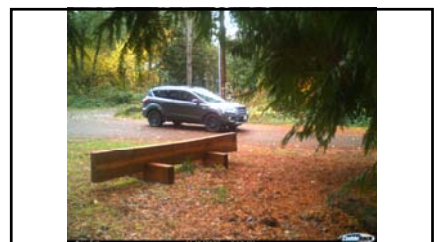
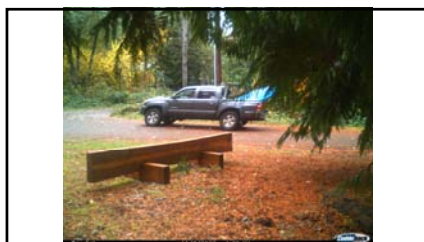




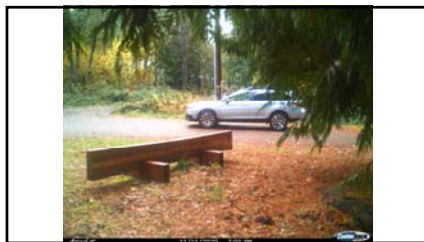
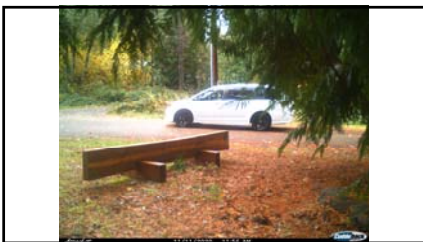
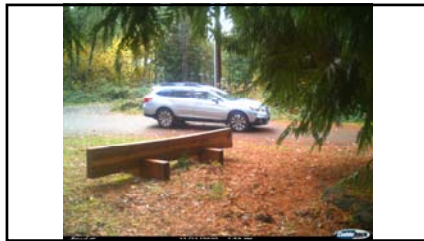
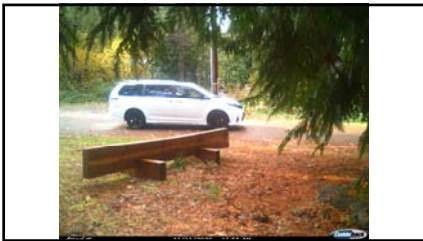




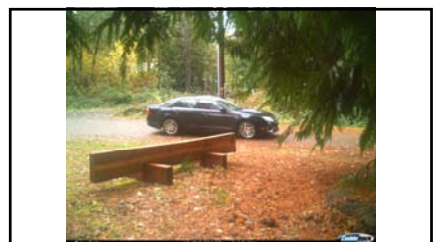
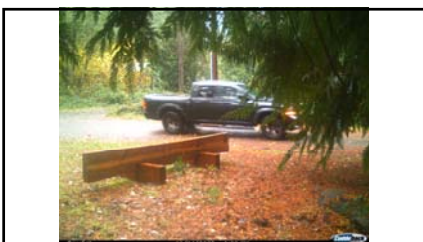
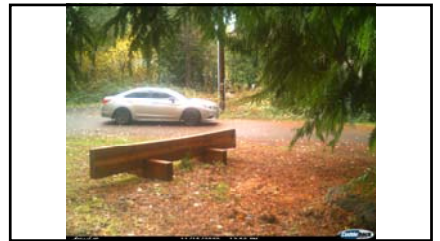


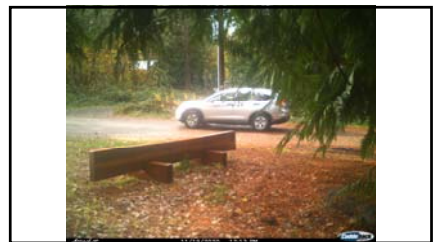
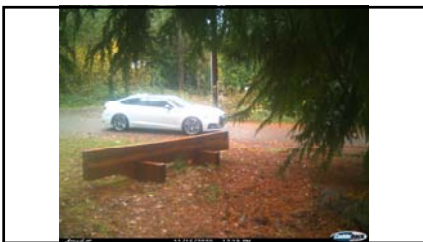




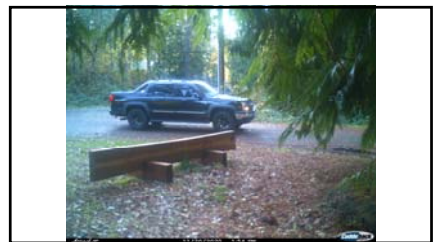
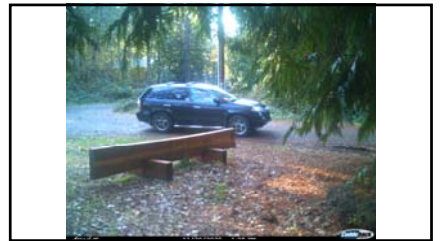


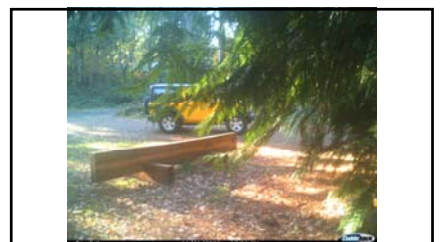


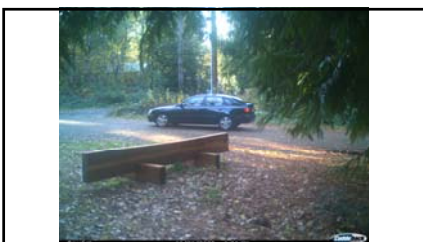
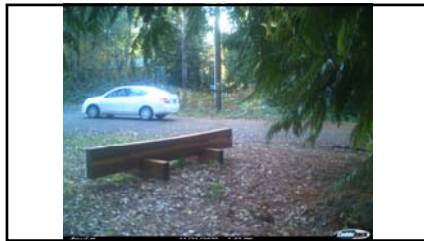
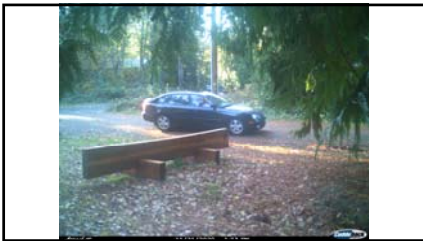




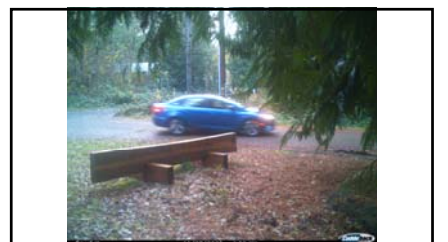
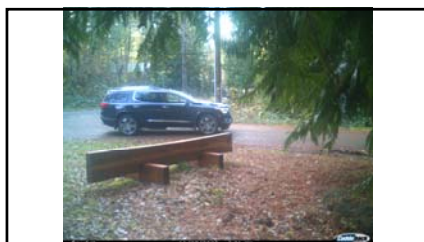
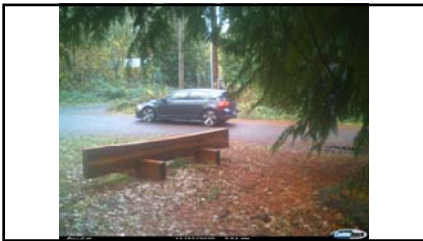


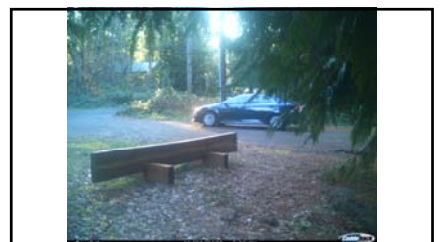
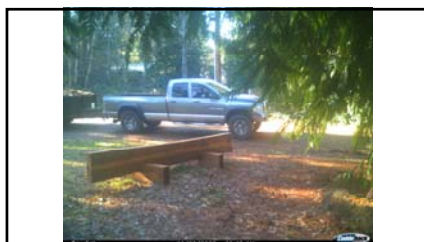
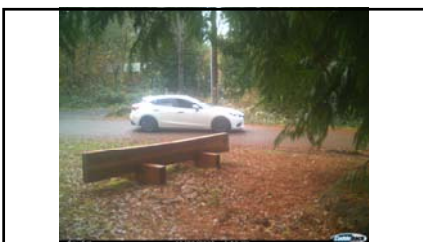


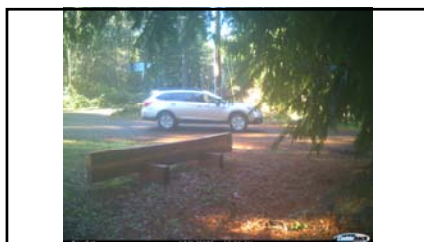
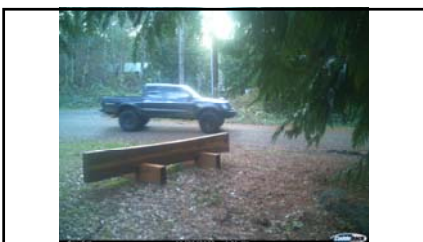


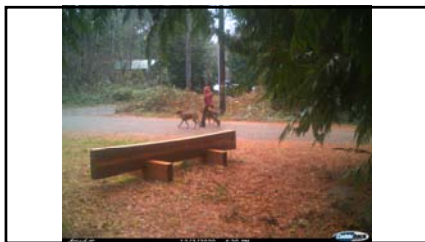




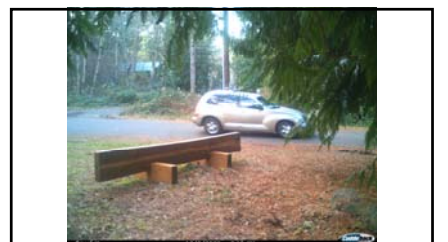
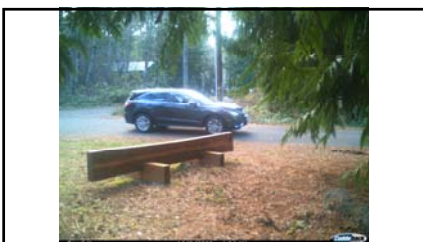














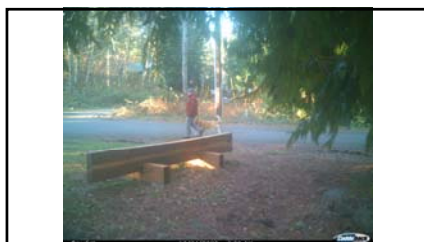


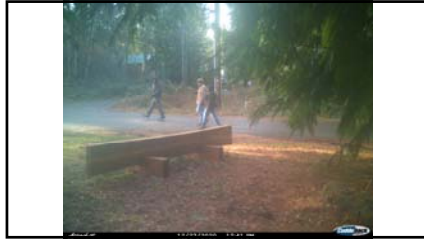


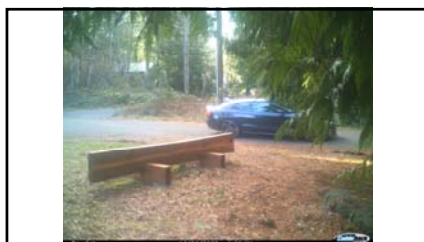
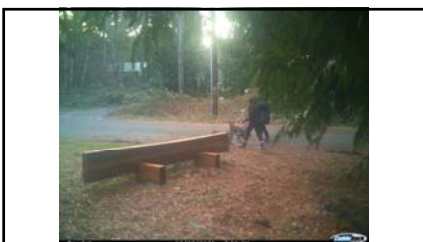
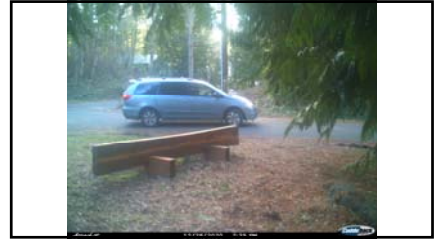


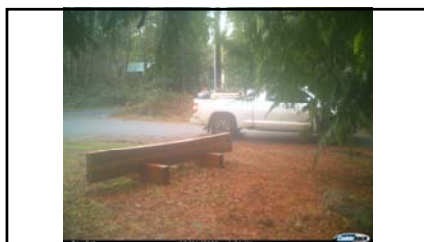








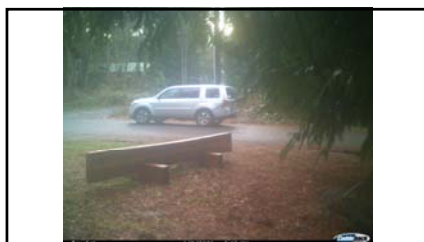
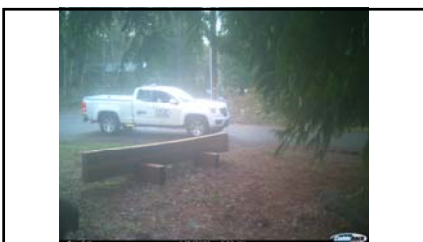


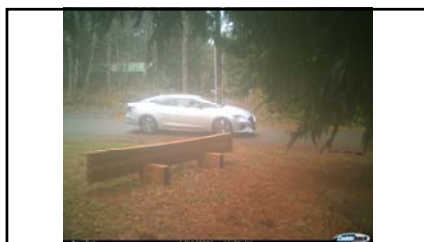


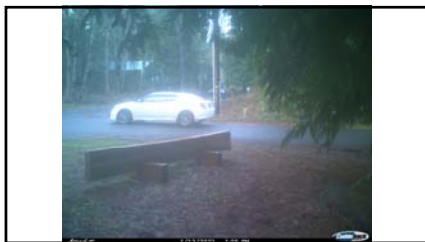


























































































































# City of Stevenson

## Planning Department

(509)427-5970

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

**TO:** City Council  
**FROM:** Ben Shumaker  
**DATE:** March 18<sup>th</sup>, 2020  
**SUBJECT:** Iman Cemetery Road Vacation

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This memo provides a short analysis from the Planning Department of the proposed No Name Road Vacation. Planning staff analysis is limited to the plat's background and identification of potential evaluation factor's related to the vacation. The memo also conveys the Planning Commission's analysis/recommendation on the request.

### **Background**

The following timeline is relevant to the plat wherein the proposed vacation is located.

- **1963** – The "Iman Rock Creek Tracts" is approved by the Skamania County Board of Commissioners. A 50' wide right-of-way extends to the center of the creek, separating lots 9 and 10.
- **2020** – The owners of lots 9 & 10 petition the City of Stevenson for vacation of the 50' wide right-of-way.

### **Planning Commission Recommendation**

The Planning Commission reviewed this proposal in conjunction with the petition to vacate the unnamed road providing access to Iman Cemetery at their March 15<sup>th</sup>, 2021 Special Meeting. As a result to that meeting, the Commission characterized the situation as an attractive nuisance while making the following recommendation:

"The Planning Commission does not support the vacation of these rights-of-way at this time."

In making this recommendation, the Planning Commission discussed and avoided a recommendation of denial and recommended the following to address issues related to the requested vacation:

- The City must acknowledge its responsibility bears responsibility for addressing this issue.
- The City should—in the very short-term—take actions to reduce neighborhood burdens (e.g., trash, trespass, traffic, etc.) in the right-of-way.
- The City should—in the intermediate-term—develop and adopt the alternate access plan necessary under RCW 35.79.035. In the course of developing this plan, the property owners adjacent to these vacation requests should be brought together to find workable solutions.

### **Evaluation Factors**

The following factors may assist the City Council's discussion:

- **Developed Nature of Street** – See public works memo.
- **Connection to Lots** –Both lots 9 & 10 currently have access to the remainder of Iman Cemetery Road and/or the unnamed road east of the vacation is subject to a separate petition for vacation. The decision on that petition will impact the potential connection of each lot to a public right-of-way. The decision on that vacation will also involve decisions on Lot 11. As a contingency of the vacation the Council could

consider 1) requiring a lot line elimination, 2) recording an easement across Lot 10 for the benefit of Lot 11, or 3) recording a covenant requiring an easement prior to sale of Lot 11.

- **Circulation System** – The existing right-of-way provides options for improved circulation. Improved circulation would require a bridge.
- **Utilities System** – The existing right-of-way provides options to extend utilities to unserved areas. Extension of utilities would require a bridge or underwater boring.
- **Recreational Resource** – The right-of-way does not provide direct viewing opportunities for the waterfalls on Rock Creek. These waterfalls are identified in the 2013 Stevenson Comprehensive Plan as a Category IV Potential Sacred Place in the City's recreation system, however no specific improvements are identified to realize this potential. The use of the right-of-way for this purpose has not been evaluated.
- **Ownership of Vacated Territory** – The territory of the vacated streets typically is divided between adjacent owners. This proposal is fairly typical, no special considerations are necessary.

Attachments:

- 1- 2013 Stevenson Comprehensive Plan Appendix D-Parks & Recreation Report (15 pages)





## APPENDIX D–PARKS & RECREATION REPORT

Recreation: “Refreshment of body or mind, as after work, by some form of play, amusement, relaxation, or agreeable exercise.”

### Introduction

Stevenson is the county seat of a county historically dependent on natural resource extraction activities like logging and mining. It is one of thirteen Urban Areas within a National Scenic Area celebrating the natural resource amenity activities of hiking, biking, and pleasure driving. Equal parts urban and rural, recreation in Stevenson offers an intriguing menu of activities and ideas. It is the site of the county’s premier public library and museum, the only high school, and two of the county’s seven lower level schools. Popular festivals and fairs fill the long summer days. Hunting, skiing and trips to more urban destinations in Hood River, Portland and Vancouver help fill out the winter schedules.

As residents and visitors to the city undoubtedly know, these rural and urban courses have not always paired well together, but the internal conflicts only serve to further transmit and reinforce Stevenson’s unique recreational culture. Ultimately, when viewed as a whole, this broad recreational menu contains many of the key components that make Stevenson, Stevenson.

This appendix, which is in part intended to satisfy the planning requirements of the Washington State Recreation and Conservation Funding Board, describes many of the forms of play, amusement, relaxation, and agreeable exercise that contribute to Stevenson’s quality of life. It does not go into detail on many of the socially-based recreational activities that tend to vary over time depending on the success and energy of the proprietor or promoter. This lack of detail, however, should not diminish the importance of these institutions and activities: the commercial gathering places like coffee shops, restaurants, pubs, and retail stores; the many churches and faith-based institutions; the public places along our streets, at the post office, and at the garbage transfer station; the music festivals, agricultural fairs, parades and other community events.

The remainder of this appendix separately inventories the demand and ideas for the institutions and parks that contribute to the recreational options in Stevenson: schools, libraries, museums, performance and public art, parks, and the “sacred places” that mean a great deal to the community.

### Institutional Inventory

#### Columbia Gorge Interpretive Center

The Skamania County Historical Society is inspired by the spirit of “Tsagaglala” or “She Who Watches” to be good stewards of the history of Skamania County and the Gorge. To fulfill this charge, the Historical Society owns and operates the Columbia Gorge Interpretive Center at its Rock Cove location. The Interpretive Center’s 11,000 interior square feet is filled by permanent and rotating exhibits that blend together various ingredients of the area’s history to better allow visitors to contemplate the area’s future. These indoor exhibits include information on the Cascade Chinook, Lewis and Clark, early military and pioneer settlement, the technological utilization of the Columbia

River, and a large collection of rosaries. The space often also feature a gallery devoted to outstanding local artists. Outdoors, the Interpretive Center “watches” over logging equipment, railroad cars, and the majority of Rock Cove. Through its indoor and outdoor attractions, this popular recreational asset spreads the message that “the Columbia Gorge lives, evolves and continues”.



With its beautiful new facility in place, the Interpretive Center’s primary concerns are to improve public access and visibility and to maintain and increase its membership and visitor numbers so that it may continue to assemble, collect, preserve, and exhibit the artifacts and stories of Skamania County and the Columbia Gorge to share it with future generations.

### Interpretive Signage

The City and its partners have actively worked to install at least 13 interpretive signs at key locations around the city. From the area’s geologic beginnings to the drastic river changes wrought by the Missoula Floods and Bonneville Dam to the wildlife now common to the area; from prehistoric trade patterns to Lewis & Clark to steamboat-based commerce to the recent recreational boom; these signs provide readers with a depth of knowledge about Stevenson that is otherwise hard to observe.

The City has developed a set of design standards to ensure all these signs share a similar look. Potential topics for future interpretive signs include transportation-related interpretation of the highway and railroad, ecologically-related interpretations of streams and wetlands, and historically-related interpretations of the old barbershop, the Courthouse, Kanaka Creek, and Whiskey Row.

### Public Art

Though not as robust as the interpretive signage program, the City and its partners have worked to ensure that art is a visible component of public space. Petroglyphs and petrified wood adorn the County’s downtown facilities. Modern sculptures grace Rock Cove’s shoreline. Kinetic art pieces make the invisible visible as they dance in the area’s abundant winds.



The City continues to seek opportunities to provide new public art in other areas of town, but the types and locations have not yet been determined.

### Skamania Performing Arts Foundation

The Skamania Performing Arts Foundation (SPAF) has provided a welcome spice to Stevenson’s recreational mix since 2001. The Foundation hosts all genres of visiting musical artists, plays starring local casts, seasonal feasts, and other special events at various locations in Skamania County, including Stevenson High School and the Columbia Gorge Interpretive Center. Primarily a labor of love, most of SPAF’s



operations are performed on a volunteer basis with limited paid staff. The near-future goal for SPAF is to establish a bricks-and-mortar center for their administrative and performance activities.

### **Stevenson-Carson School District Number 303**

The Stevenson-Carson School District (SCSD) provides one of Stevenson's most important recreational ingredients. The school district currently operates four schools, each of which focuses on different age groups. Students begin their schooling at Stevenson Elementary School where they attend kindergarten, first, and second grade. Students then transfer to Carson Elementary School for grades three through six, then return to Stevenson where Wind River Middle School and Stevenson High School share a campus. Additionally, the SCSD's administrative office and bus garage are centrally located in Stevenson.

The beautiful Stevenson Elementary School underwent a substantial remodel in 2001 and the new facility houses classrooms, special education facilities, a gym/auditorium available for community use, office space for the elementary school's thirty-four (34) member staff, and parks and recreational spaces as discussed below. The school's current goals focus on student achievement, curriculum and instruction, programmatic resources and support, and community communications. While the school was designed to easily expand, there is no current need identified that would require expansion.

The Stevenson High School has undergone periodic, small-scale facility upgrades/remodels since it was first constructed. The facility houses classrooms, office spaces for the school's large staff, science and computer labs, industrial shop space, and the facilities for athletics and recreation discussed below. The current goals of the high school focus on school pride and student achievement. Despite the recent addition of Wind River Middle School, there is no current need identified that would require school expansion.

### **Stevenson Library**

A library has been on Stevenson's recreational menu since the early 1920's when the Stevenson Woman's Association established the "Rest Room Club" to provide reading material at Stevenson's bus station on Second Street. The early library grew in popularity and by 1938 had constructed the town's first stand-alone library building at 25 NW Russell Street. A bookmobile service soon began traveling between the libraries in Clark and Skamania counties, and in 1953 administrative functions were consolidated under the Fort Vancouver Regional Library District (FVRL).

The FVRL continues to operate the Stevenson Library, which now graces the southwest corner of Columbia Street and Vancouver Avenue. This outstanding building was built in 1967 and reportedly used only wood and stone from the Columbia Gorge. Through the FVRL system, there are more than 700,000 books available through the Stevenson Library as well as books on tape, DVD films, and an archive of *Skamania County Pioneer* newspapers dating back to 1901.

The Library also offers technological and artistic forms of recreation through its selection of public computers offering essential internet and word processing capabilities for populations unable to afford home computers or are underserved by high speed internet services. While using these services, patrons are greeted by the library's diverse display of paintings, photos, quilts, sculptures





and student artwork. Each year since 1980, the Stevenson Library has also held an “Artists of the Gorge” exhibit and juried competition. This event offers one of Stevenson’s finest venues for local artists to transmit their work to the Stevenson community.

## **Parks Inventory**

Stevenson’s parks are provided by the City, the Port of Skamania County, Skamania County, Stevenson-Carson School District, and private entities. As detailed in the Parks Map in Chapter 4, these facilities are spread throughout town, with concentrations near downtown and on Stevenson’s west side.

A common method of measuring parks and recreational opportunities is to classify parks based on their 1) Size, 2) Characteristics, 3) General Use, and 4) Service Area. In Stevenson these measuring tools result in a typology of four park categories.

- Class I:** Pocket Park
- Class II:** Passive Green or Blue Space Park
- Class III:** Neighborhood/Community Park
- Class IV:** Sacred Places

The following section discusses each class of facility and briefly details the individual parks that fall into each class. It should be noted that individual parks often overlap services and service areas. For instance, the facilities on the Stevenson Elementary School grounds contain elements of park classes II and III. These facilities must then be recognized as not only serving as part of the neighborhood park system, but also as part passive green space system. This is the case for many of the larger facilities in the city, and individual parks are only discussed in detail under the largest classification they fall into.

### **Pocket Park (Class I)**

- Size:** One Acre or Less
- Characteristics:** Pedestrian-oriented, bike racks, benches, tables, landscaping, public art, interpretive signage, small open areas for play or relaxation, small play structures, and similar amenities
- General Use:** Gregarious, active recreation for youth, passive recreation for adults, aesthetic amenity for all
- Service Area:** Two to three blocks or one thousand feet from the park perimeter
- Existing Examples:** Gateway Park, Gropper Loop Park, Rock Creek Terrace Play Area, Walnut Park
- Potential Examples:** Cascade Village Play Area, Chinidere Central Open Space, Cloverdale School Site



## Gateway Park



Photo Credit: Ben Shumaker

**Description:** A 0.12 acre site located to the northeast of the intersection of Second Street and Rock Creek Drive in Downtown Stevenson, this park was constructed in 2000 to beautify and soften the western entrance to Downtown Stevenson. The park includes landscaping, irrigation lines, benches, bike racks, a bus shelter, rock walls and pillars, an informational kiosk, and seasonal decorations.

**Management Issues:** The park is owned by the City and maintained by a groundskeeper on contract with the Public Works Department. When adding improvements to the park, its extensive irrigation system must be avoided.

**Potential Enhancements:** A gateway/monument sign for directional and informational purposes has been contemplated for inclusion within this park, as has an interpretive sign describing the highway's history.



Figure Credit: Pat Hood

## Gropper Loop Park



Photo Credit: Ben Shumaker

**Description:** A 0.54 acre site located on the south side of Gropper Road between its two intersections with Gropper Loop Road. The tree and grass open space is apparently the result of a historic realignment of Gropper Road. Other than a series of decorative trees encircling the area, the site has never been developed or maintained for active park purposes.

**Management Issues:** The park is owned by the City and maintained periodically by the Public Works Department. The eastern portion of the park apparently lies on School District property, and complaints are occasionally received regarding the vegetative growth and parking issues near the park.

**Potential Enhancements:** No improvements are planned at this time. A dog park has been suggested by at least one community member.

### Rock Creek Terrace Play Area



**Description:** A 0.14 acre portion of the apartment complex located on the north side of Rock Creek Drive between Lotz Road and Vancouver Avenue, the area was set aside to serve the residents of the apartment complex. Included within this park are a play structure for small children, open space, walkways, and landscaping.

**Management Issues:** The open space and play area is owned and maintained by the owner/property manager of the apartment complex and has no formal agreement allowing use by the general public.



**Potential Enhancements:** No planned improvements are known at this time.

### Walnut Park



**Description:** A 0.19 acre property located on the south side of Second Street between Russell Avenue and Leavens Street, this park adds pleasant greenery to Downtown Stevenson's urban fabric. As part of 2004's Second Street improvement project, this park was rehabilitated and now includes landscaping, tables, benches, bike racks, trash cans, rock retaining walls, interpretive signage, a directional kiosk, an in-pavement dance tutorial, and pavers purchased through community donations.

**Management Issues:** The park is owned by the City and maintained by the Public Works Department. Ensuring the health of and cleaning up the leaf litter from the park's legacy walnut and flowering cherry trees are the top concerns for this park.

**Potential Enhancements:** The number one priority for Walnut Park is to maintain its current attractiveness. Potential improvements include adding a permanent chess board to one of the tables and developing policies to allow its lease by neighboring property owners or use as a music venue. A public bathroom has also been contemplated for this site.





### Cascade Village Play Area (Potential)



**Description:** A 0.29 acre site located on the north side of Viewpoint Road between Impala Drive and Willard Street, this site was developed to serve as an amenity for residents of the apartment complex. At one point, the park contained a small asphalt area with basketball hoops, a play structure, and a large undisturbed, treed open space. More recently, the basketball area has been converted to storage and parking to facilitate maintenance of the apartment complex. .



**Management Issues:** The open space and play area is owned and maintained by the owner/property manager of the apartment complex, and no formal agreement exists allowing use of this area by the general public.

**Potential Enhancements:** No planned improvements are known at this time.

### Chinidere Central Open Space (Potential)



**Description:** A 0.38 acre site located on the south side of "Hemmingway Drive" between Lutheran Road and "Lower Basso Circle Road", this open space is part of the as-yet-uncompleted "Chinidere Mountain Estates Subdivision" as an amenity for the future residents of that community.

**Management Issues:** Upon final plat approval of the subdivision's first phase, the open space will be owned and maintained by the subdivision's home owner's association.



**Potential Enhancements:** As a condition of final plat approval, the City will be granted a 30' x 25' easement within the open space for "works of civic art and/or beautification, provided that such works are considerate of the views of neighboring properties". No private improvements are known at this time.

### Cloverdale School Site (Potential)



**Description:** A 0.80 acre open space located at the upper intersection of Loop and Kanaka Creek roads. An open space, small benches and a plaque commemorate this area as the historic site of a small community school. The primarily wooded acreage lies in the uppermost portion of the Stevenson Urban Area.

**Management Issues:** The property is owned and periodically maintained by the Skamania County Historical Society and receives occasional short-term recreational use.



**Potential Enhancements:** No planned improvements are known at this time.

### Passive Green or Blue Space Park (Class II)

- Size:** May range from less than one Acre to more than one hundred acres
- Characteristics:** Pedestrian- and vehicle-oriented, bathrooms, shelters or recreational buildings, picnic areas, bike racks, benches, tables, landscaping, interpretive signage, open areas for play or relaxation, play structures, and similar amenities
- General Use:** Solitary, passive recreation for all ages
- Service Area:** One quarter to two miles from the park perimeter
- Existing Examples:** Angel Heights Park
- Potential Examples:** Chinidere Stream Habitat Area, Chinidere Oak Habitat Area



## Angel Heights Park

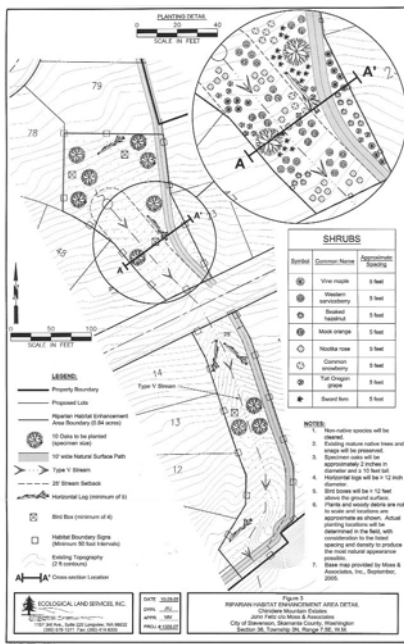


**Description:** A 3.05 acre open space located along a portion of the multi-use trail connecting Angel Heights Road with Rock Creek Drive. Situated atop the Rock Creek canyon wall this park does not have direct physical or legal access to the creek. Other than the publicly maintained trail, there are no existing improvements within the park. The acreage is primarily wooded. The park was set aside as an amenity for the residents of the Angel Heights residential subdivision.

**Management Issues:** Management of this area is less clear than any other park in this inventory. The City maintains the easement and multi-use trail. The land underlying that easement was never transferred to the subdivision's homeowner's association and is still owned by the original developer.

**Potential Enhancements:** No planned improvements are known at this time.

## Chinidere Stream Habitat Area (Potential)



**Description:** A 0.97 acre site extending along a riparian corridor beginning on the north side of "Brady Lane" and extending southward to State Route 14. The habitat area was set aside as part of the as-yet-uncompleted "Chinidere Mountain Estates" residential subdivision for habitat protection and incorporates a multi-use trail for the community.

**Management Issues:** Upon final plat approval for the subdivision's first phase, the open space will be owned and maintained by the subdivision's homeowner's association.

**Potential Enhancements:** As a condition of final plat approval, the City will be granted an 5'x5' easement within this open space for interpretive signage. Other than the trail and interpretive signage, no other improvements will be permitted in this habitat area.



### Chinidere Oak Habitat Area (Potential)



**Description:** An approximately 0.40 acre site located on the northwest of the intersection of Lutheran Church Road and “Anderson Heights Road”, this wooded habitat area is to be set aside as part of the as-yet-uncompleted “Chinidere Mountain Estates” residential subdivision for habitat protection.

**Management Issues:** Upon final plat approval of the subdivision’s third phase, habitat area will be owned and maintained by the subdivision’s home owner’s association.

**Potential Enhancements:** Upon final plat approval of the subdivision’s third phase, the site will include a small number of off-street parking spaces and a multi-use trail open to the general public. No other planned improvements are known at this time.

### Neighborhood/Community Park (Class III)

- Size:** One to ten acres, depends also upon the focus of the park and the size requirements of the activities
- Characteristics:** Pedestrian- and/or vehicle- oriented, Natural wooded areas for hiking, nature study, etc. A lake or river shoreline for swimming, fishing, and boat launch facilities, sports/pool complexes, multi-purpose community center, golf course, arboretum, camping facilities, amphitheater, picnic areas with shelters and parking, bathrooms, bike racks, benches, tables, landscaping, public art, interpretive signage, and similar amenities.
- General Use:** Gregarious, active recreation for all ages
- Service Area:** Five to ten blocks, one mile or less from the park perimeter, or regional dependent on the focus of the park
- Existing Examples:** Skamania Lodge, Stevenson Elementary School, Stevenson High School
- Potential Examples:** New parks in undeveloped areas



## Skamania Lodge



**Description:** A 161 acre site occupying much of western Stevenson between Rock Creek Drive, Foster Creek Road, and Ryan Allen Road, this destination resort offers a range of services open to paying guests and others for the general public. For guest enjoyment, its indoor spa, fitness center, and pool complement its outdoor basketball, tennis, and volleyball courts. The breathtaking and tranquil views of the challenging par-70 golf course wow guests and tournaments organizers and have them returning again and again. Under the terms of the Lodge’s original development, the property’s four miles of pathways are open to use by the general public.

**Management Issues:** Developed through a public/private partnership on the County’s old garbage dump and transfer site, the bulk of the Lodge is now under private ownership and managed by a professional resort management company. Skamania County still maintains ownership and responsibility for two small parcels containing capped landfills.

**Potential Enhancements:** As a private business, the Skamania Lodge continues to seek new recreational activities for guest enjoyment. Recently, a height allowance was granted to permit the installation of a series of zip lines for customer enjoyment. No other planned improvements are known at this time.

## Stevenson Elementary School



**Description:** More than two thirds of Stevenson Elementary School’s 9.5 acre site located to the northeast of the Vancouver Avenue and School Street intersection is devoted to open space and recreation. The facility offers a covered play area, multiple swings and play structures for all ages, grass and asphalt play areas, basketball hoops, benches, landscaping, public art, an undisturbed wooded area, and an indoor gym and auditorium.

**Management Issues:** The open space and recreational facilities are owned and maintained by the Stevenson-Carson School District. Mowing and controlling invasive species are constant concerns for exterior grounds. Community use of the interior facilities is in high demand and controlled by an efficient facilities use procedure controlled through the Elementary School’s administrative office.

**Potential Enhancements:** No planned improvements are known at this time.





## Stevenson High School



**Description:** An approximately 26.25 acre site located between Willard Street, Bulldog Drive, and Gropper Road, the Stevenson High School is part of the heart of the Stevenson community. The School facility has an indoor gym, auditorium, weight room, and library and meeting rooms. Outdoors, the School offers a stadium for football, soccer, and track, practice fields, and tennis courts. An indoor pool is also a key component of the Stevenson High School campus.



**Management Issues:** The property is owned and maintained by the Stevenson-Carson School District. Mowing practice and game fields is a constant concern for exterior grounds. Community use of the facilities is in high demand and controlled by an efficient facilities use procedure controlled through the High School's administrative office. The pool facility had been operated by Skamania County Facilities and Recreation until budget concerns forced its closure in late 2011.

**Potential Enhancements:** The School District is considering privatization options for the pool facility which could include a facility expansion to create a new fitness center to increase its overall viability. New lights have been discussed for the stadium. No other planned improvements are known at this time.





## Sacred Places (Class IV)

- Size:** Sacred places come in all sizes
- Characteristics:** Though they may include the same characteristics as any other class of parks, the primary characteristic of sacred places are their psychological impact on the community as a whole. These places are often in highly visible locations and come to define, reinforce, and transmit what is important to a community's inhabitants. The term "sacred" conjures up mental images of the importance of cathedrals, shrines, and temples in highly religions societies, but applies equally to highly commercial societies where harbors, malls, or skyscrapers represent a community's shared values. In highly secular societies they may come in the form of civic buildings, parks, and other public works. In all areas, Sacred Places contribute heavily to the sense of community and community members desire a strong voice in the face of change
- General Use:** Gregarious or solitary, active or passive use for all ages
- Service Area:** Community-wide
- Existing Examples:** Downtown Waterfront, Rock Creek & Cove, Skamania County Courthouse Lawn
- Potential Examples:** Rock Creek Falls

### Downtown Waterfront



Photo Credit: Jaime Gammann



Photo Credit: Mike Myrland

**Description:** Nearly a mile of the Columbia River Waterfront is accessible from Downtown Stevenson with more than three quarters of it in public ownership. A windsurfing launch is provided at Bob's Beach, a Kiteboard and boat launch at East Point, a tour boat dock at Stevenson Landing. A riverfront trail connects them all with picnic areas, restrooms, vista parking areas, and informal swimming beaches to the east of town.

**Management Issues:** The majority of the waterfront is owned and maintained by the Port of Skamania County and devoted to recreational, commercial, and industrial purposes and the City owns two rights-of-way leading to the water's edge. The remainder is privately-owned and either vacant or used for single-family housing. A substantial portion of the riverfront trail was recently lost to bank-side erosion, and strong east winds and waves batter the Port's personal watercraft docks.

**Potential Enhancements:** The Port is seeking ways to redevelop some of its underdeveloped properties and actively working to secure funds to control the trail-destroying erosion problems. Other projects include renovating and upgrading Stevenson Landing, extending the trail system, improving the roadways of Cascade Avenue and Kanaka Creek Underpass, adding gathering places, and reinforcing the personal watercraft docks.



## Rock Creek & Rock Cove



Photo Credit: Ben Shumaker



Photo Credit: Washington Department of Ecology

**Description:** The waters and lands adjacent to Rock Creek and Rock Cove provide a recreational jewel occupying approximately 150 acres of west central Stevenson between Rock Creek Drive’s two intersections with State Route 14. County facilities in this area include the grassy areas, exhibit halls, and livestock and show arenas associated with the fairgrounds, playground equipment, skateboard park, and newly renovated Hegewald Center for County offices and recreational services. Separated pedestrian pathways connect these facilities with the Columbia Gorge Interpretive Center Museum and an assisted living facility. Mixed in with these amenities are vacant lands, single-family homes, commercial endeavors, and less attractive facilities like the State and County shops and the City’s wastewater treatment plant.

**Management Issues:** The major land owners of the Rock Creek & Rock Cove lands are the Interpretive Center (~85 acres) and Skamania County (~42 acres). Rock Creek went through a rapid accretion period after the Piper Road Landslide in 2007, though it has been dredged twice since that time, it is not yet known whether a steady-state has been reached in the area or if the accretion will continue.

**Potential Enhancements:** Additional dredging is possible for Rock Creek and Rock Cove. The County is considering the sale of its vacant lands on Rock Cove and shops on Rock Creek to alleviate its budget crisis. The community has called for improved landscaping conditions of the fairgrounds area and improvements to the skateboard park. No specific planned improvements are known for this area.



## Skamania County Courthouse Lawn



**Description:** This 1.07 acre site located on the northeast corner of the intersection of Russell and Second streets has a far greater function than as a Pocket Park or Passive Green Space. Home to the community's Christmas Tree lighting ceremony, first choice of political and free-speech demonstrations, a natural amphitheater for high school band performances, premier barrel rolling hills for the youngest area residents, and Armed Forces Memorial. The Courthouse Lawn is equipped with more memories than it is with amenities (a street-side benches and drinking fountain, a prominent flag pole, and small picnic area with a monumental petrified log).



**Management Issues:** The City and County share maintenance of the street-side plaza. The County maintains the lawn and plantings, in some case to the chagrin vocal, tree-loving residents.

**Potential Enhancements:** Older plans from the mid-1980's intending to terrace the area and install a large central plaza were shelved based on community pushback. Interpretive signage has been suggested to explain the Courthouse's cutting edge architecture. The area has been tested for use in a ground-based heat exchange system. During the County's budget crisis in 2011, elected officials considered selling off a part of the Courthouse Lawn for its commercial potential. The success of the Stevenson Farmer's Market has renewed calls for a better landscaping plan and a larger plaza to accommodate the increased weekend use.

## Rock Creek Falls (Potential)



**Description:** A hidden wonder, this 40 foot tall waterfall is a delight for intrepid visitors lucky enough to catch a glimpse. Located near the intersection of Iman Cemetery Road and First Falls View Road, no amenities have been developed on this site.

**Management Issues:** The majority of the falls is under County ownership, however portions of the creek at its bank in this area are held in private ownership. Rock Creek also forms the city limits boundary at this location. On the southern, City side of the creek, private ownership prevents direct public access, but Access is possible from the County property on the north side of the creek.

**Potential Enhancements:** Improved access to this area has been considered in the past but bypassed to preserve this area as a locals-only amenity. Should this decision be revisited, a viewpoint and picnic area would increase user enjoyment of this waterfall. However, no planned improvements are known at this time.





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

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## Iman Cemetery and No Name Rd Vacation

1 message

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**skacocemetery@embarqmail.com** <skacocemetery@embarqmail.com>  
To: Leana Kinley <leana@ci.stevenson.wa.us>

Wed, Mar 17, 2021 at 2:28 PM

Hi Leana,

Attached are documents to be read into public record at the Stevenson City Council on Thursday, March 18<sup>th</sup> @ 6pm in reference to Iman Cemetery Rd and No Name Rd Vacations.

Here is a summary of the documents:

- Iman Rock Creek Tracts 1963 Map indicates 4' easement to access Rock Creek as well as two 50' roadways into Iman Cemetery.
- Exhibit "A" notes: Subject to a walking easement 4 feet in width, the centerline of which is described...
- Iman Cemetery Dedication referencing the use of the public forever all roads... as shown on the plat.
- July & August 1982 County Commissioners Minutes each referencing 4 foot public easement to Rock Creek.

Staff of Skamania County Cemetery District will be present for City Council meeting and would like to make public comment. If you have any questions or concerns feel free to contact me. Thanks again for all you do!

Sincerely,

Lisa Nelson

Office Manager

Skamania County Cemetery District

[802 Metzger Rd/ PO Box 357](#)

Carson WA 98610

509-427-4114

[skacocemetery@embarqmail.com](mailto:skacocemetery@embarqmail.com)

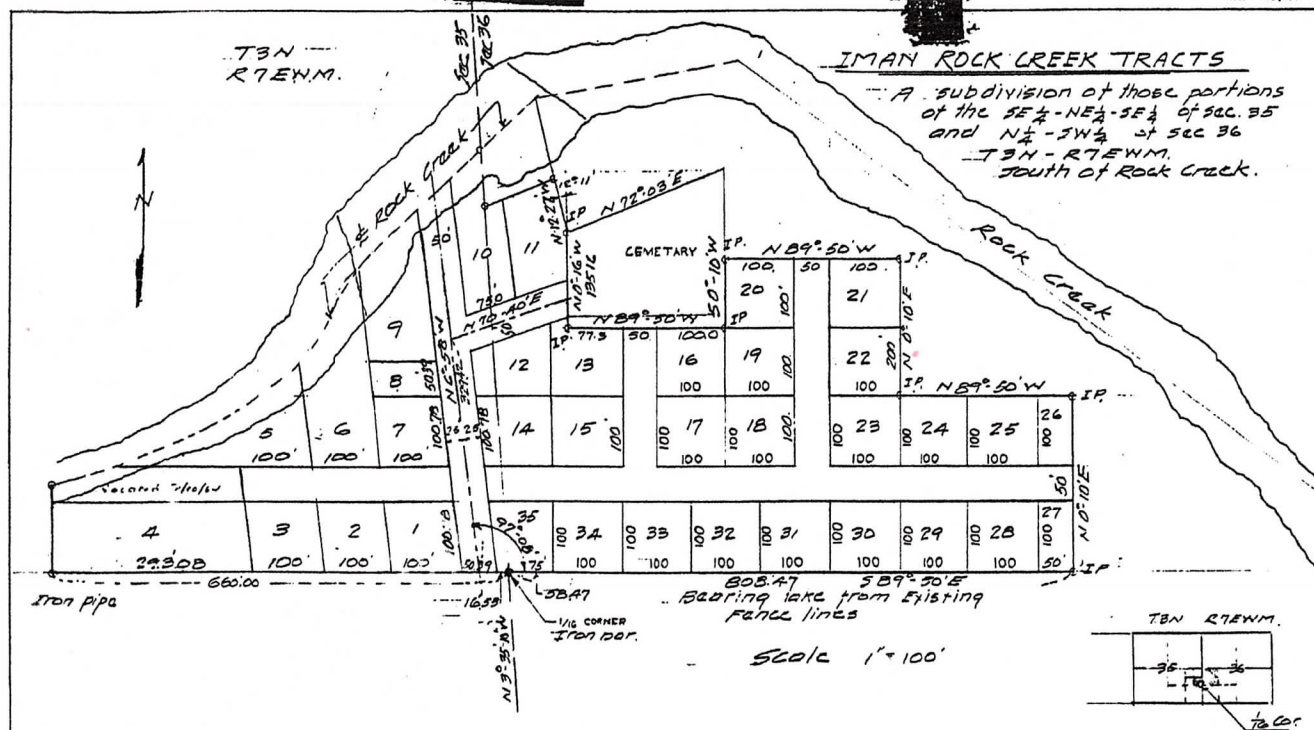
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### 3 attachments

**Iman Cemetery Map Aug 1988.pdf**  
581K

**Partial County Commissioner Minutes 1982 re Iman Cemetery.pdf**  
1065K

**Iman Rock Creek Tracts Map 1963 Iman Cemetery Dedication and 4 foot easement.pdf**  
1687K



**DESCRIPTION**

Beginning at the one sixteenth corner between the S.E.1/4 of Section 35 Township 3 North, Range 7 E.W.M. and the S.W.1/4 of Section 36, Township 3 North, Range 7 E.W.M., which point is marked by an existing steel bar; thence S 89° 50' E. along the Southerly line of the N.E.1/4 of the S.W.1/4 of Section 36, Township 3 North, Range 7 E.W.M. a distance of 128.47 feet; thence N 0° 10' W. 250.0 feet; thence S 89° 50' W. 250.0 feet; thence N 0° 10' E. 200.0 feet; thence N 89° 50' W. 250.0 feet; thence S 0° 10' W. 100.0 feet; thence S 89° 50' E. 227.3 feet; thence N 0° 10' W. 135.16 feet; thence N 32° 27' W. to a line 20.0 feet distant Southerly from the South bank of Rock Creek as described in deed recorded at Book M, Page 409 of records of Shastana County Auditor; thence Westerly along said line to an intersection with the Section line between Sections 35 and 36 Township 3 North, Range 7 E.W.M.; thence Northerly along said section line to the center of Rock Creek as defined in deed recorded at Book 5, Page 439 of Shastana County Auditor's records; thence Westerly along the center of Rock Creek to the Westerly line of the S.E.1/4 of the N.E.1/4 of Section 35, Township 3 North, Range 7 E.W.M.; thence South along said line to the Southerly line of the S.E.1/4 of the N.E.1/4 of Section 35, Township 3 North, Range 7 E.W.M.; thence Easterly along the Southerly line of the S.E.1/4 of the N.E.1/4 of Section 35, Township 3 North, Range 7 E.W.M. 660.0 feet more or less to the point of beginning.

**RESERVATION**

Know all men by these presents that the undersigned owner of the land hereby platted, declares this plat and dedications to the use of the public forever all roads, streets, avenues and lanes as shown on the plat.

In witness whereof, I have hereunto set my hand and seal this 24 day of August, 1963.

*Charles M. Tolson*

**RESERVATIONS**

Any service, installation or construction charges for sewer, water or electricity are not covered by this plat.

**ENGINEER'S CERTIFICATE**

I hereby certify that the plat of Iman Rock Creek Tracts is based upon an actual survey and that the distances and courses of the lines shown thereon correctly, the monuments being correct and all lot corners.



*Charles H. Eldridge*  
 Charles H. Eldridge  
 Registered Professional Engineer

**ACKNOWLEDGMENT**

This is to certify that on the 24 day of August, 1963 before me the undersigned, a Notary Public in and for the State of Washington duly commissioned and sworn, personally appeared *Charles M. Tolson* to me known to be the individuals described in and who executed the foregoing instrument and acknowledged to me that they signed and sealed the same as their free and voluntary act and for the uses and purposes mentioned therein.

*Mildred O'Donnell*  
 Mildred O'Donnell  
 Treasurer, Board of County Commissioners

**IMAN ROCK CREEK TRACTS**

A subdivision of those portions of the SE 1/4-NE 1/4-SE 1/4 of SEC. 35 and NE 1/4-SW 1/4 of SEC. 36 T3N - R7EWM. SOUTH OF ROCK CREEK.

I, Mildred O'Donnell, Treasurer of Shastana County, Washington hereby certify that all taxes on the above property are fully paid up and including the year 1963.

*Mildred O'Donnell*  
 Shastana County Treasurer

Approved by me this 5 day of Sept, A.D. 1963.

*Charles H. Eldridge*  
 County Engineer

Approved by the Board of County Commissioners this 2 day of Sept, A.D. 1963.

*Charles H. Eldridge*  
 Chairman, Board of County Commissioners

Attest:  
 County Auditor and Clerk  
 Board of County Commissioners

(1963)

Filed for record at the request of *Charles M. Tolson* on *Sept 10* 1963 at *10* minutes past *10* o'clock in Volume *118* of Plats, page *118*, records of Shastana County.

*Charles H. Eldridge*  
 County Auditor

*Charles H. Eldridge*  
 Deputy Auditor

SE-EN

5010

### DEDICATION

Know all men by these presents that the undersigned owner of the land hereby platted, declare this plat and dedicate to the use of the public forever all roads, streets, avenues and lanes as shown on the plat.

In witness whereof, <sup>I</sup> we have hereunto set <sup>my</sup> ~~our~~ hands and seals this 29 day of August, 1963.

x Cliff M. Holman



Parcel II

That portion of the Northwest Quarter of the Southwest Quarter of Section 36, Township 3 North, Range 7 East of the Willamette Meridian in Skamania County, Washington, described as follows:

BEGINNING at the Northeast corner of Lot 11, IMAN ROCK CREEK TRACTS, according to the plat thereof, recorded in Volume "A" of Plats, Page 118, records of Skamania County, Washington, said point being 20 feet South of the South Bank of Rock Creek; thence Easterly, parallel with and 20 feet Southerly from said South bank, 70 feet; thence North, parallel with the West line of said Northwest Quarter of the Southwest Quarter, 116 feet; thence West parallel with the North line of said Lot 11, a distance of 165 feet to the West line of said Northwest Quarter of the Southwest Quarter; thence South, along said West line and along the most Northerly East line of Lot 10 of said IMAN ROCK CREEK TRACTS, 131 feet to an inner corner of said Lot 10; thence Easterly, along the North line of said Lots 10 and 11, a distance of 110 feet to the point of beginning.

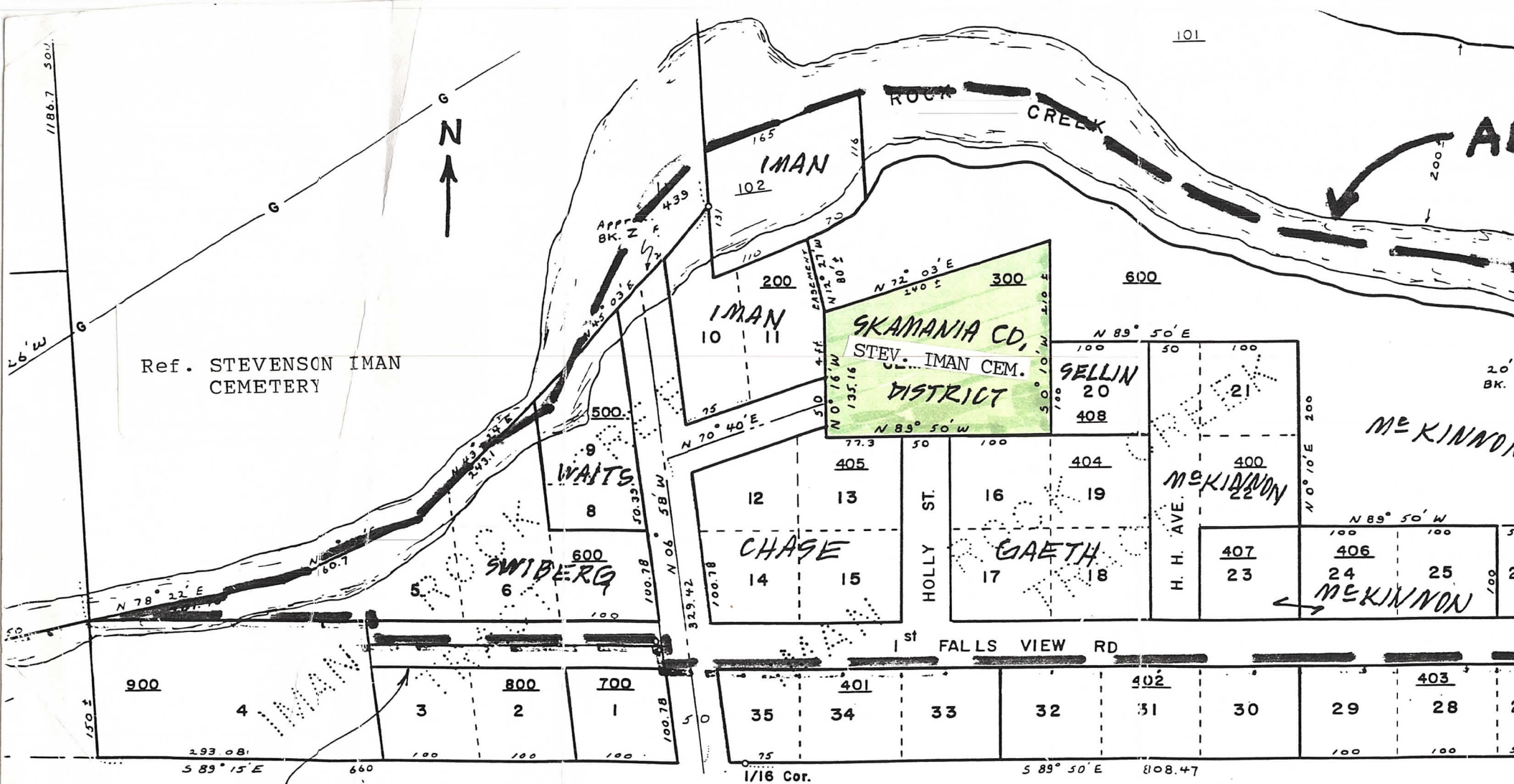
SUBJECT TO a walking easement 4 feet in width, the centerline of which is described as follows, to-wit:

BEGINNING at the Southeast corner of Lot 11, IMAN ROCK CREEK TRACTS, according to the plat thereof, recorded in Volume "A" of Plats, Page 118, records of Skamania County, Washington, thence West, along the South line of said Lot 11, a distance of 2 feet to the true point of beginning of centerline; thence Northerly, parallel with the East line of said Lot 11, to the North line of said Lot 11; thence continuing North 2 feet; thence Easterly, parallel with and 18 feet South of the South Bank of Rock Creek, 72 feet to the terminus of said centerline.

Registered  
Indexed, Dir. *ch*  
Indirect  
Ex. *ch*  
V. *ch*

STATE OF WASHINGTON ) SS.  
COUNTY OF SKAMANIA )  
I HEREBY CERTIFY THAT THE WITHIN  
NATURAL COPY OR WRITING FILED BY  
Clark County Title Co  
OF Tacoma, Wa.  
AT 12:50 P.M. Oct 21 1981  
WAS RECORDED IN BOOK 80  
OF Deeds PAGE 440  
RECORDED IN SKAMANIA COUNTY, WASH.  
D. Morrison  
COUNTY AUDITOR  
d. News DEPUTY





STILL COVE LANE - VACATED IN NOV. 99  
BY SKAMANIA COUNTY

SEE MAP  
3-7-36-CC

ENDA J. KIMMEL ASSESSOR	SKAMANIA COUNTY WASHINGTON Scale: 1" = 100' REVISED 8/88	NE 1/4 SE 1/4 SEC. 35 T. 3 N., R. 7 3-7-35-AD		GLENDA ASSESSOR
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Funds... the Cities of North  
hensive... ing their intent to  
Bonneville and...  
participate in the...

The Chairman was authorized to sign the Solid Waste Management grant application feasibility study, which is in conjunction iwth the Solid Waste Mangement Plan Update contract.

Public Hearing was held at approximately 1:30 p.m. on proposed Resolution # 1982-21 - establishment of a "Community Service Insurance Fund," which will be administered by the County Treasurer. This resolution will begin with \$300 which will be transferred from the Current Expense Fund and repaid when revenues are present. The Juvenile Officer reviewed this proposal with those present. This fund would allow payment for industrial insurance for those juveniles who are assigned to community service work. After sufficient review, it was moved to approve this resolution as published. Motion carried.

The Building Department representative advised the Board of a request for installation of a solar panel at a residence on Roley Road. After determining that this type of installation is not addressed in the building code ordinance, the Board agreed to advise this citizen that no permit would be necessary for this type of installation.

The Board reviewed a petition for vacation of a portion of Iman Cemetery Road, signed by 10 property owners within the area. This petition has been certified as to the signatures and bond by the County Auditor. It was noted that there is a 4' public easement to Rock Creek from the end of the existing road to t Creek. This matter was directed to the Acting County Engineer for his examination and report of his opinion and costs.

The meeting recessed.

County Commissioners Minutes  
July 1982



vision reception...  
the Board for their information and  
adopt an ordinance regulating television franchises and/or consumer protection.  
The Board acknowledged receipt of these results and thanked the Carson Commu-  
nity Council for their efforts.

The meeting recessed.

The meeting reconvened Tuesday, August 17, 1982 with all Commissioners present.

Public hearing was held at approximately 11:00 a.m. on the proposed vacation of a portion of Iman Cemetery Road. The Acting Engineer recommended that this vacation be granted, reserving the west 25' for a turnaround and also reserving a 4' walkway easement, which would access the present walkway easement to the Creek. This road accesses the privately owned Iman Cemetery; however, it was further noted that this is not the only access to the cemetery. Tonnie Lundy expressed his concerns as an heir to the Iman Cemetery. Mr. Lundy felt that this portion of road should not be vacated, as he intends to contact the other heirs to the cemetery regarding transferring ownership to the Skamania County Cemetery District. He suggested that the County grant a right-of-way use permit for Mr. VanAtta, whose garage and some landscaping extend into the County's right-of-way on Iman Cemetery Road. After lengthy review, it was moved to table this matter indefinitely until such time as the heirs decide whether or not they wish to transfer the cemetery ownership to the Cemetery District. Motion carried. After further discussion with those present as to the procedure to be used to allow existing private improvements to remain on County rights-of-way, the motion to table this matter was rescinded unanimously and it was moved to reject the petition submitted for vacation of a portion of Iman Cemetery Road and to instruct the Acting County Engineer to proceed with the proper procedures to allow Mr. VanAtta to use this portion of the County's right-of-way. Motion was seconded and carried unanimously.

The Chairman was authorized to sign the Statement of Assurance for use of Federal Revenue Sharing monies.

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County Commissioners Minutes  
August 17, 1982

17 March 2021

Stevenson City Council

Ref: the request to vacate Iman cemetery road and no name road should not be granted

Dear Mayor, Council members, and City administrator,

If I understand what you are being asked to do, two private home owners are asking you to vacate two pieces of Iman Cemetery road, basically the road that runs along the Krug and Doblje property and ends at the confluence of these properties and the short no name road that is the back entrance to the cemetery. I believe I heard in a previous meeting that the Cemetery Board opposes the vacation of the cemetery back entrance, as do I. There should be two entrances to the cemetery. I assume that the requested road vacation would add land and land value to the two private properties.

How does that work if a road vacation basically gives land to private parties? Would they have to pay for the land? Is this a gift and is it even legal to do this?

Although not on your agenda, the Doblje property owners have requested that the City vacate the 50 foot public access to Rock Creek River, a public water of the state of Washington and its citizens. It appears that the Doblje's would benefit from the vacation of this one and only public access point along Rock Creek River. Would they also benefit from the vacation of Iman Cemetery road and no name road, and would they have to pay for all this land? Who evaluates the land value? I oppose the vacation of this public access. The City should protect all public access points to Rock Creek River, for its citizens and others who have a right to access this public water. Trying to put a access on the other bank is not the answer since public access should be from both banks of the river.

There are a lit of questions on these vacation requests. I presume that the home owners knew about the easements, and the public access, and did their due diligence when they purchased these properties.

Caveat emptor seems appropriate.

I know this area because when we had the 2007 landslide up at Piper and in Rock Creek River, Iman Cemetery road was the only way to get to the public access to get to the bank of Rock Creek River to see what was going on with the landslide. **If Iman Cemetery road and no name road are vacated then public access to Rock Creek River would cease to be accessible. This is unacceptable. The public waters of Washington state should be accessible to its citizens and are protected by RCWs and the WACs.**

[Protecting public access to the State's shorelines is one of three major policies of the Shoreline Management Act (SMA). "The public's opportunity to enjoy the physical and aesthetic qualities of natural shorelines of the state shall be preserved to the greatest extent feasible..." [RCW 90.58.020]. The SMA requires Shoreline Master Programs (SMPs) to include a public access element to provide for public access to publicly-owned shorelines and a recreational element to

preserve and enlarge recreational opportunities. [RCW 90.58.100(2)(b)(c)]. Public access to publicly owned shorelines is also a preferred use on shorelines of statewide significance. [RCW 90.58.020(5)(6)]. And WAC 173-26-221(4).]

Please feel free to contact me if you have any questions.

Sincerely,

/e-signature/Mary Repar

P.O. BOX 103

Stevenson, WA. 98648

Cell: (360) 726-7052



**CITY OF STEVENSON, WASHINGTON  
ORDINANCE NO. 2021-1173**

**AN ORDINANCE AMENDING THE BUDGET FOR THE CITY OF STEVENSON,  
WASHINGTON, FOR FISCAL YEAR 2021**

**Whereas**, City Council of the City of Stevenson has reviewed its original 2021 budget and changes in its revenue sources and expenditure requests and has determined that changes to the 2021 budget are appropriate; and

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

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

**Section 1.** The budget for the City of Stevenson, Washington for the year 2021 as amended is hereby adopted in its final form and content.

**Section 2.** Estimated resources, including cash balances for each separate fund of the City of Stevenson, for all such funds combined for the year 2021 are set forth in summary below and are hereby appropriated for expenditure at the fund level during the year 2021 as set forth in the 2021 Fiscal Year Budget as attached Exhibit A:

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

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

APPROVED AS TO FORM:

ATTEST:

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

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

Exhibit "A"

Ordinance 2021-1173 Exhibit A									
2021 Budget Amendment #1									
Estimated Revenues and Budgeted Appropriations by Fund									
		Budgeted Resources				Budgeted Appropriations			
Fund No.	Name	Estimated Beginning Cash	Estimated Revenues	Transfers In	Total Budgeted Resources	Budgeted Expenditures	Transfers Out	Estimated Ending Cash	Total Appropriations
001	General Fund	<del>683,314</del>	<del>4,254,160</del>	-	<del>1,937,473</del>	<del>1,273,166</del>	25,000	<del>639,307</del>	<del>1,937,473</del>
010	General Fund Reserve	326,706	-	-	326,706	-	-	326,706	326,706
020	Fire Reserve Fund	<del>1,518,593</del>	-	25,000	<del>1,543,593</del>	-	-	<del>1,543,593</del>	<del>1,543,593</del>
100	Street Fund	<del>253,378</del>	<del>326,044</del>	-	<del>579,422</del>	<del>411,050</del>	<del>43,700</del>	<del>124,672</del>	<del>579,422</del>
103	Tourism Promotion	<del>570,886</del>	300,000	-	<del>870,886</del>	598,100	-	<del>272,786</del>	<del>870,886</del>
105	Affordable Housing	-	15,000	-	15,000	-	-	15,000	15,000
300	Capital Improvements Fund	<del>80,020</del>	20,000	-	<del>100,020</del>	-	-	<del>100,020</del>	<del>100,020</del>
309	Russell Avenue	-	-	-	-	-	-	-	-
311	First Street	-	<del>575,400</del>	43,700	619,100	619,100	-	-	619,100
400	Water / Sewer Fund	<del>556,417</del>	1,661,506	-	<del>2,217,923</del>	<del>1,534,020</del>	<del>21,779</del>	<del>662,123</del>	<del>2,217,923</del>
406	WW Short-Lived Asset Res.	21,779	-	21,779	43,558	-	-	43,558	43,558
407	WW Debt Res.	61,191	-	-	61,191	-	-	61,191	61,191
410	Wastewater System Improv.	-	<del>500,000</del>	-	<del>500,000</del>	<del>500,000</del>	-	-	<del>500,000</del>
500	Equipment Service Fund	183,178	150,000	-	333,178	152,750	-	180,428	333,178
		<del>4,255,461</del>	<del>4,802,110</del>	<del>90,479</del>	<del>9,148,050</del>	<del>5,088,186</del>	<del>90,479</del>	<del>3,969,385</del>	<del>9,148,050</del>
		Budgeted Resources				Budgeted Appropriations			
Fund No.	Name	Estimated Beginning Cash	Estimated Revenues	Transfers In	Total Budgeted Resources	Budgeted Expenditures	Transfers Out	Estimated Ending Cash	Total Appropriations
001	General Fund	<b>785,784</b>	<b>1,338,709</b>	-	<b>2,124,492</b>	<b>1,280,666</b>	25,000	<b>818,826</b>	<b>2,124,492</b>
010	General Fund Reserve	326,706	-	-	326,706	-	-	326,706	326,706
020	Fire Reserve Fund	<b>1,564,617</b>	-	25,000	<b>1,589,617</b>	-	-	<b>1,589,617</b>	<b>1,589,617</b>
100	Street Fund	<b>300,692</b>	<b>356,044</b>	<b>30,000</b>	<b>686,736</b>	<b>628,550</b>	-	<b>58,186</b>	<b>686,736</b>
103	Tourism Promotion	<b>616,600</b>	300,000	-	<b>916,600</b>	598,100	-	<b>318,500</b>	<b>916,600</b>
105	Affordable Housing	<b>1,216</b>	15,000	-	<b>16,216</b>	-	-	<b>16,216</b>	<b>16,216</b>
300	Capital Improvements Fund	<b>107,274</b>	20,000	-	<b>127,274</b>	-	<b>73,700</b>	<b>53,574</b>	<b>127,274</b>
309	Russell Avenue	<del>(119)</del>	<b>119</b>	-	-	-	-	-	-
311	First Street	<del>(40,967)</del>	<b>616,367</b>	43,700	619,100	619,100	-	-	619,100
400	Water / Sewer Fund	<b>887,574</b>	1,661,506	-	<b>2,549,080</b>	<b>1,534,019</b>	<b>121,779</b>	<b>893,282</b>	<b>2,549,080</b>
406	WW Short-Lived Asset Res.	21,779	-	21,779	43,558	-	-	43,558	43,558
407	WW Debt Res.	61,191	-	-	61,191	-	-	61,191	61,191
410	Wastewater System Improv.	<del>(57,602)</del>	<b>2,567,070</b>	<b>100,000</b>	<b>2,609,468</b>	<b>2,609,468</b>	-	-	<b>2,609,468</b>
500	Equipment Service Fund	<b>190,948</b>	150,000	-	<b>340,948</b>	152,750	-	<b>188,198</b>	<b>340,948</b>
		<b>4,765,691</b>	<b>7,024,815</b>	<b>220,479</b>	<b>12,010,985</b>	<b>7,422,654</b>	<b>220,479</b>	<b>4,367,852</b>	<b>12,010,985</b>

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

## 2021 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:47:18 Date: 03/11/2021

Page: 1

001 General Expense Fund

Revenues	Original	Proposed	Difference		Remarks
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308 Beginning Balances

308 91 00 0001 Unreserved Cash & Investments	598,764.85	785,783.69	187,018.84	131.2%	Increased 2020 Ending Balance
100 Unreserved	598,764.85	785,783.69	187,018.84	131.2%	
308 Beginning Balances	598,764.85	785,783.69	187,018.84	131.2%	
<b>Fund Revenues:</b>	<b>598,764.85</b>	<b>785,783.69</b>	<b>187,018.84</b>	<b>131.2%</b>	

Expenditures	Original	Proposed	Difference		Remarks
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518 Centralized Services

518 80 41 0023 Website - General Fund	500.00	8,000.00	7,500.00	*****%	Website redesign
518 Centralized Services	500.00	8,000.00	7,500.00	*****%	

999 Ending Balance

508 91 00 0001 CE-Unreserved Ending Cash	554,758.10	734,276.94	179,518.84	132.4%	
100 Unreserved	554,758.10	734,276.94	179,518.84	132.4%	
999 Ending Balance	554,758.10	734,276.94	179,518.84	132.4%	
<b>Fund Expenditures:</b>	<b>555,258.10</b>	<b>742,276.94</b>	<b>187,018.84</b>	<b>133.7%</b>	

<b>Fund Excess/(Deficit):</b>	<b>43,506.75</b>	<b>43,506.75</b>			
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## 2021 PROPOSED BUDGET CHANGES

City Of Stevenson

Time: 16:47:18 Date: 03/11/2021

Page: 2

010 General Reserve Fund

Revenues	Original	Proposed	Difference	Remarks
<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Expenditures	Original	Proposed	Difference	Remarks
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

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020 Fire Reserve Fund

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 51 00 0020 Fire Res-Beginning Cash	1,518,593.47	1,564,616.67	46,023.20	103.0%	Increased 2020 Ending Cash
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308 Beginning Balances	1,518,593.47	1,564,616.67	46,023.20	103.0%	
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<b>Fund Revenues:</b>	<b>1,518,593.47</b>	<b>1,564,616.67</b>	<b>46,023.20</b>	<b>103.0%</b>	
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Expenditures	Original	Proposed	Difference	Remarks
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999 Ending Balance

508 51 00 0020 Fire Res-Ending Cash	1,543,593.47	1,589,616.67	46,023.20	103.0%	
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999 Ending Balance	1,543,593.47	1,589,616.67	46,023.20	103.0%	
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<b>Fund Expenditures:</b>	<b>1,543,593.47</b>	<b>1,589,616.67</b>	<b>46,023.20</b>	<b>103.0%</b>	
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<b>Fund Excess/(Deficit):</b>	<b>(25,000.00)</b>	<b>(25,000.00)</b>			
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100 Street Fund

Revenues	Original	Proposed	Difference		Remarks
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308 Beginning Balances

308 51 00 0100 ST Unreserved Begin CA & Inv	243,377.98	300,691.94	57,313.96	123.5%	Increased 2020 Ending Cash
<b>308 Beginning Balances</b>	<b>243,377.98</b>	<b>300,691.94</b>	<b>57,313.96</b>	<b>123.5%</b>	

330 Intergovernmental Revenues

334 02 30 0000 DNR Community Forestry Assi:	0.00	20,000.00	20,000.00	0.0%	DNR Grant
<b>330 Intergovernmental Revenues</b>	<b>0.00</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.0%</b>	

397 Interfund Transfers

397 01 00 0300 Transfer In From CIP	0.00	30,000.00	30,000.00	0.0%	Transfer to cover costs for Rock Creek Stormwater project
<b>397 Interfund Transfers</b>	<b>0.00</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>0.0%</b>	

**Fund Revenues: 243,377.98 350,691.94 107,313.96 144.1%**

Expenditures	Original	Proposed	Difference		Remarks
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544 Road & Street Operations

544 20 41 0100 #14 ST Planning Professional S	1,000.00	39,500.00	38,500.00	*****%	Tree Maint. Plan
<b>544 Road &amp; Street Operations</b>	<b>1,000.00</b>	<b>39,500.00</b>	<b>38,500.00</b>	<b>*****%</b>	

594 Capital Expenditures

595 40 41 0000 Rock Creek Stormwater and Ou	0.00	179,000.00	179,000.00	0.0%	Current Estimates
<b>594 Capital Expenditures</b>	<b>0.00</b>	<b>179,000.00</b>	<b>179,000.00</b>	<b>0.0%</b>	

597 Interfund Transfers

597 19 00 0000 Transfer Out To 311 First St	43,700.00	0.00	(43,700.00)	0.0%	Removed-Changed to CIP Fund
<b>597 Interfund Transfers</b>	<b>43,700.00</b>	<b>0.00</b>	<b>(43,700.00)</b>	<b>0.0%</b>	

999 Ending Balance

508 51 00 0100 Streets-Unreserved Ending Cash	114,672.38	48,186.34	(66,486.04)	42.0%	
<b>999 Ending Balance</b>	<b>114,672.38</b>	<b>48,186.34</b>	<b>(66,486.04)</b>	<b>42.0%</b>	



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100 Street Fund

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Expenditures	Original	Proposed	Difference	Remarks
<b>Fund Expenditures:</b>	<b>159,372.38</b>	<b>266,686.34</b>	<b>107,313.96</b>	<b>167.3%</b>
<b>Fund Excess/(Deficit):</b>	<b>84,005.60</b>	<b>84,005.60</b>		

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## 2021 PROPOSED BUDGET CHANGES

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103 Tourism Promo & Develop Fund

Revenues	Original	Proposed	Difference		Remarks
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308 Beginning Balances

308 31 00 0103 Tourism Reserved C&I - Capita	300,000.00	180,226.71	(119,773.29)	60.1%	Decreased 2020 Ending Cash due to capital project expenses
308 31 01 0103 Tourism Reserved C&I - Rev. S	270,886.20	436,373.46	165,487.26	161.1%	Increased 2020 Ending Cash

308 Beginning Balances	570,886.20	616,600.17	45,713.97	108.0%	
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<b>Fund Revenues:</b>	<b>570,886.20</b>	<b>616,600.17</b>	<b>45,713.97</b>	<b>108.0%</b>	
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Expenditures	Original	Proposed	Difference		Remarks
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999 Ending Balance

508 31 01 0103 Tourism-Ending Cash	172,786.20	218,500.17	45,713.97	126.5%	
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999 Ending Balance	172,786.20	218,500.17	45,713.97	126.5%	
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<b>Fund Expenditures:</b>	<b>172,786.20</b>	<b>218,500.17</b>	<b>45,713.97</b>	<b>126.5%</b>	
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<b>Fund Excess/(Deficit):</b>	<b>398,100.00</b>	<b>398,100.00</b>			
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105 Affordable Housing Fund

Revenues	Original	Proposed	Difference	0.0%	Remarks
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308 Beginning Balances

308 31 00 0105 Affordable Housing-Beg Balanc	0.00	1,215.61	1,215.61	0.0%	Increased 2020 Ending Cash
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308 Beginning Balances	0.00	1,215.61	1,215.61	0.0%	
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<b>Fund Revenues:</b>	<b>0.00</b>	<b>1,215.61</b>	<b>1,215.61</b>	<b>0.0%</b>	
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Expenditures	Original	Proposed	Difference	108.1%	Remarks
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999 Ending Balance

508 31 00 0105 Affordable Housing-Ending Bal	15,000.00	16,215.61	1,215.61	108.1%	
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999 Ending Balance	15,000.00	16,215.61	1,215.61	108.1%	
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<b>Fund Expenditures:</b>	<b>15,000.00</b>	<b>16,215.61</b>	<b>1,215.61</b>	<b>108.1%</b>	
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<b>Fund Excess/(Deficit):</b>	<b>(15,000.00)</b>	<b>(15,000.00)</b>			
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## 2021 PROPOSED BUDGET CHANGES

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300 Capital Improvement Fund

Revenues	Original	Proposed	Difference		Remarks
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308 Beginning Balances

308 31 00 0300 Cap Imp Reserved Begin C&I	68,762.99	96,016.92	27,253.93	139.6%	Increased 2020 Ending Cash
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308 Beginning Balances	68,762.99	96,016.92	27,253.93	139.6%	
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<b>Fund Revenues:</b>	<b>68,762.99</b>	<b>96,016.92</b>	<b>27,253.93</b>	<b>139.6%</b>	
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Expenditures	Original	Proposed	Difference		Remarks
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597 Interfund Transfers

597 01 00 0100 Transfer Out to Streets	0.00	30,000.00	30,000.00	0.0%	Rock Creek Stormwater Project
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597 18 00 0311 Transfer Out To First Street	0.00	43,700.00	43,700.00	0.0%	Moved from Streets
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597 Interfund Transfers	0.00	73,700.00	73,700.00	0.0%	
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999 Ending Balance

508 31 00 0300 Cap. Imp.-Ending Cash	88,762.99	42,316.92	(46,446.07)	47.7%	
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999 Ending Balance	88,762.99	42,316.92	(46,446.07)	47.7%	
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<b>Fund Expenditures:</b>	<b>88,762.99</b>	<b>116,016.92</b>	<b>27,253.93</b>	<b>130.7%</b>	
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<b>Fund Excess/(Deficit):</b>	<b>(20,000.00)</b>	<b>(20,000.00)</b>			
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309 Russell Ave

Revenues	Original	Proposed	Difference	0.0%	Remarks
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308 Beginning Balances

308 51 00 0309 Russell Ave Res Beg CA & Invt	0.00	(119.36)	(119.36)	0.0%	Outstanding Grant reimbursement
<b>308 Beginning Balances</b>	<b>0.00</b>	<b>(119.36)</b>	<b>(119.36)</b>	<b>0.0%</b>	

330 Intergovernmental Revenues

334 03 80 0309 Russell Ave-TIB Grant	0.00	119.36	119.36	0.0%	Reimbursement Requests Outstanding
<b>330 Intergovernmental Revenues</b>	<b>0.00</b>	<b>119.36</b>	<b>119.36</b>	<b>0.0%</b>	

<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
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Expenditures	Original	Proposed	Difference	0.0%	Remarks
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<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>			
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## 2021 PROPOSED BUDGET CHANGES

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311 First Street

Revenues	Original	Proposed	Difference	%	Remarks
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308 Beginning Balances

308 51 00 0311 First St-Res Beg Cash	0.00	(40,966.57)	(40,966.57)	0.0%	Outstanding Grant reimbursement
<b>308 Beginning Balances</b>	<b>0.00</b>	<b>(40,966.57)</b>	<b>(40,966.57)</b>	<b>0.0%</b>	

330 Intergovernmental Revenues

333 20 20 0002 First St.-TA Grant	575,400.00	616,366.57	40,966.57	107.1%	Roll-over grant funds
<b>330 Intergovernmental Revenues</b>	<b>575,400.00</b>	<b>616,366.57</b>	<b>40,966.57</b>	<b>107.1%</b>	

397 Interfund Transfers

397 00 00 0311 First St-Transfer In From Street:	43,700.00	0.00	(43,700.00)	0.0%	Moved to CIP
397 00 00 1311 First St-Transfer In From CIP	0.00	43,700.00	43,700.00	0.0%	Moved from streets
<b>397 Interfund Transfers</b>	<b>43,700.00</b>	<b>43,700.00</b>	<b>0.00</b>	<b>100.0%</b>	

<b>Fund Revenues:</b>	<b>619,100.00</b>	<b>619,100.00</b>	<b>0.00</b>	<b>100.0%</b>	
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Expenditures	Original	Proposed	Difference	%	Remarks
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<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
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<b>Fund Excess/(Deficit):</b>	<b>619,100.00</b>	<b>619,100.00</b>			
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400 Water/Sewer Fund

Revenues	Original	Proposed	Difference		Remarks
<b>308 Beginning Balances</b>					
308 51 00 0400 WS Unreserved Begin CA & In	103,551.58	215,714.63	112,163.05	208.3%	Increased 2020 Ending Cash
400 Water/Sewer	103,551.58	215,714.63	112,163.05	208.3%	
308 51 01 0400 WS Res Begin C&I System Dev	249,161.66	368,088.95	118,927.29	147.7%	Increased 2020 Ending Cash
401 Water	249,161.66	368,088.95	118,927.29	147.7%	
308 51 02 0400 WS Res Begin C&I System Dev	203,703.27	303,770.27	100,067.00	149.1%	Increased 2020 Ending Cash
402 Sewer	203,703.27	303,770.27	100,067.00	149.1%	
<b>308 Beginning Balances</b>	<b>556,416.51</b>	<b>887,573.85</b>	<b>331,157.34</b>	<b>159.5%</b>	
<b>Fund Revenues:</b>	<b>556,416.51</b>	<b>887,573.85</b>	<b>331,157.34</b>	<b>159.5%</b>	

Expenditures	Original	Proposed	Difference		Remarks
<b>591 Debt Service</b>					
591 35 72 0000 Sewer Outfall - USDA RDA Pri	20,120.00	24,028.27	3,908.27	119.4%	Update to actual
592 35 83 0000 Sewer Outfall - USDA RDA Int	12,551.00	8,641.73	(3,909.27)	68.9%	Update to actual
535 Sewer	32,671.00	32,670.00	(1.00)	100.0%	
<b>591 Debt Service</b>	<b>32,671.00</b>	<b>32,670.00</b>	<b>(1.00)</b>	<b>100.0%</b>	

<b>597 Interfund Transfers</b>					
597 10 00 0000 Transfer Out to 410 WW Sys. U	0.00	100,000.00	100,000.00	0.0%	EDA/USDA Project Matching Funds
535 Sewer	0.00	100,000.00	100,000.00	0.0%	
<b>597 Interfund Transfers</b>	<b>0.00</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>0.0%</b>	

<b>999 Ending Balance</b>					
508 51 00 0400 WS-Ending Cash	206,052.51	218,216.56	12,164.05	105.9%	
400 Water/Sewer	206,052.51	218,216.56	12,164.05	105.9%	
508 51 01 0400 WS-Water Reserve	195,835.66	314,762.95	118,927.29	160.7%	

## 2021 PROPOSED BUDGET CHANGES

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400 Water/Sewer Fund

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Expenditures	Original	Proposed	Difference	Remarks
<hr/>				
999 Ending Balance				
401 Water	195,835.66	314,762.95	118,927.29	160.7%
508 51 02 0400 WS-WW Reserve	260,235.27	360,302.27	100,067.00	138.5%
402 Sewer	260,235.27	360,302.27	100,067.00	138.5%
999 Ending Balance	662,123.44	893,281.78	231,158.34	134.9%
<b>Fund Expenditures:</b>	<b>694,794.44</b>	<b>1,025,951.78</b>	<b>331,157.34</b>	<b>147.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>(138,377.93)</b>	<b>(138,377.93)</b>		

## 2021 PROPOSED BUDGET CHANGES

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406 Wastewater Short Lived Asset Reserve Fund

Revenues	Original	Proposed	Difference	%	Remarks
<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
Expenditures	Original	Proposed	Difference	%	Remarks
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>			



## 2021 PROPOSED BUDGET CHANGES

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408 Wastewater Debt Reserve Fund

Revenues	Original	Proposed	Difference	Remarks
<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Expenditures	Original	Proposed	Difference	Remarks
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

## 2021 PROPOSED BUDGET CHANGES

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### 410 Wastewater System Upgrades

Revenues	Original	Proposed	Difference	Remarks
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### 308 Beginning Balances

308 51 00 0410 WW Sys Upgrades Beg Cash &	0.00	(57,601.53)	(57,601.53)	0.0%	Outstanding reimbursement
308 Beginning Balances	0.00	(57,601.53)	(57,601.53)	0.0%	

### 330 Intergovernmental Revenues

331 11 00 0000 EDA Grant-WW Collection Sys	0.00	1,733,656.00	1,733,656.00	0.0%	
330 Intergovernmental Revenues	0.00	1,733,656.00	1,733,656.00	0.0%	

### 390 Other Financing Sources

391 20 00 0000 USDA RDA Bond Proceeds-W'	0.00	333,414.00	333,414.00	0.0%	
390 Other Financing Sources	0.00	333,414.00	333,414.00	0.0%	

### 397 Interfund Transfers

397 05 00 0410 Transfer In from Water/Sewer F	0.00	100,000.00	100,000.00	0.0%	EDA/USDA Matching Funds
397 Interfund Transfers	0.00	100,000.00	100,000.00	0.0%	

<b>Fund Revenues:</b>	<b>0.00</b>	<b>2,109,468.47</b>	<b>2,109,468.47</b>	<b>0.0%</b>	
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Expenditures	Original	Proposed	Difference	Remarks
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### 594 Capital Expenditures

594 35 41 4103 Design-Consultant Svs	500,000.00	442,398.47	(57,601.53)	88.5%	
594 35 41 4104 Collection Sys. Upgrades Consu	0.00	455,070.00	455,070.00	0.0%	2020 Engineering Svc
594 35 41 4105 Collection Sys. Upgrades Const	0.00	1,712,000.00	1,712,000.00	0.0%	Rock Creek PS & Cascade Interceptor
594 Capital Expenditures	500,000.00	2,609,468.47	2,109,468.47	521.9%	

<b>Fund Expenditures:</b>	<b>500,000.00</b>	<b>2,609,468.47</b>	<b>2,109,468.47</b>	<b>521.9%</b>	
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<b>Fund Excess/(Deficit):</b>	<b>(500,000.00)</b>	<b>(500,000.00)</b>			
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500 Equipment Service Fund

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Revenues	Original	Proposed	Difference		Remarks
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308 Beginning Balances

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308 51 00 0500 ES Unreserved Begin CA & Inv	183,177.98	190,947.57	7,769.59	104.2%	Increased 2020 Ending Cash
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308 Beginning Balances	183,177.98	190,947.57	7,769.59	104.2%	
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<b>Fund Revenues:</b>	<b>183,177.98</b>	<b>190,947.57</b>	<b>7,769.59</b>	<b>104.2%</b>	
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Expenditures	Original	Proposed	Difference		Remarks
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999 Ending Balance

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508 51 00 0500 ES-Ending Cash	180,427.98	188,197.57	7,769.59	104.3%	
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999 Ending Balance	180,427.98	188,197.57	7,769.59	104.3%	
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<b>Fund Expenditures:</b>	<b>180,427.98</b>	<b>188,197.57</b>	<b>7,769.59</b>	<b>104.3%</b>	
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<b>Fund Excess/(Deficit):</b>	<b>2,750.00</b>	<b>2,750.00</b>			
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630 Stevenson Municipal Court

Revenues	Original	Proposed	Difference	Remarks
<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Expenditures	Original	Proposed	Difference	Remarks
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

## 2021 PROPOSED BUDGET CHANGES

City Of Stevenson

### Fund Totals

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Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
001 General Expense Fund	598,764.85	785,783.69	187,018.84	131.2%	555,258.10	742,276.94	187,018.84	133.7%
010 General Reserve Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
020 Fire Reserve Fund	1,518,593.47	1,564,616.67	46,023.20	103.0%	1,543,593.47	1,589,616.67	46,023.20	103.0%
100 Street Fund	243,377.98	350,691.94	107,313.96	144.1%	159,372.38	266,686.34	107,313.96	167.3%
103 Tourism Promo & Develop Fund	570,886.20	616,600.17	45,713.97	108.0%	172,786.20	218,500.17	45,713.97	126.5%
105 Affordable Housing Fund	0.00	1,215.61	1,215.61	0.0%	15,000.00	16,215.61	1,215.61	108.1%
300 Capital Improvement Fund	68,762.99	96,016.92	27,253.93	139.6%	88,762.99	116,016.92	27,253.93	130.7%
309 Russell Ave	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
311 First Street	619,100.00	619,100.00	0.00	100.0%	0.00	0.00	0.00	0.0%
400 Water/Sewer Fund	556,416.51	887,573.85	331,157.34	159.5%	694,794.44	1,025,951.78	331,157.34	147.7%
406 Wastewater Short Lived Asset Reser	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
408 Wastewater Debt Reserve Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
410 Wastewater System Upgrades	0.00	2,109,468.47	2,109,468.47	0.0%	500,000.00	2,609,468.47	2,109,468.47	521.9%
500 Equipment Service Fund	183,177.98	190,947.57	7,769.59	104.2%	180,427.98	188,197.57	7,769.59	104.3%
630 Stevenson Municipal Court	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Excess/(Deficit):</b>	<b>4,359,079.98</b>	<b>7,222,014.89</b>	<b>2,862,934.91</b>	<b>165.7%</b>	<b>3,909,995.56</b>	<b>6,772,930.47</b>	<b>2,862,934.91</b>	<b>173.2%</b>

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Revenues	Original	Proposed	Difference		Remarks
<b>308 Beginning Balances</b>					
308 91 00 0001 Unreserved Cash & Investments	598,764.85	785,783.69	187,018.84	131.2%	Increased 2020 Ending Balance
100 Unreserved	598,764.85	785,783.69	187,018.84	131.2%	
308 51 01 0001 Reserved Cash - Unemployment	33,413.82	33,413.82	0.00	100.0%	
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%	
308 51 02 0001 Reserved Cash - Custodial	51,135.13	51,135.13	0.00	100.0%	
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%	
<b>308 Beginning Balances</b>	<b>683,313.80</b>	<b>870,332.64</b>	<b>187,018.84</b>	<b>127.4%</b>	
<b>310 Taxes</b>					
311 10 00 0000 General Property Tax	486,702.34	486,702.34	0.00	100.0%	
311 Property Tax	486,702.34	486,702.34	0.00	100.0%	
313 11 00 0000 Sales Tax	230,000.00	230,000.00	0.00	100.0%	
313 71 00 0000 Local Criminal Justice Tax	15,000.00	15,000.00	0.00	100.0%	
313 Sales Tax	245,000.00	245,000.00	0.00	100.0%	
316 43 00 0000 Natural Gas Utility Tax	15,000.00	15,000.00	0.00	100.0%	
316 45 00 0000 Garbage Utility Tax	7,500.00	7,500.00	0.00	100.0%	
316 46 00 0000 Cable TV Utility Tax	3,000.00	3,000.00	0.00	100.0%	
316 47 00 0000 Telephone Utility Tax	10,000.00	10,000.00	0.00	100.0%	
316 Utility Tax	35,500.00	35,500.00	0.00	100.0%	
317 20 00 0000 Leasehold Tax	16,000.00	16,000.00	0.00	100.0%	
317 21 00 0000 Rock Cove ALF In-Lieu Tax	0.00	0.00	0.00	0.0%	
317 Other Tax	16,000.00	16,000.00	0.00	100.0%	
<b>310 Taxes</b>	<b>783,202.34</b>	<b>783,202.34</b>	<b>0.00</b>	<b>100.0%</b>	
<b>320 Licenses &amp; Permits</b>					
321 99 01 0000 Business Licenses	1,400.00	1,400.00	0.00	100.0%	
321 99 02 0000 Peddlers & Solicitors Permit	0.00	0.00	0.00	0.0%	
321 99 03 0000 Vacation Rental Licenses	1,500.00	1,500.00	0.00	100.0%	



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Revenues	Original	Proposed	Difference	Remarks
<b>320 Licenses &amp; Permits</b>				
321 Licenses	2,900.00	2,900.00	0.00	100.0%
322 10 00 0000 Building Permits	0.00	0.00	0.00	0.0%
322 Permits	0.00	0.00	0.00	0.0%
<b>320 Licenses &amp; Permits</b>	<b>2,900.00</b>	<b>2,900.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>330 Intergovernmental Revenues</b>				
333 11 00 0000 DOC-CARES Act Grant	0.00	0.00	0.00	0.0%
333 14 51 0001 CDBG Housing Rehab Grant	250,000.00	250,000.00	0.00	100.0%
334 03 10 0000 DOE-Shoreline Master Plan Gr	11,000.00	11,000.00	0.00	100.0%
<b>330 Grants</b>	<b>261,000.00</b>	<b>261,000.00</b>	<b>0.00</b>	<b>100.0%</b>
335 00 91 0000 PUD Privilege Tax (in Lieu)	11,000.00	11,000.00	0.00	100.0%
<b>335 State Shared</b>	<b>11,000.00</b>	<b>11,000.00</b>	<b>0.00</b>	<b>100.0%</b>
336 06 21 0000 Criminal Justice - Low Populati	1,000.00	1,000.00	0.00	100.0%
336 06 25 0000 Criminal Justice - Contracted Se	2,500.00	2,500.00	0.00	100.0%
336 06 26 0000 Criminal Justice - Special Progr	1,936.35	1,936.35	0.00	100.0%
336 06 42 0000 Marijuana Excise Tax	1,853.60	1,853.60	0.00	100.0%
336 06 51 0000 DUI/Other Crim Justice Assist	0.00	0.00	0.00	0.0%
336 06 94 0000 Liquor Excise Tax	9,367.30	9,367.30	0.00	100.0%
337 40 00 0000 Private Harvest Tax	0.00	0.00	0.00	0.0%
<b>336 State Entitlements, Impact Payments</b>	<b>16,657.25</b>	<b>16,657.25</b>	<b>0.00</b>	<b>100.0%</b>
<b>330 Intergovernmental Revenues</b>	<b>288,657.25</b>	<b>288,657.25</b>	<b>0.00</b>	<b>100.0%</b>
<b>340 Charges For Goods &amp; Services</b>				
341 43 00 0000 General Admin Services	126,000.00	126,000.00	0.00	100.0%
341 81 00 0000 Printing/Photocopy Services	0.00	0.00	0.00	0.0%
342 33 05 0000 Active Probation Fee	0.00	0.00	0.00	0.0%
<b>341 Other</b>	<b>126,000.00</b>	<b>126,000.00</b>	<b>0.00</b>	<b>100.0%</b>
342 21 00 0000 Fire District II Fire Control	32,700.00	32,700.00	0.00	100.0%

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Revenues	Original	Proposed	Difference	Remarks
<b>340 Charges For Goods &amp; Services</b>				
342 Fire District 2	32,700.00	32,700.00	0.00	100.0%
345 83 00 0000 Planning Fees	4,500.00	4,500.00	0.00	100.0%
345 Planning	4,500.00	4,500.00	0.00	100.0%
345 83 01 0000 N Bonn Bldg Inspect Reimburse	0.00	0.00	0.00	0.0%
345 83 02 0000 Skamania County Reimburseme	0.00	0.00	0.00	0.0%
346 Building	0.00	0.00	0.00	0.0%
<b>340 Charges For Goods &amp; Services</b>	<b>163,200.00</b>	<b>163,200.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>350 Fines &amp; Penalties</b>				
353 10 00 0000 Traffic Infractions/Parking	3,000.00	3,000.00	0.00	100.0%
353 70 00 0000 Non-Traffic Infractions	100.00	100.00	0.00	100.0%
355 20 00 0000 DUI Fines	1,000.00	1,000.00	0.00	100.0%
355 80 00 0000 Criminal Traffic Fines	1,000.00	1,000.00	0.00	100.0%
356 90 00 0000 Criminal Non-Traffic Fines	600.00	600.00	0.00	100.0%
357 37 00 0000 Court Cost Recoupments	5,000.00	5,000.00	0.00	100.0%
<b>350 Fines &amp; Penalties</b>	<b>10,700.00</b>	<b>10,700.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>360 Interest &amp; Other Earnings</b>				
361 11 00 0000 Interest Income/General Fund	5,000.00	5,000.00	0.00	100.0%
361 40 00 0000 Sales Tax Interest	200.00	200.00	0.00	100.0%
362 00 00 0000 Park Rentals	0.00	0.00	0.00	0.0%
369 91 00 0000 Miscellaneous Income	300.00	300.00	0.00	100.0%
<b>360 Interest &amp; Other Earnings</b>	<b>5,500.00</b>	<b>5,500.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>380 Non Revenues</b>				
389 30 00 0000 Agency Collections - State Bldg	0.00	0.00	0.00	0.0%
<b>380 Non Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Revenues:</b>	<b>1,937,473.39</b>	<b>2,124,492.23</b>	<b>187,018.84</b>	<b>109.7%</b>

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Expenditures	Original	Proposed	Difference	Remarks
<b>511 Legislative</b>				
511 30 41 0000 Ordinance Codification	2,500.00	2,500.00	0.00	100.0%
511 30 44 0000 Legislative Publishing	3,500.00	3,500.00	0.00	100.0%
511 60 10 0000 Council Salary	12,000.00	12,000.00	0.00	100.0%
511 60 20 0000 Council Benefits	1,000.00	1,000.00	0.00	100.0%
511 60 43 0000 Travel/Lodging Council	2,000.00	2,000.00	0.00	100.0%
511 60 49 0000 Tuition Council	1,000.00	1,000.00	0.00	100.0%
<b>511 Legislative</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>512 Judicial</b>				
512 50 10 0001 Court Clerk Salary	5,000.00	5,000.00	0.00	100.0%
512 50 20 0001 Court Clerk Benefits	3,000.00	3,000.00	0.00	100.0%
512 50 31 0000 Court Supplies	0.00	0.00	0.00	0.0%
512 50 41 0001 Jury Management/Courtroom U	1,200.00	1,200.00	0.00	100.0%
512 50 41 0003 Municipal Court Contract	20,000.00	20,000.00	0.00	100.0%
512 50 49 0000 Juror/Witness/Investigative Fees	0.00	0.00	0.00	0.0%
512 52 41 0002 Interpreter Fees	500.00	500.00	0.00	100.0%
512 52 51 0000 Sheriff Warrant Service Charge	500.00	500.00	0.00	100.0%
515 35 41 0000 Prosecuting Attorney County Ct	16,000.00	16,000.00	0.00	100.0%
515 93 41 0000 Indigent Defense	15,000.00	15,000.00	0.00	100.0%
<b>512 Judicial</b>	<b>61,200.00</b>	<b>61,200.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>513 Executive</b>				
513 10 10 0000 Mayor Salary	7,200.00	7,200.00	0.00	100.0%
513 10 10 0001 City Administrator Salary	75,000.00	75,000.00	0.00	100.0%
513 10 20 0000 Mayor Benefits	625.00	625.00	0.00	100.0%
513 10 20 0001 City Administrator Benefits	28,000.00	28,000.00	0.00	100.0%
513 10 43 0000 Travel/Lodging Mayor/Adminis	2,000.00	2,000.00	0.00	100.0%
513 10 49 0000 Tuition Mayor/Administrator	1,000.00	1,000.00	0.00	100.0%
<b>513 Executive</b>	<b>113,825.00</b>	<b>113,825.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>514 Financial, Recording &amp; Elections</b>				
514 20 10 0001 Budgeting/Accounting Salary	66,000.00	66,000.00	0.00	100.0%
514 20 20 0001 Budgeting/Accounting Benefits	21,000.00	21,000.00	0.00	100.0%
514 20 41 0001 EBPP Fees General Fund	600.00	600.00	0.00	100.0%
514 20 41 0022 Audit Fee	7,000.00	7,000.00	0.00	100.0%



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Expenditures	Original	Proposed	Difference	Remarks
<b>514 Financial, Recording &amp; Elections</b>				
514 20 43 0000 Travel Financial/Records	3,000.00	3,000.00	0.00	100.0%
514 20 46 0000 Clerk Bond Premiums	200.00	200.00	0.00	100.0%
514 20 49 0000 Training/Tuition - Financial/Rec	3,000.00	3,000.00	0.00	100.0%
514 20 49 0001 Dues & Membership - Financia	1,200.00	1,200.00	0.00	100.0%
514 20 49 0002 Fiduciary Fees/VISA	2,500.00	2,500.00	0.00	100.0%
514 20 49 0003 Miscellaneous Charges	500.00	500.00	0.00	100.0%
514 30 10 0000 Minutes - Recording Fee Sal	2,250.00	2,250.00	0.00	100.0%
514 30 20 0000 Minutes - Recording Fee Ben	200.00	200.00	0.00	100.0%
514 41 41 0000 Elections	1,000.00	1,000.00	0.00	100.0%
514 91 51 0000 Voter Registration Services	6,000.00	6,000.00	0.00	100.0%
<b>514 Financial, Recording &amp; Elections</b>	<b>114,450.00</b>	<b>114,450.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>515 Legal Services</b>				
515 41 41 0000 Advisory Board Services	30,000.00	30,000.00	0.00	100.0%
515 41 43 0000 Travel - Legal	750.00	750.00	0.00	100.0%
515 41 49 0000 Training & Tuition - Legal	750.00	750.00	0.00	100.0%
<b>515 Legal Services</b>	<b>31,500.00</b>	<b>31,500.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>517 Employee Benefit Programs</b>				
517 70 22 0000 Unemployment Claims	0.00	0.00	0.00	0.0%
517 70 25 0000 Old Age Survivor Insurance	25.00	25.00	0.00	100.0%
517 90 26 0000 Staff Wellness	500.00	500.00	0.00	100.0%
<b>517 Employee Benefit Programs</b>	<b>525.00</b>	<b>525.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>518 Centralized Services</b>				
518 20 44 0000 DNR Fire Control Assessment	0.00	0.00	0.00	0.0%
518 30 10 0000 Building Repair Salary	3,000.00	3,000.00	0.00	100.0%
518 30 20 0000 Building Repair Benefits	1,500.00	1,500.00	0.00	100.0%
518 30 31 0000 Household Supplies/Repairs	2,000.00	2,000.00	0.00	100.0%
518 30 41 0000 Custodial Services	1,000.00	1,000.00	0.00	100.0%
518 30 41 0001 Contractual Services	2,500.00	2,500.00	0.00	100.0%
518 30 44 0000 HR-Advertisement	0.00	0.00	0.00	0.0%
518 30 45 0099 Eq Rental-Bldg Repair	1,000.00	1,000.00	0.00	100.0%
518 30 46 0000 Insurance - Liability	14,000.00	14,000.00	0.00	100.0%
518 30 47 0000 Heat & Lights	3,000.00	3,000.00	0.00	100.0%

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<b>518 Centralized Services</b>					
518 30 47 0001 City Hall Water/Sewer	1,330.29	1,330.29	0.00	100.0%	
518 30 48 0000 Building Repair Supplies	1,000.00	1,000.00	0.00	100.0%	
518 40 31 0000 Office Supplies	6,000.00	6,000.00	0.00	100.0%	
518 40 41 0000 Office Equip Repair& Maintena	16,000.00	16,000.00	0.00	100.0%	
518 40 42 0000 Central Services Telephone	4,000.00	4,000.00	0.00	100.0%	
518 40 42 0001 Miscellaneous - Postage	500.00	500.00	0.00	100.0%	
518 80 41 0023 Website - General Fund	500.00	8,000.00	7,500.00	*****	Website redesign
518 90 10 0000 COVID-19 - Salaries	0.00	0.00	0.00	0.0%	
518 90 20 0000 COVID-19 - Benefits	0.00	0.00	0.00	0.0%	
518 90 31 0000 COVID-19 Supplies	0.00	0.00	0.00	0.0%	
518 90 41 0000 COVID-19 Services	0.00	0.00	0.00	0.0%	
518 90 49 0001 Dues And Membership - Genera	3,000.00	3,000.00	0.00	100.0%	
594 18 62 0000 City Hall Improvements	0.00	0.00	0.00	0.0%	
594 18 64 0000 Office Furniture/Equipment	0.00	0.00	0.00	0.0%	
594 18 64 0001 Computer Equipment	0.00	0.00	0.00	0.0%	
<b>518 Centralized Services</b>	<b>60,330.29</b>	<b>67,830.29</b>	<b>7,500.00</b>	<b>112.4%</b>	

521 Law Enforcement

521 20 41 0000 Police Services	176,905.87	176,905.87	0.00	100.0%	
521 20 41 0001 CR Jus #4 Basic Law Enforcem	2,700.00	2,700.00	0.00	100.0%	
521 30 41 0000 CR Jus #1 Drug/Alcohol ED	1,600.00	1,600.00	0.00	100.0%	
523 30 41 0000 Probation And Parole Services	0.00	0.00	0.00	0.0%	
523 60 41 0000 Jail Services	13,000.00	13,000.00	0.00	100.0%	
<b>521 Law Enforcement</b>	<b>194,205.87</b>	<b>194,205.87</b>	<b>0.00</b>	<b>100.0%</b>	

522 Fire Control

522 10 10 0000 Fire Chief/Administration - Sala	1,900.00	1,900.00	0.00	100.0%	
522 10 20 0000 Fire Chief/Administration - Ben	100.00	100.00	0.00	100.0%	
522 20 10 0000 Fire Contract Volunteer Reimb	16,000.00	16,000.00	0.00	100.0%	
522 20 20 0000 Firefighter Benefits	1,000.00	1,000.00	0.00	100.0%	
522 20 24 0000 Firefighter Pension/Disability	2,500.00	2,500.00	0.00	100.0%	
522 20 25 0000 Firefighter-COVID-19 Vaccines	0.00	0.00	0.00	0.0%	
522 20 31 0000 Fire Supplies	10,000.00	10,000.00	0.00	100.0%	
522 20 31 0119 Fire Supplies-COVID-19	0.00	0.00	0.00	0.0%	
522 20 32 0000 Fire Truck Fuel	1,000.00	1,000.00	0.00	100.0%	
522 20 41 0000 Fire-Contractual Services	25,000.00	25,000.00	0.00	100.0%	
522 20 42 0000 Fire Telephone	1,400.00	1,400.00	0.00	100.0%	

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001 General Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>522 Fire Control</b>				
522 20 46 0000 Fire Truck Insurance	1,500.00	1,500.00	0.00	100.0%
522 20 48 0000 Fire Hydrant Repair/Supplies	1,000.00	1,000.00	0.00	100.0%
522 20 49 0001 Dues & Memb./Sub. City Fire	250.00	250.00	0.00	100.0%
522 30 10 0000 Fire Support Salary	8,500.00	8,500.00	0.00	100.0%
522 30 20 0000 Fire Support Benefits	7,000.00	7,000.00	0.00	100.0%
522 30 31 0001 Fire Prevention Supplies City	500.00	500.00	0.00	100.0%
522 30 41 0000 Fire Investigations	1,000.00	1,000.00	0.00	100.0%
522 30 45 0099 Eq Rental - Fire Support	5,500.00	5,500.00	0.00	100.0%
522 45 43 0000 Travel - Fire Department	1,000.00	1,000.00	0.00	100.0%
522 45 49 0000 Fire Department Training	3,000.00	3,000.00	0.00	100.0%
522 50 47 0000 Fire Hall Heat And Lights	3,000.00	3,000.00	0.00	100.0%
522 50 47 0001 Fire Hall Water-Sewer	5,000.00	5,000.00	0.00	100.0%
522 50 47 0099 Water on Demand For Hydrants	4,000.00	4,000.00	0.00	100.0%
522 50 48 0000 Fire Hall Repair	5,000.00	5,000.00	0.00	100.0%
522 60 48 0000 Fire Equipment Repair	6,000.00	6,000.00	0.00	100.0%
597 12 00 0000 Transfer Out To 303 Joint Emer	0.00	0.00	0.00	0.0%
<b>202 Fire Department</b>	<b>111,150.00</b>	<b>111,150.00</b>	<b>0.00</b>	<b>100.0%</b>
522 20 31 0002 Fire Supplies FD II	10,000.00	10,000.00	0.00	100.0%
522 20 31 0219 Fire Supplies FD II-COVID-19	0.00	0.00	0.00	0.0%
522 20 32 0002 Fire Truck Fuel FDII	1,000.00	1,000.00	0.00	100.0%
522 20 49 0002 Dues & Membership/Subscripti	250.00	250.00	0.00	100.0%
522 30 31 0020 Fire Prevention Supplies FDII	500.00	500.00	0.00	100.0%
522 45 43 0002 Travel-FD II	0.00	0.00	0.00	0.0%
522 45 49 0002 Fire Training FD II	3,000.00	3,000.00	0.00	100.0%
522 60 48 0002 Fire Equipment Repair FDII	6,000.00	6,000.00	0.00	100.0%
<b>203 Fire District 2</b>	<b>20,750.00</b>	<b>20,750.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>522 Fire Control</b>	<b>131,900.00</b>	<b>131,900.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>528 Dispatch Services</b>				
528 60 41 0000 Dispatch Fees - City	2,500.00	2,500.00	0.00	100.0%
528 60 42 0000 Radio Contract	3,500.00	3,500.00	0.00	100.0%
<b>528 Dispatch Services</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>100.0%</b>

551 Public Housing Services



## 2021 PROPOSED BUDGET CHANGES

City Of Stevenson

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001 General Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>551 Public Housing Services</b>				
551 00 41 0000 CDBG Housing Rehab Cont. Sv	250,000.00	250,000.00	0.00	100.0%
551 Public Housing Services	250,000.00	250,000.00	0.00	100.0%
<b>553 Conservation</b>				
553 70 41 0000 Air Pollution Authority	300.00	300.00	0.00	100.0%
553 Conservation	300.00	300.00	0.00	100.0%
<b>554 Environmental Services</b>				
554 90 40 0000 Waterfront Mitigation Support	0.00	0.00	0.00	0.0%
554 Environmental Services	0.00	0.00	0.00	0.0%
<b>558 Planning &amp; Community Devel</b>				
558 50 10 0000 Building Inspector Salary	0.00	0.00	0.00	0.0%
558 50 20 0000 Building Inspector Benefits	0.00	0.00	0.00	0.0%
558 50 31 0000 Building Department Supplies	0.00	0.00	0.00	0.0%
558 50 41 0000 Consulting Services	0.00	0.00	0.00	0.0%
558 50 41 0001 Building Inspection Services	0.00	0.00	0.00	0.0%
558 50 42 0000 Building Department Telephone	0.00	0.00	0.00	0.0%
558 50 43 0000 Travel - Building Inspector	0.00	0.00	0.00	0.0%
558 50 45 0099 Eq Rental - Building Dept	0.00	0.00	0.00	0.0%
558 50 49 0000 Training & Tuition - Building D	0.00	0.00	0.00	0.0%
558 50 49 0001 Dues & Membership - Bldg Dep	0.00	0.00	0.00	0.0%
550 Building	0.00	0.00	0.00	0.0%
558 60 10 0000 Planning Salary	90,000.00	90,000.00	0.00	100.0%
558 60 10 0001 Planning Recorder - Salaries	1,800.00	1,800.00	0.00	100.0%
558 60 10 0002 Planning Commission Salaries	4,500.00	4,500.00	0.00	100.0%
558 60 20 0000 Planning Benefits	45,000.00	45,000.00	0.00	100.0%
558 60 20 0001 Planning Recorder - Benefits	180.00	180.00	0.00	100.0%
558 60 20 0002 Planning Commission Benefits	500.00	500.00	0.00	100.0%
558 60 31 0000 Planning Supplies	200.00	200.00	0.00	100.0%
558 60 41 0000 Planning & Professional Assist	20,000.00	20,000.00	0.00	100.0%
558 60 41 0001 Planning Publication	1,750.00	1,750.00	0.00	100.0%
558 60 43 0000 Travel - Planning/Prof Assistanc	1,500.00	1,500.00	0.00	100.0%
558 60 49 0000 Training & Tuition - Planning	1,500.00	1,500.00	0.00	100.0%

## 2021 PROPOSED BUDGET CHANGES

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001 General Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>558 Planning &amp; Community Devel</b>				
558 60 49 0001 Dues & Membership - Planning	600.00	600.00	0.00	100.0%
558 60 49 0002 Planning Filing Fees/Misc	200.00	200.00	0.00	100.0%
560 Planning	167,730.00	167,730.00	0.00	100.0%
558 70 49 0001 EDC Assessment	12,890.00	12,890.00	0.00	100.0%
558 70 49 0002 MCEDD Services	1,000.00	1,000.00	0.00	100.0%
570 Economic Development	13,890.00	13,890.00	0.00	100.0%
558 Planning & Community Devel	181,620.00	181,620.00	0.00	100.0%
<b>565 Welfare</b>				
565 10 49 0000 Food Bank Support	10,000.00	10,000.00	0.00	100.0%
565 Welfare	10,000.00	10,000.00	0.00	100.0%
<b>566 Substance Abuse</b>				
566 72 42 0000 Substance Abuse/Liquor Excise	150.00	150.00	0.00	100.0%
566 Substance Abuse	150.00	150.00	0.00	100.0%
<b>573 Cultural &amp; Community Activities</b>				
573 20 41 0000 Trail Of The Gods Mural	6,000.00	6,000.00	0.00	100.0%
573 90 49 0000 Hosting of Meetings/Events	500.00	500.00	0.00	100.0%
573 Cultural & Community Activities	6,500.00	6,500.00	0.00	100.0%
<b>576 Park Facilities</b>				
576 20 41 0000 Community Pool Support	40,000.00	40,000.00	0.00	100.0%
576 80 10 0000 Park Maintenance Salary	20,000.00	20,000.00	0.00	100.0%
576 80 20 0000 Park Maintenance Benefits	12,000.00	12,000.00	0.00	100.0%
576 80 31 0000 Parks Supplies	2,000.00	2,000.00	0.00	100.0%
576 80 45 0099 Eq Rental - Parks	12,360.00	12,360.00	0.00	100.0%
576 80 47 0000 Parks Electricity	500.00	500.00	0.00	100.0%
576 80 47 0001 Parks Water	1,800.00	1,800.00	0.00	100.0%
576 80 48 0000 Parks - Contracted	0.00	0.00	0.00	0.0%

## 2021 PROPOSED BUDGET CHANGES

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001 General Expense Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>576 Park Facilities</b>				
576 Park Facilities	88,660.00	88,660.00	0.00	100.0%
<b>580 Non Expenditures</b>				
589 30 00 0000 Agency Remittances - State Bld	0.00	0.00	0.00	0.0%
589 99 00 0000 Payroll Clearing	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.0%
<b>597 Interfund Transfers</b>				
597 00 01 0020 Transfers-Out - Fire Reserve	25,000.00	25,000.00	0.00	100.0%
597 00 01 0100 Transfers-Out - To 100 Street F	0.00	0.00	0.00	0.0%
597 Interfund Transfers	25,000.00	25,000.00	0.00	100.0%
<b>999 Ending Balance</b>				
508 91 00 0001 CE-Unreserved Ending Cash	554,758.10	734,276.94	179,518.84	132.4%
100 Unreserved	554,758.10	734,276.94	179,518.84	132.4%
508 51 01 0001 CE-Unemployment Reserve	33,414.00	33,414.00	0.00	100.0%
102 Unemployment Reserve	33,414.00	33,414.00	0.00	100.0%
508 51 02 0001 CE-Custodial	51,135.13	51,135.13	0.00	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
999 Ending Balance	639,307.23	818,826.07	179,518.84	128.1%
<b>Fund Expenditures:</b>	<b>1,937,473.39</b>	<b>2,124,492.23</b>	<b>187,018.84</b>	<b>109.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		



## 2021 PROPOSED BUDGET CHANGES

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010 General Reserve Fund

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 51 00 0010 General Reserve-Beginning Cas	326,705.62	326,705.62	0.00	100.0%
308 Beginning Balances	326,705.62	326,705.62	0.00	100.0%

360 Interest & Other Earnings

361 11 00 0010 General Res-Interest	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>326,705.62</b>	<b>326,705.62</b>	<b>0.00</b>	<b>100.0%</b>
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Expenditures	Original	Proposed	Difference	Remarks
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999 Ending Balance

508 51 00 0010 General Res-Ending Cash	326,705.62	326,705.62	0.00	100.0%
999 Ending Balance	326,705.62	326,705.62	0.00	100.0%

<b>Fund Expenditures:</b>	<b>326,705.62</b>	<b>326,705.62</b>	<b>0.00</b>	<b>100.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		
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## 2021 PROPOSED BUDGET CHANGES

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020 Fire Reserve Fund

Revenues	Original	Proposed	Difference		Remarks
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308 Beginning Balances

308 51 00 0020 Fire Res-Beginning Cash	1,518,593.47	1,564,616.67	46,023.20	103.0%	Increased 2020 Ending Cash
308 Beginning Balances	1,518,593.47	1,564,616.67	46,023.20	103.0%	

360 Interest & Other Earnings

361 11 00 0020 Fire Res-Interest	0.00	0.00	0.00	0.0%	
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%	

397 Interfund Transfers

397 02 00 0001 Fire Res-Transfer In From Gene	25,000.00	25,000.00	0.00	100.0%	
397 Interfund Transfers	25,000.00	25,000.00	0.00	100.0%	

<b>Fund Revenues:</b>	<b>1,543,593.47</b>	<b>1,589,616.67</b>	<b>46,023.20</b>	<b>103.0%</b>	
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Expenditures	Original	Proposed	Difference		Remarks
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999 Ending Balance

508 51 00 0020 Fire Res-Ending Cash	1,543,593.47	1,589,616.67	46,023.20	103.0%	
999 Ending Balance	1,543,593.47	1,589,616.67	46,023.20	103.0%	

<b>Fund Expenditures:</b>	<b>1,543,593.47</b>	<b>1,589,616.67</b>	<b>46,023.20</b>	<b>103.0%</b>	
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>			
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## 2021 PROPOSED BUDGET CHANGES

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### 100 Street Fund

Revenues	Original	Proposed	Difference		Remarks
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### 308 Beginning Balances

308 51 00 0100 ST Unreserved Begin CA & Inv	243,377.98	300,691.94	57,313.96	123.5%	Increased 2020 Ending Cash
308 51 01 0100 ST Unreserved Begin C&I Snov	10,000.00	10,000.00	0.00	100.0%	
<b>308 Beginning Balances</b>	<b>253,377.98</b>	<b>310,691.94</b>	<b>57,313.96</b>	<b>122.6%</b>	

### 310 Taxes

313 11 00 0100 Additional .5% Sales Tax	230,000.00	230,000.00	0.00	100.0%	
316 42 00 0000 PUD Excise Tax	45,000.00	45,000.00	0.00	100.0%	
<b>310 Taxes</b>	<b>275,000.00</b>	<b>275,000.00</b>	<b>0.00</b>	<b>100.0%</b>	

### 320 Licenses & Permits

322 40 00 0000 Street ROW Applications & Per	600.00	600.00	0.00	100.0%	
<b>320 Licenses &amp; Permits</b>	<b>600.00</b>	<b>600.00</b>	<b>0.00</b>	<b>100.0%</b>	

### 330 Intergovernmental Revenues

334 02 30 0000 DNR Community Forestry Assi:	0.00	20,000.00	20,000.00	0.0%	DNR Grant
336 00 71 0000 Multimodal Transportation - Cit	2,217.70	2,217.70	0.00	100.0%	
336 00 87 0000 Street Fuel Tax-MVFT	35,152.20	35,152.20	0.00	100.0%	
336 06 95 0000 Liquor Profit Tax	13,074.50	13,074.50	0.00	100.0%	
<b>330 Intergovernmental Revenues</b>	<b>50,444.40</b>	<b>70,444.40</b>	<b>20,000.00</b>	<b>139.6%</b>	

### 360 Interest & Other Earnings

361 11 00 0100 Interest Income - Streets	0.00	0.00	0.00	0.0%	
369 10 00 0000 Sale of Scrap Streets	0.00	0.00	0.00	0.0%	
<b>360 Interest &amp; Other Earnings</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	

### 397 Interfund Transfers

397 00 00 0001 Transfer In From General Fund	0.00	0.00	0.00	0.0%	
397 01 00 0300 Transfer In From CIP	0.00	30,000.00	30,000.00	0.0%	Transfer to cover costs for Rock Creek Stormwater project
<b>397 Interfund Transfers</b>	<b>0.00</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>0.0%</b>	

<b>Fund Revenues:</b>	<b>579,422.38</b>	<b>686,736.34</b>	<b>107,313.96</b>	<b>118.5%</b>
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## 2021 PROPOSED BUDGET CHANGES

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100 Street Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>542 Streets - Maintenance</b>				
542 39 10 0000 Road Maintenance - Salaries	73,000.00	73,000.00	0.00	100.0%
542 39 20 0000 Road Maintenance - Benefits	35,000.00	35,000.00	0.00	100.0%
542 39 31 0000 Supplies	15,000.00	15,000.00	0.00	100.0%
542 39 41 0000 General Admin Fees	31,000.00	31,000.00	0.00	100.0%
542 39 42 0000 Telephone	200.00	200.00	0.00	100.0%
542 39 45 0099 Eq Rental - Road Maintenance	25,000.00	25,000.00	0.00	100.0%
542 39 48 0000 Contracted Labor	20,000.00	20,000.00	0.00	100.0%
542 39 51 0000 Environmental Permits	0.00	0.00	0.00	0.0%
542 40 10 0000 Storm Drain Maint - Salaries	10,000.00	10,000.00	0.00	100.0%
542 40 20 0000 Storm Drain Maint - Benefits	6,000.00	6,000.00	0.00	100.0%
542 40 31 0000 Storm Drain Maint - Supplies	2,000.00	2,000.00	0.00	100.0%
542 40 45 0099 Eq Rental - Storm Drain Maint	3,000.00	3,000.00	0.00	100.0%
542 40 47 0000 Dewatering Electricity Chesser	800.00	800.00	0.00	100.0%
542 40 48 0000 Storm Drain Maint - Contrlabor	700.00	700.00	0.00	100.0%
542 62 41 0000 Path Maintenance-Contract Svc:	0.00	0.00	0.00	0.0%
542 63 47 0000 Electricity - Street Lights	14,000.00	14,000.00	0.00	100.0%
542 63 47 0001 Street Water	0.00	0.00	0.00	0.0%
542 63 48 0000 Repair/maintenance - ST Lights	3,000.00	3,000.00	0.00	100.0%
542 64 31 0000 Traffic Devices	12,000.00	12,000.00	0.00	100.0%
542 64 48 0000 Road Striping	6,000.00	6,000.00	0.00	100.0%
542 66 10 0000 Snow Removal - Salary	18,000.00	18,000.00	0.00	100.0%
542 66 20 0000 Snow Removal - Benefits	8,000.00	8,000.00	0.00	100.0%
542 66 31 0000 Snow Removal - Supplies	1,000.00	1,000.00	0.00	100.0%
542 66 45 0099 Eq Rental - Snow Removal	4,000.00	4,000.00	0.00	100.0%
542 67 47 0000 Litter Clean-Up	2,000.00	2,000.00	0.00	100.0%
<b>542 Streets - Maintenance</b>	<b>289,700.00</b>	<b>289,700.00</b>	<b>0.00</b>	<b>100.0%</b>

543 Streets Admin & Overhead

543 10 10 0000 General Administration Salaries	2,000.00	2,000.00	0.00	100.0%
543 10 20 0000 General Administration Benefits	750.00	750.00	0.00	100.0%
543 31 10 0000 General Services Salaries	5,000.00	5,000.00	0.00	100.0%
543 31 20 0000 General Services Benefits	1,500.00	1,500.00	0.00	100.0%
543 31 41 0000 Computer Services	600.00	600.00	0.00	100.0%
543 31 41 0001 Contracted Servcies	80,000.00	80,000.00	0.00	100.0%
543 31 41 0022 Audit Fee	2,000.00	2,000.00	0.00	100.0%
543 31 43 0000 Travel - Streets	500.00	500.00	0.00	100.0%
543 31 46 0000 Insurance	6,500.00	6,500.00	0.00	100.0%
543 31 49 0000 Training - Streets	500.00	500.00	0.00	100.0%

## 2021 PROPOSED BUDGET CHANGES

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100 Street Fund

Expenditures	Original	Proposed	Difference		Remarks
<b>543 Streets Admin &amp; Overhead</b>					
543 31 49 0001 Misc/Recording Fees/Dues	1,000.00	1,000.00	0.00	100.0%	
543 Streets Admin & Overhead	100,350.00	100,350.00	0.00	100.0%	
<b>544 Road &amp; Street Operations</b>					
544 20 41 0100 #14 ST Planning Professional S	1,000.00	39,500.00	38,500.00	*****%	Tree Maint. Plan
544 Road & Street Operations	1,000.00	39,500.00	38,500.00	*****%	
<b>566 Substance Abuse</b>					
566 72 42 0100 Substance Abuse/Liquor Profits	0.00	0.00	0.00	0.0%	
566 Substance Abuse	0.00	0.00	0.00	0.0%	
<b>594 Capital Expenditures</b>					
595 21 61 0000 Right of Way	0.00	0.00	0.00	0.0%	
595 33 10 0000 Russell Avenue (Restor/Rehab)	0.00	0.00	0.00	0.0%	
595 33 20 0000 Russell Avenue (Restor/Rehab)	0.00	0.00	0.00	0.0%	
595 33 45 0099 Eq Rental - Restor/Rehab (Russ)	0.00	0.00	0.00	0.0%	
595 40 41 0000 Rock Creek Stormwater and Ou	0.00	179,000.00	179,000.00	0.0%	Current Estimates
595 50 41 0000 Kanaka Bridge Rebuild	20,000.00	20,000.00	0.00	100.0%	
594 Capital Expenditures	20,000.00	199,000.00	179,000.00	995.0%	
<b>597 Interfund Transfers</b>					
597 18 00 0000 Transfer Out to 309 Russell Ave	0.00	0.00	0.00	0.0%	
597 19 00 0000 Transfer Out To 311 First St	43,700.00	0.00	(43,700.00)	0.0%	Removed-Changed to CIP Fund
597 Interfund Transfers	43,700.00	0.00	(43,700.00)	0.0%	
<b>999 Ending Balance</b>					
508 51 00 0100 Streets-Unreserved Ending Cash	114,672.38	48,186.34	(66,486.04)	42.0%	
508 51 01 0100 Streets-Snow Reserve	10,000.00	10,000.00	0.00	100.0%	
999 Ending Balance	124,672.38	58,186.34	(66,486.04)	46.7%	
<b>Fund Expenditures:</b>	<b>579,422.38</b>	<b>686,736.34</b>	<b>107,313.96</b>	<b>118.5%</b>	

# 2021 PROPOSED BUDGET CHANGES

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100 Street Fund

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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>
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## 2021 PROPOSED BUDGET CHANGES

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### 103 Tourism Promo & Develop Fund

Revenues	Original	Proposed	Difference		Remarks
<b>308 Beginning Balances</b>					
308 31 00 0103 Tourism Reserved C&I - Capita	300,000.00	180,226.71	(119,773.29)	60.1%	Decreased 2020 Ending Cash due to capital project expenses
308 31 01 0103 Tourism Reserved C&I - Rev. S	270,886.20	436,373.46	165,487.26	161.1%	Increased 2020 Ending Cash
<b>308 Beginning Balances</b>	<b>570,886.20</b>	<b>616,600.17</b>	<b>45,713.97</b>	<b>108.0%</b>	
<b>310 Taxes</b>					
313 31 00 0000 Stadium (Motel/Hotel) Tax	300,000.00	300,000.00	0.00	100.0%	
<b>310 Taxes</b>	<b>300,000.00</b>	<b>300,000.00</b>	<b>0.00</b>	<b>100.0%</b>	
<b>360 Interest &amp; Other Earnings</b>					
361 11 00 0103 Interest Income/Tourism	0.00	0.00	0.00	0.0%	
<b>360 Interest &amp; Other Earnings</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
<b>Fund Revenues:</b>	<b>870,886.20</b>	<b>916,600.17</b>	<b>45,713.97</b>	<b>105.2%</b>	

Expenditures	Original	Proposed	Difference		Remarks
<b>573 Cultural &amp; Community Activities</b>					
573 30 41 0000 Consultant Services, Chamber	90,000.00	90,000.00	0.00	100.0%	
573 30 41 0001 SBA Consultant Services	80,000.00	80,000.00	0.00	100.0%	
573 30 41 0004 County - Fair & Timber Carniva	5,000.00	5,000.00	0.00	100.0%	
573 30 41 0005 County - Bluegrass Festival	10,000.00	10,000.00	0.00	100.0%	
573 30 41 0008 County-Fireworks	7,500.00	7,500.00	0.00	100.0%	
573 30 41 0010 General Admin Fees	4,000.00	4,000.00	0.00	100.0%	
573 90 10 0000 Promotion Salaries	5,000.00	5,000.00	0.00	100.0%	
573 90 10 0003 Promotion Field Salaries	3,300.00	3,300.00	0.00	100.0%	
573 90 20 0000 Promotion Benefits	1,000.00	1,000.00	0.00	100.0%	
573 90 20 0003 Promotion Field Benefits	1,700.00	1,700.00	0.00	100.0%	
573 90 31 0000 Promotion Supplies	0.00	0.00	0.00	0.0%	
573 90 41 0001 Discover Your Northwest	0.00	0.00	0.00	0.0%	
573 90 41 0002 CRGIC Consultant Services	55,000.00	55,000.00	0.00	100.0%	
573 90 41 0004 Skamania Senior Services - Hik	2,000.00	2,000.00	0.00	100.0%	
573 90 41 0008 Gorge Outrigger Races	5,000.00	5,000.00	0.00	100.0%	
573 90 41 0009 BOTG Kiteboarding Festival	3,000.00	3,000.00	0.00	100.0%	
573 90 41 0011 Stevenson Farmers Market	3,000.00	3,000.00	0.00	100.0%	
573 90 41 0013 Main St Program Coordinator (S	65,000.00	65,000.00	0.00	100.0%	

## 2021 PROPOSED BUDGET CHANGES

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103 Tourism Promo & Develop Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>573 Cultural &amp; Community Activities</b>				
573 90 41 0014 Stevenson Waterfront Music Fe:	3,000.00	3,000.00	0.00	100.0%
573 90 41 0015 Walking Man	5,200.00	5,200.00	0.00	100.0%
573 90 41 0016 Pirate Festival	8,400.00	8,400.00	0.00	100.0%
573 90 41 0018 SC Fair Board-GorgeGrass	4,000.00	4,000.00	0.00	100.0%
573 90 41 0019 CGTA Services	5,000.00	5,000.00	0.00	100.0%
573 90 41 0021 Computer Services	0.00	0.00	0.00	0.0%
573 90 41 0022 Audit Fee	2,000.00	2,000.00	0.00	100.0%
573 90 45 0099 Eq Rental - Promotion Field	0.00	0.00	0.00	0.0%
<b>573 Cultural &amp; Community Activities</b>	<b>368,100.00</b>	<b>368,100.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>594 Capital Expenditures</b>				
594 76 63 0001 Courthouse Park Plaza (SDA)	230,000.00	230,000.00	0.00	100.0%
<b>594 Capital Expenditures</b>	<b>230,000.00</b>	<b>230,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>999 Ending Balance</b>				
508 31 00 0103 Tourism-Cap. Facility Reserve	100,000.00	100,000.00	0.00	100.0%
508 31 01 0103 Tourism-Ending Cash	172,786.20	218,500.17	45,713.97	126.5%
<b>999 Ending Balance</b>	<b>272,786.20</b>	<b>318,500.17</b>	<b>45,713.97</b>	<b>116.8%</b>
<b>Fund Expenditures:</b>	<b>870,886.20</b>	<b>916,600.17</b>	<b>45,713.97</b>	<b>105.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

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105 Affordable Housing Fund

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 31 00 0105 Affordable Housing-Beg Balanc	0.00	1,215.61	1,215.61	0.0%	Increased 2020 Ending Cash
308 Beginning Balances	0.00	1,215.61	1,215.61	0.0%	

310 Taxes

313 27 00 0000 Affordable And Supportive Hou	15,000.00	15,000.00	0.00	100.0%	
310 Taxes	15,000.00	15,000.00	0.00	100.0%	

<b>Fund Revenues:</b>	<b>15,000.00</b>	<b>16,215.61</b>	<b>1,215.61</b>	<b>108.1%</b>	
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Expenditures	Original	Proposed	Difference	Remarks
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999 Ending Balance

508 31 00 0105 Affordable Housing-Ending Bal	15,000.00	16,215.61	1,215.61	108.1%	
999 Ending Balance	15,000.00	16,215.61	1,215.61	108.1%	

<b>Fund Expenditures:</b>	<b>15,000.00</b>	<b>16,215.61</b>	<b>1,215.61</b>	<b>108.1%</b>	
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>			
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### 300 Capital Improvement Fund

Revenues	Original	Proposed	Difference		Remarks
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### 308 Beginning Balances

308 31 00 0300 Cap Imp Reserved Begin C&I	68,762.99	96,016.92	27,253.93	139.6%	Increased 2020 Ending Cash
308 31 01 0300 Cap Imp Res Begin C&I Waterf	11,256.65	11,256.65	0.00	100.0%	
<b>308 Beginning Balances</b>	<b>80,019.64</b>	<b>107,273.57</b>	<b>27,253.93</b>	<b>134.1%</b>	

### 310 Taxes

318 34 00 0000 Real Estate Excise Tax	20,000.00	20,000.00	0.00	100.0%	
<b>310 Taxes</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>100.0%</b>	

### 360 Interest & Other Earnings

361 11 00 0300 Interest on Investments-Cap Imp	0.00	0.00	0.00	0.0%	
<b>360 Interest &amp; Other Earnings</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	

<b>Fund Revenues:</b>	<b>100,019.64</b>	<b>127,273.57</b>	<b>27,253.93</b>	<b>127.2%</b>
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Expenditures	Original	Proposed	Difference		Remarks
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### 597 Interfund Transfers

597 01 00 0100 Transfer Out to Streets	0.00	30,000.00	30,000.00	0.0%	Rock Creek Stormwater Project
597 18 00 0311 Transfer Out To First Street	0.00	43,700.00	43,700.00	0.0%	Moved from Streets
<b>597 Interfund Transfers</b>	<b>0.00</b>	<b>73,700.00</b>	<b>73,700.00</b>	<b>0.0%</b>	

### 999 Ending Balance

508 31 00 0300 Cap. Imp.-Ending Cash	88,762.99	42,316.92	(46,446.07)	47.7%	
508 31 01 0300 Cap. Imp.-Waterfront Imp Res	11,256.65	11,256.65	0.00	100.0%	
<b>999 Ending Balance</b>	<b>100,019.64</b>	<b>53,573.57</b>	<b>(46,446.07)</b>	<b>53.6%</b>	

<b>Fund Expenditures:</b>	<b>100,019.64</b>	<b>127,273.57</b>	<b>27,253.93</b>	<b>127.2%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>
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309 Russell Ave

Revenues	Original	Proposed	Difference	0.0%	Remarks
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308 Beginning Balances

308 51 00 0309 Russell Ave Res Beg CA & Invt	0.00	(119.36)	(119.36)	0.0%	Outstanding Grant reimbursement
308 Beginning Balances	0.00	(119.36)	(119.36)	0.0%	

330 Intergovernmental Revenues

333 20 20 0001 Russell STP Grant	0.00	0.00	0.00	0.0%	
334 03 80 0309 Russell Ave-TIB Grant	0.00	119.36	119.36	0.0%	Reimbursement Requests Outstanding
330 Intergovernmental Revenues	0.00	119.36	119.36	0.0%	

**Fund Revenues:** **0.00**   **0.00**   **0.00**   **0.0%**

Expenditures	Original	Proposed	Difference	0.0%	Remarks
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594 Capital Expenditures

595 10 41 0309 Russell Ave - Engineering	0.00	0.00	0.00	0.0%	
595 10 41 1309 Russell Ave-Construction	0.00	0.00	0.00	0.0%	
594 Capital Expenditures	0.00	0.00	0.00	0.0%	

999 Ending Balance

508 51 00 0309 Russell Ave-Ending Balance	0.00	0.00	0.00	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	

**Fund Expenditures:** **0.00**   **0.00**   **0.00**   **0.0%**

**Fund Excess/(Deficit):** **0.00**   **0.00**

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311 First Street

Revenues	Original	Proposed	Difference		Remarks
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308 Beginning Balances

308 51 00 0311 First St-Res Beg Cash	0.00	(40,966.57)	(40,966.57)	0.0%	Outstanding Grant reimbursement
<b>308 Beginning Balances</b>	<b>0.00</b>	<b>(40,966.57)</b>	<b>(40,966.57)</b>	<b>0.0%</b>	

330 Intergovernmental Revenues

333 20 20 0002 First St.-TA Grant	575,400.00	616,366.57	40,966.57	107.1%	Roll-over grant funds
<b>330 Intergovernmental Revenues</b>	<b>575,400.00</b>	<b>616,366.57</b>	<b>40,966.57</b>	<b>107.1%</b>	

397 Interfund Transfers

397 00 00 0311 First St-Transfer In From Street:	43,700.00	0.00	(43,700.00)	0.0%	Moved to CIP
397 00 00 1311 First St-Transfer In From CIP	0.00	43,700.00	43,700.00	0.0%	Moved from streets
<b>397 Interfund Transfers</b>	<b>43,700.00</b>	<b>43,700.00</b>	<b>0.00</b>	<b>100.0%</b>	

<b>Fund Revenues:</b>	<b>619,100.00</b>	<b>619,100.00</b>	<b>0.00</b>	<b>100.0%</b>	
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Expenditures	Original	Proposed	Difference		Remarks
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594 Capital Expenditures

595 10 41 0311 First St-Engineering Svc	619,100.00	619,100.00	0.00	100.0%	
<b>594 Capital Expenditures</b>	<b>619,100.00</b>	<b>619,100.00</b>	<b>0.00</b>	<b>100.0%</b>	

999 Ending Balance

508 51 00 0311 First St-Ending Balance	0.00	0.00	0.00	0.0%	
<b>999 Ending Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	

<b>Fund Expenditures:</b>	<b>619,100.00</b>	<b>619,100.00</b>	<b>0.00</b>	<b>100.0%</b>	
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
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400 Water/Sewer Fund

Revenues	Original	Proposed	Difference	%	Remarks
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308 Beginning Balances

308 51 00 0400 WS Unreserved Begin CA & In	103,551.58	215,714.63	112,163.05	208.3%	Increased 2020 Ending Cash
400 Water/Sewer	103,551.58	215,714.63	112,163.05	208.3%	
308 51 01 0400 WS Res Begin C&I System Dev	249,161.66	368,088.95	118,927.29	147.7%	Increased 2020 Ending Cash
401 Water	249,161.66	368,088.95	118,927.29	147.7%	
308 51 02 0400 WS Res Begin C&I System Dev	203,703.27	303,770.27	100,067.00	149.1%	Increased 2020 Ending Cash
402 Sewer	203,703.27	303,770.27	100,067.00	149.1%	
308 Beginning Balances	556,416.51	887,573.85	331,157.34	159.5%	

330 Intergovernmental Revenues

334 04 20 0400 Dept. Of Commerce-Energy Gr	1,000.00	1,000.00	0.00	100.0%	
343 Water	1,000.00	1,000.00	0.00	100.0%	
330 Intergovernmental Revenues	1,000.00	1,000.00	0.00	100.0%	

340 Charges For Goods & Services

343 40 00 0000 Water Sales	630,000.00	630,000.00	0.00	100.0%	
343 40 18 0000 Turn on Fees	1,500.00	1,500.00	0.00	100.0%	
343 40 19 0000 Reconnect Fee	1,000.00	1,000.00	0.00	100.0%	
343 40 20 0000 Water Construction Hookup	0.00	0.00	0.00	0.0%	
343 40 21 0000 Hydrant Rental - External	600.00	600.00	0.00	100.0%	
343 40 99 0000 Hydrant Rental-Internal (fire)	4,000.00	4,000.00	0.00	100.0%	
343 41 00 0000 Installation Water	10,000.00	10,000.00	0.00	100.0%	
343 Water	647,100.00	647,100.00	0.00	100.0%	
343 50 00 0000 Sewer Service Income	905,900.00	905,900.00	0.00	100.0%	
343 50 01 0000 BOD Surcharge	0.00	0.00	0.00	0.0%	
343 50 02 0000 Downspout-Sump Pump Discha	0.00	0.00	0.00	0.0%	
343 51 00 0000 Installation Sewer	300.00	300.00	0.00	100.0%	
344 Sewer	906,200.00	906,200.00	0.00	100.0%	
340 Charges For Goods & Services	1,553,300.00	1,553,300.00	0.00	100.0%	

## 2021 PROPOSED BUDGET CHANGES

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400 Water/Sewer Fund

Revenues	Original	Proposed	Difference	Remarks
<b>360 Interest &amp; Other Earnings</b>				
367 40 00 0000 Water Capital Contributions	46,674.00	46,674.00	0.00	100.0%
369 10 01 0000 Water Miscellaneous Income	0.00	0.00	0.00	0.0%
343 Water	46,674.00	46,674.00	0.00	100.0%
367 50 00 0000 Sewer Capital Contributions	56,532.00	56,532.00	0.00	100.0%
369 10 02 0000 Sewer Miscellaneous Income	0.00	0.00	0.00	0.0%
344 Sewer	56,532.00	56,532.00	0.00	100.0%
361 11 00 0400 Interest on Investments - W/S	4,000.00	4,000.00	0.00	100.0%
369 81 00 0000 Cashier's Overages/Shortages	0.00	0.00	0.00	0.0%
369 91 00 0400 Other Miscellaneous/NSF Fee R	0.00	0.00	0.00	0.0%
400 Water/Sewer	4,000.00	4,000.00	0.00	100.0%
360 Interest & Other Earnings	107,206.00	107,206.00	0.00	100.0%
<b>380 Non Revenues</b>				
386 00 00 0000 Customer Deposits	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>2,217,922.51</b>	<b>2,549,079.85</b>	<b>331,157.34</b>	<b>114.9%</b>

Expenditures	Original	Proposed	Difference	Remarks
<b>534 Water Utilities</b>				
534 10 10 0000 WA-Administrative Salary	2,500.00	2,500.00	0.00	100.0%
534 10 20 0000 WA-Administrative Benefits	1,000.00	1,000.00	0.00	100.0%
534 10 41 0001 General Admin Fee	47,000.00	47,000.00	0.00	100.0%
534 10 41 0022 WA-Audit Fee	6,000.00	6,000.00	0.00	100.0%
534 10 42 0000 WA-Op. Permit(DOH)/Other Fe	5,000.00	5,000.00	0.00	100.0%
534 10 49 0001 WA-Dues & Membership/Filing	2,000.00	2,000.00	0.00	100.0%
534 20 41 0000 WA-Admin Planning Water - C	2,000.00	2,000.00	0.00	100.0%
534 40 43 0000 WA-Travel	2,000.00	2,000.00	0.00	100.0%
534 40 49 0001 WA-Training	2,000.00	2,000.00	0.00	100.0%
534 50 35 0000 WA-Small Tools/Minor Equipm	2,500.00	2,500.00	0.00	100.0%
534 50 48 0000 WA-Repair-Contracted Labor	20,000.00	20,000.00	0.00	100.0%
534 70 10 0000 WA-Customer Services Salary	42,000.00	42,000.00	0.00	100.0%

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400 Water/Sewer Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>534 Water Utilities</b>				
534 70 20 0000 WA-Customer Services Benefit	13,500.00	13,500.00	0.00	100.0%
534 70 31 0000 WA-Office Supplies And Postage	2,250.00	2,250.00	0.00	100.0%
534 70 41 0000 WA-Computer Services/Repair	4,000.00	4,000.00	0.00	100.0%
534 70 41 0001 WA-EBPP Fees	2,000.00	2,000.00	0.00	100.0%
534 80 31 0000 WA-Operating Supplies	25,000.00	25,000.00	0.00	100.0%
534 80 41 0000 WA-Testing	4,000.00	4,000.00	0.00	100.0%
534 80 42 0000 WA-Telephone	1,400.00	1,400.00	0.00	100.0%
534 80 45 0001 WA-Telemetry Services	3,000.00	3,000.00	0.00	100.0%
534 80 45 0099 WA-Eq Rental - Water	53,000.00	53,000.00	0.00	100.0%
534 80 46 0000 WA-Insurance	14,000.00	14,000.00	0.00	100.0%
534 80 47 0000 WA-Electricity	22,000.00	22,000.00	0.00	100.0%
534 81 41 0000 WA-Prof Services - General	0.00	0.00	0.00	0.0%
534 84 10 0000 WA-Operations Plant Salary	70,000.00	70,000.00	0.00	100.0%
534 84 20 0000 WA-Operations Plant Benefits	35,000.00	35,000.00	0.00	100.0%
534 84 31 0000 WA-Chemicals Plant	10,000.00	10,000.00	0.00	100.0%
534 84 41 0000 WA-Consultant Services - Plant	0.00	0.00	0.00	0.0%
534 85 10 0000 WA-Operations T & D Salary	60,000.00	60,000.00	0.00	100.0%
534 85 20 0000 WA-Operations T & D Benefits	30,000.00	30,000.00	0.00	100.0%
534 90 44 0000 WA-Taxes	38,110.00	38,110.00	0.00	100.0%
<b>534 Water Utilities</b>	<b>521,260.00</b>	<b>521,260.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>535 Sewer</b>				
535 10 10 0000 WW-Administrative Salary	24,000.00	24,000.00	0.00	100.0%
535 10 20 0000 WW-Administrative Benefits	11,000.00	11,000.00	0.00	100.0%
535 10 41 0001 WW-General Admin Fee	44,000.00	44,000.00	0.00	100.0%
535 10 41 0022 WW-Audit Fee	6,000.00	6,000.00	0.00	100.0%
535 10 42 0000 WW-Permit Fees/DOE	2,500.00	2,500.00	0.00	100.0%
535 10 44 0000 WW-Advertising	0.00	0.00	0.00	0.0%
535 10 49 0001 WW-Dues & Membership/filing	500.00	500.00	0.00	100.0%
535 20 41 0000 WW-Admin Planning Sewer - C	0.00	0.00	0.00	0.0%
535 40 43 0000 WW-Travel	1,500.00	1,500.00	0.00	100.0%
535 40 49 0001 WW-Training	3,000.00	3,000.00	0.00	100.0%
535 51 31 0000 WW-Maintenance Supplies	30,000.00	30,000.00	0.00	100.0%
535 51 48 0000 WW-Repair (Contract Serv) T&	120,000.00	120,000.00	0.00	100.0%
535 51 48 0001 WW-Solids Hauling & Disposal	120,000.00	120,000.00	0.00	100.0%
535 64 41 0000 WW-Plant Services	10,000.00	10,000.00	0.00	100.0%
535 70 10 0000 WW-Customer Service Salary	42,000.00	42,000.00	0.00	100.0%
535 70 20 0000 WW-Customer Service Benefits	13,500.00	13,500.00	0.00	100.0%



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400 Water/Sewer Fund

Expenditures	Original	Proposed	Difference	%	Remarks
<b>535 Sewer</b>					
535 70 31 0000 WW-Office Supplies & Postage	2,500.00	2,500.00	0.00	100.0%	
535 70 41 0000 WW-Computer Services/Repair	5,000.00	5,000.00	0.00	100.0%	
535 70 41 0001 WW-EBPP Fees Sewer	2,000.00	2,000.00	0.00	100.0%	
535 80 31 0000 WW-Operating Supplies	10,000.00	10,000.00	0.00	100.0%	
535 80 41 0000 Sewer Operations Testing	21,000.00	21,000.00	0.00	100.0%	
535 80 42 0000 Sewer Telephone	3,600.00	3,600.00	0.00	100.0%	
535 80 45 0099 Eq Rental - Sewer	35,000.00	35,000.00	0.00	100.0%	
535 80 46 0000 Sewer Insurance	6,500.00	6,500.00	0.00	100.0%	
535 81 10 0000 WW-Operations Coll. Salary	22,000.00	22,000.00	0.00	100.0%	
535 81 20 0000 WW-Operations Coll. Benefits	11,000.00	11,000.00	0.00	100.0%	
535 81 47 0000 WW-Coll Electricity	0.00	0.00	0.00	0.0%	
535 81 47 0001 WW-Coll. Water	450.00	450.00	0.00	100.0%	
535 84 10 0000 WW-Operations Plant Salary	100,000.00	100,000.00	0.00	100.0%	
535 84 20 0000 WW-Operations Plant Benefits	62,000.00	62,000.00	0.00	100.0%	
535 84 47 0000 WW-Electricity	26,000.00	26,000.00	0.00	100.0%	
535 84 47 0001 WW-Plant Water	20,000.00	20,000.00	0.00	100.0%	
535 85 10 0000 WW Sampling Salary	4,000.00	4,000.00	0.00	100.0%	
535 85 20 0000 WW Sampling Benefits	2,500.00	2,500.00	0.00	100.0%	
535 85 31 0000 WW Sampling Supplies	500.00	500.00	0.00	100.0%	
535 85 41 0000 WW Sampling Professional Ser	7,000.00	7,000.00	0.00	100.0%	
535 85 41 0002 WW Industrial Pretreatment Ser	4,000.00	4,000.00	0.00	100.0%	
535 85 45 0000 WW Sampling Equipment Rent	0.00	0.00	0.00	0.0%	
535 90 44 0000 Sewer Taxes	36,050.00	36,050.00	0.00	100.0%	
<b>535 Sewer</b>	<b>809,100.00</b>	<b>809,100.00</b>	<b>0.00</b>	<b>100.0%</b>	
<b>591 Debt Service</b>					
591 34 70 0000 WA-SMART Meter Lease-Prici	28,620.52	28,620.52	0.00	100.0%	
591 34 78 0000 Base Res PWTF Loan Principal	23,273.39	23,273.39	0.00	100.0%	
592 34 80 0000 WA-SMART Meter Lease-Inter	8,495.16	8,495.16	0.00	100.0%	
592 34 83 0000 Base Reservoir PWTF Loan Int	1,100.00	1,100.00	0.00	100.0%	
<b>534 Water</b>	<b>61,489.07</b>	<b>61,489.07</b>	<b>0.00</b>	<b>100.0%</b>	
591 35 72 0000 Sewer Outfall - USDA RDA Pri	20,120.00	24,028.27	3,908.27	119.4%	Update to actual
592 35 83 0000 Sewer Outfall - USDA RDA Int	12,551.00	8,641.73	(3,909.27)	68.9%	Update to actual
<b>535 Sewer</b>	<b>32,671.00</b>	<b>32,670.00</b>	<b>(1.00)</b>	<b>100.0%</b>	

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400 Water/Sewer Fund

Expenditures	Original	Proposed	Difference		Remarks
<b>591 Debt Service</b>					
591 Debt Service	94,160.07	94,159.07	(1.00)	100.0%	
<b>594 Capital Expenditures</b>					
594 34 10 4006 Water Connections - Salary	5,000.00	5,000.00	0.00	100.0%	
594 34 20 4006 Water Connections - Benefits	2,500.00	2,500.00	0.00	100.0%	
594 34 31 4006 Water Connections - Supplies	0.00	0.00	0.00	0.0%	
594 34 31 4009 Water Plant Improvements-Supl	0.00	0.00	0.00	0.0%	
594 34 45 0400 Eq Rental - Water Connections	2,000.00	2,000.00	0.00	100.0%	
594 34 62 4009 Water Plant Improvements-Con	0.00	0.00	0.00	0.0%	
594 34 64 0000 WA-Fixed Assets To Capitalize	100,000.00	100,000.00	0.00	100.0%	
534 Water	109,500.00	109,500.00	0.00	100.0%	
594 Capital Expenditures	109,500.00	109,500.00	0.00	100.0%	
<b>597 Interfund Transfers</b>					
597 10 00 0000 Transfer Out to 410 WW Sys. U	0.00	100,000.00	100,000.00	0.0%	EDA/USDA Project Matching Funds
597 10 00 0406 Transfer Out To 406 WW Short	21,779.00	21,779.00	0.00	100.0%	
535 Sewer	21,779.00	121,779.00	100,000.00	559.2%	
597 Interfund Transfers	21,779.00	121,779.00	100,000.00	559.2%	
<b>999 Ending Balance</b>					
508 51 00 0400 WS-Ending Cash	206,052.51	218,216.56	12,164.05	105.9%	
400 Water/Sewer	206,052.51	218,216.56	12,164.05	105.9%	
508 51 01 0400 WS-Water Reserve	195,835.66	314,762.95	118,927.29	160.7%	
401 Water	195,835.66	314,762.95	118,927.29	160.7%	
508 51 02 0400 WS-WW Reserve	260,235.27	360,302.27	100,067.00	138.5%	
402 Sewer	260,235.27	360,302.27	100,067.00	138.5%	
999 Ending Balance	662,123.44	893,281.78	231,158.34	134.9%	

# 2021 PROPOSED BUDGET CHANGES

City Of Stevenson

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## 400 Water/Sewer Fund

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Expenditures	Original	Proposed	Difference	Remarks
<b>Fund Expenditures:</b>	<b>2,217,922.51</b>	<b>2,549,079.85</b>	<b>331,157.34</b>	<b>114.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

## 2021 PROPOSED BUDGET CHANGES

City Of Stevenson

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406 Wastewater Short Lived Asset Reserve Fund

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 31 00 0406 WWSLAR Beginning Cash	21,779.00	21,779.00	0.00	100.0%
308 Beginning Balances	21,779.00	21,779.00	0.00	100.0%

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397 Interfund Transfers

397 10 00 0406 WWSLA-Transfers In	21,779.00	21,779.00	0.00	100.0%
397 Interfund Transfers	21,779.00	21,779.00	0.00	100.0%

<b>Fund Revenues:</b>	<b>43,558.00</b>	<b>43,558.00</b>	<b>0.00</b>	<b>100.0%</b>
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Expenditures	Original	Proposed	Difference	Remarks
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999 Ending Balance

508 31 00 0406 WWSLAR-Ending Cash	43,558.00	43,558.00	0.00	100.0%
999 Ending Balance	43,558.00	43,558.00	0.00	100.0%

<b>Fund Expenditures:</b>	<b>43,558.00</b>	<b>43,558.00</b>	<b>0.00</b>	<b>100.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		
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## 2021 PROPOSED BUDGET CHANGES

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408 Wastewater Debt Reserve Fund

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 31 00 0408 WW Debt Reserve Beg. Balance	61,191.00	61,191.00	0.00	100.0%
<b>308 Beginning Balances</b>	<b>61,191.00</b>	<b>61,191.00</b>	<b>0.00</b>	<b>100.0%</b>

397 Interfund Transfers

397 10 00 0408 WW Debt Res-Transfers In	0.00	0.00	0.00	0.0%
<b>397 Interfund Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

<b>Fund Revenues:</b>	<b>61,191.00</b>	<b>61,191.00</b>	<b>0.00</b>	<b>100.0%</b>
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Expenditures	Original	Proposed	Difference	Remarks
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999 Ending Balance

508 31 00 0408 WW Debt Reserve-Ending Balance	61,191.00	61,191.00	0.00	100.0%
<b>999 Ending Balance</b>	<b>61,191.00</b>	<b>61,191.00</b>	<b>0.00</b>	<b>100.0%</b>

<b>Fund Expenditures:</b>	<b>61,191.00</b>	<b>61,191.00</b>	<b>0.00</b>	<b>100.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		
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## 2021 PROPOSED BUDGET CHANGES

City Of Stevenson

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### 410 Wastewater System Upgrades

Revenues	Original	Proposed	Difference	%	Remarks
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### 308 Beginning Balances

308 51 00 0410 WW Sys Upgrades Beg Cash &	0.00	(57,601.53)	(57,601.53)	0.0%	Outstanding reimbursement
<b>308 Beginning Balances</b>	<b>0.00</b>	<b>(57,601.53)</b>	<b>(57,601.53)</b>	<b>0.0%</b>	

### 330 Intergovernmental Revenues

331 11 00 0000 EDA Grant-WW Collection Sys	0.00	1,733,656.00	1,733,656.00	0.0%	
334 04 20 0410 CERB Feasibility Study-Alt. Ar	0.00	0.00	0.00	0.0%	
<b>330 Intergovernmental Revenues</b>	<b>0.00</b>	<b>1,733,656.00</b>	<b>1,733,656.00</b>	<b>0.0%</b>	

### 390 Other Financing Sources

391 20 00 0000 USDA RDA Bond Proceeds-W'	0.00	333,414.00	333,414.00	0.0%	
391 90 00 0410 DOE Design Loan	500,000.00	500,000.00	0.00	100.0%	
<b>390 Other Financing Sources</b>	<b>500,000.00</b>	<b>833,414.00</b>	<b>333,414.00</b>	<b>166.7%</b>	

### 397 Interfund Transfers

397 05 00 0410 Transfer In from Water/Sewer F	0.00	100,000.00	100,000.00	0.0%	EDA/USDA Matching Funds
<b>397 Interfund Transfers</b>	<b>0.00</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>0.0%</b>	

<b>Fund Revenues:</b>	<b>500,000.00</b>	<b>2,609,468.47</b>	<b>2,109,468.47</b>	<b>521.9%</b>	
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Expenditures	Original	Proposed	Difference	%	Remarks
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### 594 Capital Expenditures

594 35 41 4103 Design-Consultant Svs	500,000.00	442,398.47	(57,601.53)	88.5%	
594 35 41 4104 Collection Sys. Upgrades Consu	0.00	455,070.00	455,070.00	0.0%	2020 Engineering Svc
594 35 41 4105 Collection Sys. Upgrades Const	0.00	1,712,000.00	1,712,000.00	0.0%	Rock Creek PS & Cascade Interceptor
594 35 49 0000 WW Upgrades-Permitting	0.00	0.00	0.00	0.0%	
<b>594 Capital Expenditures</b>	<b>500,000.00</b>	<b>2,609,468.47</b>	<b>2,109,468.47</b>	<b>521.9%</b>	

### 999 Ending Balance

508 51 00 0410 WW Cap-Ending Cash	0.00	0.00	0.00	0.0%	
<b>999 Ending Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	

## 2021 PROPOSED BUDGET CHANGES

City Of Stevenson

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410 Wastewater System Upgrades

Expenditures	Original	Proposed	Difference	Remarks
<b>Fund Expenditures:</b>	<b>500,000.00</b>	<b>2,609,468.47</b>	<b>2,109,468.47</b>	<b>521.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

## 2021 PROPOSED BUDGET CHANGES

City Of Stevenson

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500 Equipment Service Fund

Revenues	Original	Proposed	Difference	Remarks
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308 Beginning Balances

308 51 00 0500 ES Unreserved Begin CA & Inv	183,177.98	190,947.57	7,769.59	104.2%	Increased 2020 Ending Cash
<b>308 Beginning Balances</b>	<b>183,177.98</b>	<b>190,947.57</b>	<b>7,769.59</b>	<b>104.2%</b>	

340 Charges For Goods & Services

348 00 00 0000 Equipment Rental-Internal	150,000.00	150,000.00	0.00	100.0%	
<b>340 Charges For Goods &amp; Services</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>100.0%</b>	

360 Interest & Other Earnings

361 11 00 0500 Interest Income/ES	0.00	0.00	0.00	0.0%	
362 10 00 0000 Equipment Rental - External NE	0.00	0.00	0.00	0.0%	
362 10 02 0000 Equipment Rental - External Sk	0.00	0.00	0.00	0.0%	
369 10 00 0500 Sale of Scrap Equip Service	0.00	0.00	0.00	0.0%	
<b>360 Interest &amp; Other Earnings</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	

390 Other Financing Sources

395 10 00 0500 Sale of Fixed Assets	0.00	0.00	0.00	0.0%	
<b>390 Other Financing Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	

<b>Fund Revenues:</b>	<b>333,177.98</b>	<b>340,947.57</b>	<b>7,769.59</b>	<b>102.3%</b>	
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Expenditures	Original	Proposed	Difference	Remarks
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548 Public Works - Centralized Services

548 65 10 0000 Maintenance Salary	35,000.00	35,000.00	0.00	100.0%	
548 65 20 0000 Maintenance Benefits	17,000.00	17,000.00	0.00	100.0%	
548 65 25 0000 Medical Physicals-Required	2,000.00	2,000.00	0.00	100.0%	
548 65 31 0000 Tires	2,000.00	2,000.00	0.00	100.0%	
548 65 32 0000 Gas and Oil	20,000.00	20,000.00	0.00	100.0%	
548 65 33 0000 Supplies	0.00	0.00	0.00	0.0%	
548 65 46 0000 Insurance	10,000.00	10,000.00	0.00	100.0%	
548 65 47 0000 Heat & Lights	1,500.00	1,500.00	0.00	100.0%	
548 65 48 0000 Repairs/Supplies Contracted	20,000.00	20,000.00	0.00	100.0%	
548 65 49 0000 Training	250.00	250.00	0.00	100.0%	



## 2021 PROPOSED BUDGET CHANGES

City Of Stevenson

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500 Equipment Service Fund

Expenditures	Original	Proposed	Difference	Remarks
<b>548 Public Works - Centralized Services</b>				
548 Public Works - Centralized Services	107,750.00	107,750.00	0.00	100.0%
<b>594 Capital Expenditures</b>				
594 48 64 0000 Equipment Purchase	45,000.00	45,000.00	0.00	100.0%
594 Capital Expenditures	45,000.00	45,000.00	0.00	100.0%
<b>999 Ending Balance</b>				
508 51 00 0500 ES-Ending Cash	180,427.98	188,197.57	7,769.59	104.3%
999 Ending Balance	180,427.98	188,197.57	7,769.59	104.3%
<b>Fund Expenditures:</b>	<b>333,177.98</b>	<b>340,947.57</b>	<b>7,769.59</b>	<b>102.3%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

## 2021 PROPOSED BUDGET CHANGES

City Of Stevenson

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630 Stevenson Municipal Court

Revenues	Original	Proposed	Difference	0.0%	Remarks
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308 Beginning Balances

308 51 00 0630 Stevenson Municipal Court-Beg	0.00	0.00	0.00	0.0%	
308 Beginning Balances	0.00	0.00	0.00	0.0%	

380 Non Revenues

386 90 00 0000 Agency Deposit - Court Remitt	0.00	0.00	0.00	0.0%	
386 90 00 0001 Agency Deposit - CVC	0.00	0.00	0.00	0.0%	
389 40 00 0000 SMC-Agency Deposits	0.00	0.00	0.00	0.0%	
380 Non Revenues	0.00	0.00	0.00	0.0%	

<b>Fund Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
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Expenditures	Original	Proposed	Difference	0.0%	Remarks
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580 Non Expenditures

586 90 00 0000 Agency Disbursement - Court R	0.00	0.00	0.00	0.0%	
586 90 00 0001 Agency Disbursement - CVC	0.00	0.00	0.00	0.0%	
589 40 00 0000 SMC-Agency Disbursements	0.00	0.00	0.00	0.0%	
580 Non Expenditures	0.00	0.00	0.00	0.0%	

999 Ending Balance

508 51 00 0630 Stevenson Municipal Court-End	0.00	0.00	0.00	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
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<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>			
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## 2021 PROPOSED BUDGET CHANGES

City Of Stevenson

### Fund Totals

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Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
001 General Expense Fund	1,937,473.39	2,124,492.23	187,018.84	109.7%	1,937,473.39	2,124,492.23	187,018.84	109.7%
010 General Reserve Fund	326,705.62	326,705.62	0.00	100.0%	326,705.62	326,705.62	0.00	100.0%
020 Fire Reserve Fund	1,543,593.47	1,589,616.67	46,023.20	103.0%	1,543,593.47	1,589,616.67	46,023.20	103.0%
100 Street Fund	579,422.38	686,736.34	107,313.96	118.5%	579,422.38	686,736.34	107,313.96	118.5%
103 Tourism Promo & Develop Fund	870,886.20	916,600.17	45,713.97	105.2%	870,886.20	916,600.17	45,713.97	105.2%
105 Affordable Housing Fund	15,000.00	16,215.61	1,215.61	108.1%	15,000.00	16,215.61	1,215.61	108.1%
300 Capital Improvement Fund	100,019.64	127,273.57	27,253.93	127.2%	100,019.64	127,273.57	27,253.93	127.2%
309 Russell Ave	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
311 First Street	619,100.00	619,100.00	0.00	100.0%	619,100.00	619,100.00	0.00	100.0%
400 Water/Sewer Fund	2,217,922.51	2,549,079.85	331,157.34	114.9%	2,217,922.51	2,549,079.85	331,157.34	114.9%
406 Wastewater Short Lived Asset Reser	43,558.00	43,558.00	0.00	100.0%	43,558.00	43,558.00	0.00	100.0%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	0.00	100.0%	61,191.00	61,191.00	0.00	100.0%
410 Wastewater System Upgrades	500,000.00	2,609,468.47	2,109,468.47	521.9%	500,000.00	2,609,468.47	2,109,468.47	521.9%
500 Equipment Service Fund	333,177.98	340,947.57	7,769.59	102.3%	333,177.98	340,947.57	7,769.59	102.3%
630 Stevenson Municipal Court	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Excess/(Deficit):</b>	<b>9,148,050.19</b>	<b>12,010,985.10</b>	<b>2,862,934.91</b>	<b>131.3%</b>	<b>9,148,050.19</b>	<b>12,010,985.10</b>	<b>2,862,934.91</b>	<b>131.3%</b>

**CITY OF STEVENSON  
RESOLUTION NO. 2021-376**

**A RESOLUTION OF THE CITY OF STEVENSON AGREEING TO APPLY FOR  
FINANCIAL ASSISTANCE WITH THE UNITED STATES DEPARTMENT OF  
AGRICULTURE, RURAL DEVELOPMENT**

**WHEREAS**, the City Council of the City of Stevenson (“City”) approved an amendment to their approved General Sewer Plan and Wastewater Facility Plan (“Plan”) on February 21, 2019; and

**WHEREAS**, the Plan outlines significant capital improvements that are required and the City does not have the financial capital to finance the improvements; and

**WHEREAS**, the City Council has determined that it is in the best interest of the city to finance the improvement projects through all available means including the United States Department of Agriculture (USDA), Rural Development program; and

**WHEREAS**, a public hearing was conducted on February 18, 2021 and March 18, 2021 at regular public meetings and the public and staff gave testimony concerning the project and funding application.

**NOW, THEREFORE**, be it resolved that the City Council of the City of Stevenson, Washington, hereby agrees to apply for financial assistance with the USDA, Rural Development to finance the Stevenson Wastewater Projects.

Be it further resolved that the City Council of the City of Stevenson, Washington authorizes the Mayor and City Administrator to sign all documents relating to the USDA Rural Development loan and/or grant.

**APPROVED AND PASSED** by the City Council of the City of Stevenson, Washington at its regular meeting this 18<sup>th</sup> day of March, 2021.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney for the City of Stevenson





# City of Stevenson

Leana Kinley, City Administrator

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

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

To: Stevenson City Council  
From: Karl Russell, Public Works Director and Leana Kinley, City Administrator  
RE: Sewer Plant Update  
Meeting Date: March 18th, 2021

## **Executive Summary:**

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

## **Overview of Items:**

**Plant Operations:** Day to day operations continue to go well. The plant continues to see marked improvement with the side streaming efforts of Backwoods Brewing, Walking Man and LDB, Inc.

The average monthly Influent BOD load has been:

### 2018

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

### 2019

- January 776 lbs/day – Solids washout from clarifiers on 29<sup>th</sup> and 30<sup>th</sup>, TSS and BOD Effluent Violations
- February 749 lbs/day – Solids washout from clarifiers on the 18<sup>th</sup>.
- March 803 lbs/day – Solids washout from clarifiers on March 13<sup>th</sup>, TSS Effluent Violation
- April 589 lbs/day – Solids washout from clarifiers on April 1<sup>st</sup>
- May 1,067 lbs/day – No Effluent Violations
- June 897 lbs/day – No Effluent Violations
- July 785 lbs/day – No Effluent Violations
- August 833 lbs/day – No Effluent Violations
- September 720 lbs/day – No Effluent Violations
- October 810 lbs/day – No Effluent Violations

- November 620 lbs/day – No Effluent Violations
- December 588 lbs/day- No Effluent Violations

2020

- January 417 lbs/day- No Effluent Violations
- February 270 lbs/day- No Influent/Effluent Violations, Inf Flow Total 7.532 Mil/Gal.
- March 324 Lbs/day No Influent/Effluent Violations, Inf Flow Total 4.223 Mil/Gal.
- April 389 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.852 Mil/Gal.
- May 295 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.315 Mil/Gal.
- June 502 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.788 Mil/Gal.
- July 427 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.048 Mil/Gal.
- August 458 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.941 Mil/Gal.
- September 427 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.786 Mil/Gal.
- October 353 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.786 Mil/Gal.
- November 417 lbs/day No Influent/Effluent Violations, Inf Flow Total 8.018 Mil/Gal.
- December 363 lbs/day No Influent/Effluent Violations, Inf Flow Total 9.252 Mil/Gal.

2021

- January 834 lbs/day Influent Violation, no effluent violations, Inf Flow Total 8.988 Mil/Gal.
- February 459 lbs/day No Influent/Effluent Violations, Inf Flow Total 8.618 Mil/Gal.

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

WWTP Design:

Final design of the WWTP is scheduled to be done by June 2021. Bids for WWTP equipment are scheduled to go out in August 2021 and the project bid is scheduled for December 2021. Rock Creek Lift Station upgrade has been delayed due to shoreline permitting and is now scheduled to go out to bid in early April.

Funding:

The City received a grant from the US Economic Development Administration (EDA) in the amount of \$4,054,400 for the Wastewater Collection System Capacity Upgrade Project (lift stations and a section of force sewer main). The total project amount is \$5,068,000 with the remaining 20% covered by a USDA loan in the amount of \$873,000 loan and \$70,600 grant.

Staff submitted an application for \$9.9M in construction funding through the Department of Ecology for the wastewater treatment plant and extension of the sewer line. The initial offer is for a \$931,946 grant, \$9,004,054 loan at 1.5% interest for 30 years (approx. \$375k annual payment). Staff is applying for a USDA RD loan for the same project to see if we can get a better payment (lower interest, longer term and possibly more grant). A Public Hearing for the application is on this agenda.

Compliance:

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

Action Needed:

None

**CITY OF STEVENSON  
RESOLUTION NO. 2021-377**

**A RESOLUTION OF THE CITY OF STEVENSON  
ADOPTING THE CONFLICT OF INTEREST MANAGEMENT PROCESS**

**WHEREAS**, the State of Washington has adopted a Code of Ethics for Municipal Officers – Contract Interests as outlined in RCW 42.23; and

**WHEREAS**, City Council of the City of Stevenson recognizes the need to establish a process to manage identified or potential conflicts of interest; and

**WHEREAS**, the implementation of this process enables City officials to protect the public interest and ensure public trust and confidence.

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

**APPROVED AND PASSED** by the City Council of the City of Stevenson, Washington at its regular meeting this 18<sup>th</sup> day of March, 2021.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney for the City of Stevenson

**City of Stevenson**  
**Conflict of Interest Management Process**

**Violation of the Code of Ethics RCW Ch. 42.23 and Inquiries**

In conjunction with the City of Stevenson Personnel Policy, Chapter 9: Employee Responsibilities & Conduct and RCW Ch. 42.23 these provisions are intended to supplement the guidelines for appropriate conduct of city employees and officials as follows:

- a. Any person may submit a written complaint to the mayor alleging one or more violations of RCW Ch. 42.23 by a public official. If said complaint or allegation is against the mayor, the complaint shall be submitted to the mayor pro-tem. The allegation shall set forth specific facts with precision and detail, sufficient for a determination of sufficiency by the mayor. Complaints should be signed by the person or persons submitting them, include the submitter's correct name, address at which mail may be personally delivered to the submitter, and the telephone number at which the submitter may be contacted.
- b. The mayor or his/her designee shall inform the public official and the council of the complaint and shall submit the complaint to the city council for determination of sufficiency of the complaint within 24 hours of its receipt. Voice mail, e-mail or similar notification of the defendant is acceptable if actual notice is not immediately practicable. A copy of the complaint shall also be sent to the defendant by registered mail within three days of receipt. A complaint cannot be sufficient unless it precisely alleges and describes unjustified acts which constitute a prima facie showing of a violation of a specified provision or provisions of this code.
- c. The complainant shall have the responsibility for proving the allegations in the complaint by a preponderance of the evidence.
- d. Complaints shall be subject to a one-year statute of limitations. The limitations period shall commence from the date that information on completion of the alleged misconduct was reasonably available to the public.
- e. Complaints may be amended as authorized by the decision-maker as justice requires; provided, that the time frames of the review process provide the defendant with a fair opportunity to respond.
- f. All public officials and employees, excluding the alleged violator, shall observe strict confidentiality as to the complaint and alleged violator until the review is complete, to the extent that the information is acquired as a result of a person's status as a public official or employee.
- g. In the event the final determination by the city council provides that the individual against whom the complaint has been filed has violated RCW Ch. 42.23, the council shall convene and render its decision within 30 days of the receipt of said determination unless an extension is requested by the defendant and granted by the council. In the event the city council members agree by majority vote that one or more of the



## Exhibit A

violations occurred, then as to the violations the city council may take any of the following actions by a majority vote of the council; provided, that penalties may only be based upon violations alleged in the complaint or amended complaint and not upon other violations discovered during the complaint process:

- i. Admonition. An admonition shall be a verbal nonpublic statement made by the mayor to the individual.
- ii. Reprimand. A reprimand shall be administered to the individual by letter. The letter shall be approved by the city council and shall be signed by the mayor. If the individual objects to the content of such letter, he or she may file a request for review of the letter of reprimand with the city council. The city council shall review the letter of reprimand in light of the report and the request for review and may take whatever action appears appropriate under the circumstances. The action of the city council shall be final and not subject to further review.
- iii. Censure. A censure shall be a written statement administered personally to the individual. The individual shall appear at a time and place directed by the city council to receive the censure. Notice shall be given at least 20 days before the scheduled appearance at which time a copy of the proposed censure shall be provided to the individual. Within five days of receipt of the notice, the individual may file a request for review of the content of the censure. The city council shall review the proposed censure in light of the report and the request for review and may take whatever action appears appropriate under the circumstances. The action of the city council shall be final and not subject to further review. If no such request is received, the censure shall be administered at the time and place set. It shall be given publicly, and the individual shall not make any statement in support of or in opposition thereto or in mitigation thereof. A censure shall be deemed administered at the time it is scheduled whether or not the individual appears as required.
- iv. Removal. In the event the individual against whom the complaint has been filed is a member of a city board, commission, committee, or other multi-member body appointed by the mayor with the approval of city council, the city council may, by a majority vote, remove the individual from such board, commission or committee; provided, however, that nothing in this section authorizes the city council to remove a council member or the mayor from his or her office. Removal of a Planning Commission member requires a public hearing and a showing of inefficiency, neglect of duty, or malfeasance in office as outlined in RCW 35.63.030.
- h. Action by the city council shall be by majority vote. If the proceeding involves a member of the city council, the member does not vote on any matter involving the member. As provided in RCW [35.27.280](#) and clarified in RCW [35.27.270](#) and [35.27.330](#), the mayor shall vote in the case of a tie, except if the action is against the mayor. Deliberation by the council may be in executive session; however, upon request of the person complained against, the meeting shall be open to the public.
- i. A complaint cannot be sufficient unless it precisely alleges and describes unjustified

## Exhibit A

acts, which constitute a prima facie showing of a violation of a specified provision or provisions of this code.

In the event the individual against whom the complaint has been filed is a city employee, the city shall follow the appropriate discipline, through the employee's supervisor and/or department head, procedures as outlined in the City of Stevenson Personnel Policy. Employees also have the right to appeal through the court system as regulated by state and federal law.



# 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: Municode Website Redesign  
Meeting Date: March 18, 2021

## **Executive Summary:**

The current city website is in need of updates to improve transparency and be ADA compliant. Multiple efforts to secure support to make updates have been unsuccessful. Staff researched Municode website services since they currently provide the city with codification, document storage and meeting management services. At the February 18<sup>th</sup> meeting council directed staff to move forward with obtaining a quote to move forward with updating the city website.

## **Overview:**

Staff has been wanting to perform updates to the city website to allow for easier use, be accessible to all, and increase transparency on projects. Municode offers website services which would integrate with the meeting management tool the city uses. The project timeline is listed on page 11 of the attached quote. It will take about 3-4 months to design and go live with the website.

One option which is not in the base quote is the ability to have people subscribe to email notifications for specific page updates. This notification is pushed by staff after they update a page with new information. This will not notify people of minor changes to fix typos, etc. Each notification can be sent with a message to further explain what was updated. The cost for this staff recommended option is an additional \$600 per year.

This expense was not included in the original 2021 budget. Ending cash for 2020 was higher than anticipated and the fixed cost of \$4,800 can be spent without an adverse impact on 2021 ending cash balances. The ongoing expenses will be included in the general administration cost allocation and spread over the General, Street, Tourism and Water/Sewer funds. There are two options to pay as well, as outlined on page 17 of the quote. The standard option pays in three installments and fixes the annual support costs for three years before increasing based on the CPI. The interest-free payment option spreads the design and implementation cost over 4 years and fixes the annual costs for four years before increasing based on the CPI.

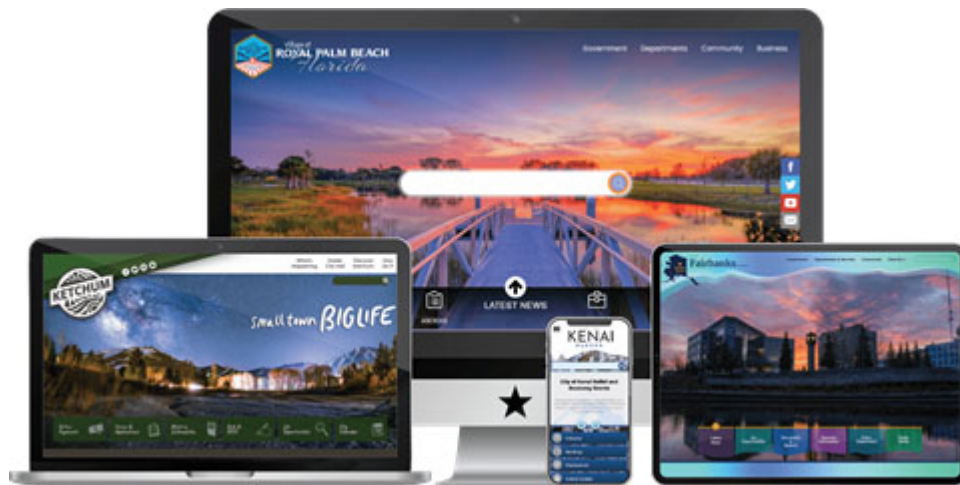
## **Action Needed:**

Motion to approve the contract with Municode for website redesign, hosting and support services for the design, development and implementation cost of \$4,800 and an annual cost of \$2,700, which includes the email subscriptions/notifications option, and pay for the services as outlined in option B, 4-Year Interest Free Payment Schedule.



## Website Redesign, Hosting, and Support

### Quote for Stevenson, Washington



**Dennis Cimatu**

PO Box 2235 Tallahassee, FL 32316  
850.692.7034 [dennis@municode.com](mailto:dennis@municode.com)



# LETTER OF INTEREST

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03/03/2021

Dear Selection Team:

Thank you for the opportunity to present our quote for website redesign, hosting, and support services. It is our goal to deliver an accessible, mobile-friendly web presence that is professional, easy-to-use, and easy-to-maintain.

Municode has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties, and other local government agencies for over seventy years continually striving to make your job easier.

Our Municode Web content management system allows your community to find content by providing multiple navigation paths to each page. Our designs reinforce self-service to enable 24x7 online access to your organization's services. We create your website using Drupal, an industry-leading content management system.

Our ongoing Circle of Governance initiative to strengthen democracy includes seamless integrations that connect Municode Web with our suite of online municipal solutions including code of ordinance integration (Municode NEXT) and meeting management integration (Municode Meetings). These integrations include unified search (including PDFs) and cross-links across each platform.

We are thrilled at the opportunity to partner on such an important initiative.

Sincerely,



Brian Gilday  
President, Website/Meetings Division

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# COMPANY PROFILE

## History, Mission, and Team

With over 70 years of experience, Municode's mission is to strengthen democracy by connecting public sector organization with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, online payment portals, the legal codification process, and our robust suite of online legislative search tools.

Municode has been in business for over 70 years and partners with more than 4,000 government agencies across all fifty states. Municode is a privately-owned corporation and is financially sound. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; Our clients can establish a long-term partnership with our experienced, stable workforce.

Municode is home to over 160 employees (most of whom enjoy a 10+ year tenure). Our

headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. Our West Coast office is in Portland, Oregon. We also have individual team members working across the country.

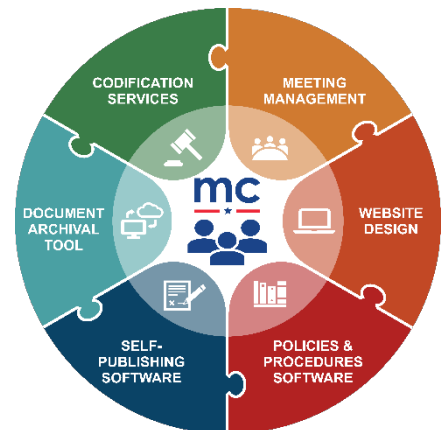


## Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish meetings to your Municode Web website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio



Legal name:

Municipal Code Corporation

EIN:

59-0649026

Company headquarters / offices:

Tallahassee, FL / Portland, OR

Support hours:

8AM-8PM Eastern

## Project Team

We have a highly skilled team with a customer service focus.



### **Jarrod - Project Sponsorship / Project Management / Customer Service**

Jarrod has a Bachelor of Science degree in Mathematics and Business Administration from the University of Oregon. Jarrod is the Director of Professional Services and leads all aspects of project development and customer support.



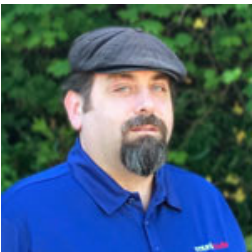
### **Dave - Project Management / User Experience**

Dave has a Bachelor of Arts degree in Communications from California State University. In addition to project and design leadership, Dave will participate in various analytical, site configuration, content migration, and training activities.



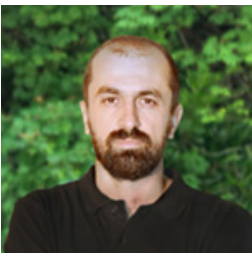
### **Mary Joy – Project Management / User Experience**

Mary Joy has that unique ability to put technical concepts into easy-to-understand terms with clients such as Dunkin Donuts, Gillette, Fidelity, and Osram Sylvania. A Bentley graduate with a Bachelor of Science in CIS, Mary Joy leads our customer support efforts and content migration.



### **Paul – Development / Systems Architecture / QA**

Paul has been working on software systems for years and is a strong member of our team. We will turn to Paul for any custom development work that might be required. In addition, Paul has many years of experience in quality assurance testing, so he will be acting as Municode's lead tester for the engagement.



### **Drago - Graphic Design**

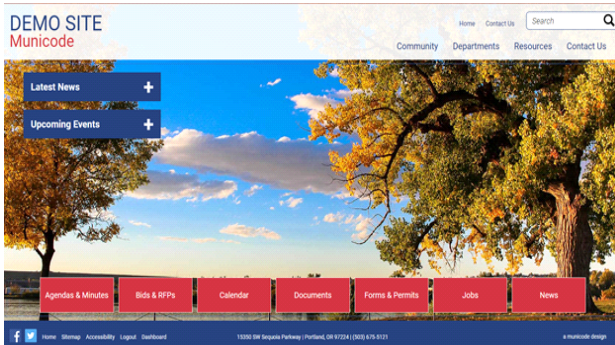
Drago's work speaks for itself. He has the unique ability to capture the essence of your branding and communication requirements and transform them to stunning web designs.



# REFERENCES AND DESIGN EXAMPLES

## Standard Designs

Our standard designs come as part of our base price and are a great option for those who want a professional, mobile friendly design without the added expense of custom graphic design work. You choose from one of our standard layouts and still get to customize the color palette and background photos.



- ★ Same features and systems as custom design.
- ★ Customize your images.
- ★ Your logo.
- ★ Customize the header bar color.
- ★ Customize your menus.
- ★ Customize your quick links.
- ★ Customize your button colors.
- ★ Customize the footer bar color.

### Tonasket Washington

<http://www.tonasketcity.org>

Population: 1,032

Alice Attwood

Clerk

509-486-2132

[tonasket@nvinet.com](mailto:tonasket@nvinet.com)



### Cusick Washington

<http://www.townofcusick.com>

Population: 207

Kristen Kellberg

Town Assistant

(509) 671-9008, (509) 671-5894

[townofcusick@gmail.com](mailto:townofcusick@gmail.com)



### Chewelah Washington

<https://www.cityofchewelah.org>

Population: 2,607

Dorothy Knauss

Mayor

509-935-8311

[mayor@cityofchewelah.org](mailto:mayor@cityofchewelah.org)



## Custom Designs

There is a reason why we have loyal customers! It is because we have a great solution, we take care of our customers, and we are committed to working with you for the long haul. When you pick up the phone and call us, we answer! When you email, we respond quickly – usually within 30 minutes. When you need us, we will be there for you. **But don't take our word for it, ask our clients.**

### Corvallis Oregon

<https://www.corvallisoregon.gov>

Population: 54,462

Patrick Rollens

PIO

541-766-6368

[Patrick.rollens@corvallisoregon.gov](mailto:Patrick.rollens@corvallisoregon.gov)

[NAGW AWARD WINNER]



### Chehalis Washington

<http://ci.chehalis.wa.us>

Population: 7,259

Caryn Foley

City Clerk

360-345-1042 ext. 3

[cfoley@ci.chehalis.wa.us](mailto:cfoley@ci.chehalis.wa.us)



### Oak Harbor Washington

<http://www.oakharbor.org>

Population: 22,075 Patricia Soule Finance

Director & Info Services

360-279-4538

[psoule@oakharbor.org](mailto:psoule@oakharbor.org)



### Port Townsend Washington

<https://cityofpt.us>

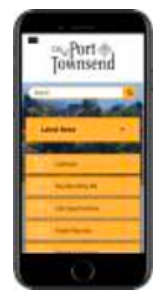
Population: 9,113

Kelly Graves

Executive Assistant / Communications

360-379-5047

[kgraves@cityofpt.us](mailto:kgraves@cityofpt.us)



## Yacolt Washington

<http://www.townofyacolt.com>

Population: 1,566

Dawn Salisbury

Town Clerk

360-686-3922

[dawn.salisbury@townofyacolt.com](mailto:dawn.salisbury@townofyacolt.com)



## Mercer Island Washington

<http://www.mercerisland.gov>

Population: 22,699

Deborah Estrada

City Clerk

206-275-7793

[deb.estrada@mercergov.org](mailto:deb.estrada@mercergov.org)



## West Sound Utility Water District Washington

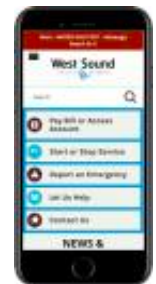
<https://www.wsud.us>

Heidi Hill

Secretary

360-874-5005

[hhill@wsud.us](mailto:hhill@wsud.us)



## Quincy Police Department

<http://www.quincypd.org>

Eric Talbot

Admin Assistant to Chief of Police

509-797-1001

[ETalbot@quincypd.org](mailto:ETalbot@quincypd.org)



## Lakewood Water District Washington

<http://www.lakewoodwater.org>

Christian Fast

IT Manager

253-588-4423

[cfast@lakewoodwater.org](mailto:cfast@lakewoodwater.org)





## Specialty Sub-Site Graphic Designs

We also offer the option of having graphic designs for sub-sites that require specialized branding. We call these 'specialty sub-sites'. We leverage your main CMS and database, which allows us to offer these sub-sites with the same functionality as your main site yet with a completely different look and feel.

### Economic Development

[www.choosewoodstock.com](http://www.choosewoodstock.com)

<https://addisontexas.net/econ-dev>



### Parks & Recreation

[www.cprdnewberg.org](http://www.cprdnewberg.org)

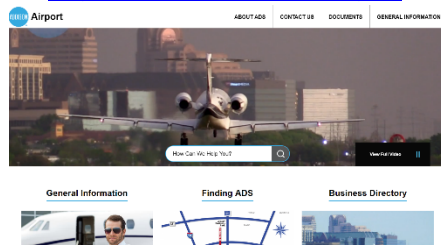
<https://www.wilsonvilleparksandrec.com/parksrec>



### Airports

<https://www.cityofprineville.com/airport>

<https://addisontexas.net/airport>



### Libraries

[www.woodstockpubliclibrary.org](http://www.woodstockpubliclibrary.org)

<https://www.hendersoncountync.gov/library>



### Police and Fire

[www.quincypd.org](http://www.quincypd.org)

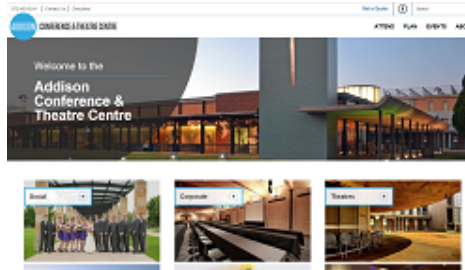
<https://addisontexas.net/police>



### Event Centers / Cultural Centers

<https://addisontexas.net/actc>

[www.woodstockoperahouse.com](http://www.woodstockoperahouse.com)



### Golf Courses

[www.meadowlakesgc.com](http://www.meadowlakesgc.com)

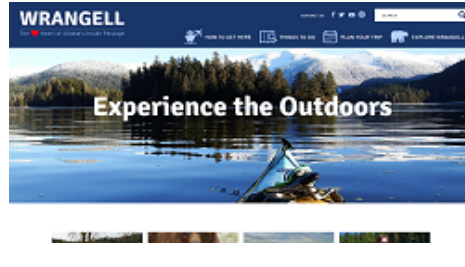
<https://www.cottagegrove.org/golf>



### Tourism

[www.gofruita.com](http://www.gofruita.com)

<http://www.wrangell.com/visitorservices>





# WEBSITE CONTENT MANAGEMENT SYSTEM (CMS) FEATURES

Municode Web was designed for local governments by experts in local government. It utilizes Drupal, an open-source platform, that powers millions of websites and is supported by an active, diverse, and global community. We are the Drupal experts for local government!

## Key Project Deliverables

- ★ WEBSITE DESIGN
- ★ CONTENT MIGRATION
- ★ TRAINING
- ★ HOSTING
- ★ SUPPORT

## Standard Features

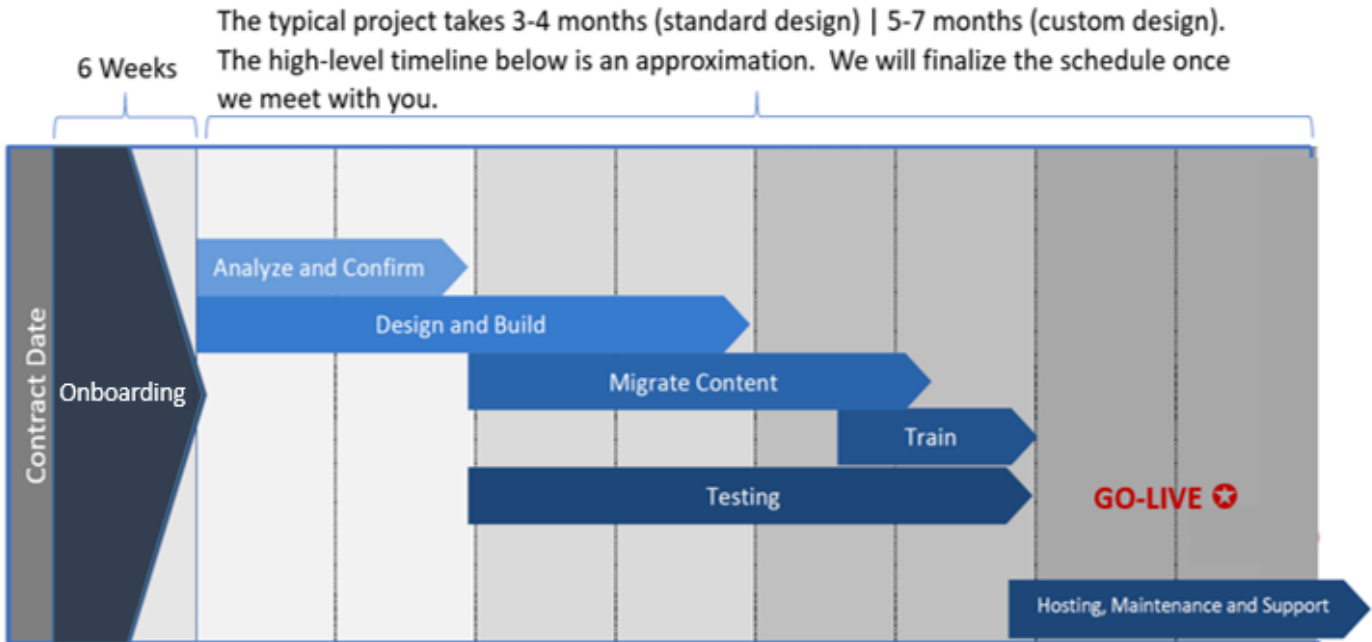
- ⊙ Responsive Mobile Friendly Design
- ⊙ Simple Page Editor
- ⊙ Best-in-Class Search Engine
- ⊙ Social Media Integration
- ⊙ Web Page Categories - create a page once, have it show up in multiple places
- ⊙ Department Micro-sites (sites-within-a-site)
- ⊙ Rotating Banners and Headline Articles
- ⊙ Online Job Postings
- ⊙ Online Bid/RFP Postings
- ⊙ Photo Album Slideshows
- ⊙ Google Maps Integration
- ⊙ Resource/Document Center
- ⊙ Image auto-scaling and resizing
- ⊙ Site Metrics (Google Analytics)
- ⊙ Scheduled Publish On/Off Dates
- ⊙ Unlimited User logins
- ⊙ Unlimited Content
- ⊙ Word-like WYSIWYG Editor
- ⊙ Private Pages – staff view only
- ⊙ Unlimited Online Fillable Forms
- ⊙ Emergency Alerts
- ⊙ Meeting Agendas/Minutes/Videos
- ⊙ Event Calendar
- ⊙ Page Versioning / Audit Trail
- ⊙ Latest News / Press Releases
- ⊙ Anti-spam controls
- ⊙ Email Harvesting Protection
- ⊙ Broken Link Finder
- ⊙ Dynamic Sitemap
- ⊙ Support for Windows, Mac, Linux
- ⊙ Video integration (YouTube, Vimeo, etc.)
- ⊙ Client owns rights to all data
- ⊙ Organization/Staff Directory
- ⊙ Frequently Asked Questions (FAQs)
- ⊙ Share This Button (Facebook/Twitter)
- ⊙ Secure Pages / SSL
- ⊙ Printer Friendly Pages
- ⊙ RSS Feeds Inbound/Outbound
- ⊙ Projects Directory

## Optional Features/Services

- ⊙ Email Subscriptions / Notifications
- ⊙ Parks and Trails Directory
- ⊙ Property Directory (Commercial/Industrial)
- ⊙ Business Directory
- ⊙ Facility Reservations
- ⊙ Specialty Sub-site Graphic Designs
- ⊙ Board Management

# PROJECT TIMELINE AND APPROACH

## Project Timeline Sample



## Client Responsibilities

The client's responsibility and the key to a smooth on-time deployment is providing the initial information and approving proofs quickly.

- ☑ The Client will make available to Municode relevant images, photos, logos, colors, and other branding material as well as an inventory of existing applications, websites, and content at the start of this effort. The Client will create new content copy as needed.
- ☑ The Client will assign a single point of contact for Municode to interact with that will be responsible for coordinating the schedules of other project stakeholders.
- ☑ The Client will review any deliverables requiring formal approval within 5 business days and return all comments/issues at or before those 5 days have elapsed.
- ☑ The Client will assign one person who will act as the "ultimate decision maker" in the case where consensus among the team cannot be reached.
- ☑ The Client must agree to applicable terms of services for Google related services such as Google Analytics and Google Maps to access those features. Municode is not responsible for Google's decisions related to discontinuing services or changing current APIs.

## Project Phase Descriptions

Phase 1: Analyze and Confirm Requirements	Deliverables
<p><b>Website Assessment:</b></p> <p>Municode will complete an analysis of your current website(s) to assess the existing navigation, features/functions, and quality of content.</p>	
<p><b>Organizational Overview Inventory/Survey:</b></p> <p>Municode will provide an organizational overview document for you to complete as part of this assessment.</p>	<ul style="list-style-type: none"><li>⦿ Organization Survey</li></ul>
<p><b>Website Design Meeting:</b></p> <p>Municode will conduct a design meeting with a client-defined web advisory team. We recommend the advisory team be limited to a maximum of 6 members. This design meeting will allow the website advisory team to provide input regarding the overall design of the new website, including the site branding as well as high-level site navigation. This team will act as the initial review team for website design concepts. In addition, this team will act as the final review team for the website before it is approved for go-live.</p>	<ul style="list-style-type: none"><li>⦿ Website design specification sheet (graphic design and information / navigation design)</li></ul>
Phase 2: Design and Build phase	Deliverables
<p><b>Design Concept Creation and Approval (Custom Designs):</b></p> <p>Municode will complete home page design concepts for the Home Page and inner pages. These design concepts will incorporate all the graphical elements as well as the high-level sitemap. You will select a winning concept after going through a series of iterative design revision meetings. We allow for a total of 6 revisions.</p>	<ul style="list-style-type: none"><li>⦿ Design concepts</li><li>⦿ Finalized design (Sketch, Figma, or Photoshop)</li></ul>
<p><b>Website Setup, Configure, and Customization:</b></p> <p>Municode will create a fully functional website that includes the functional elements described in this proposal. As part of the website setup, Municode will finalize any remaining elements to the approved design and navigation.</p>	<ul style="list-style-type: none"><li>⦿ Functional beta website with approved design</li><li>⦿ Content migration</li></ul>

### Phase 3: Migrate Content

### Deliverables

#### Content Finalization and Departmental Acceptance

Municode migrates initial content and your trained staff finalizes prior to go-live. See pricing section for specific number of included pages.

**Meeting Agendas and Minutes:** Client completes an excel template with information regarding each meeting plus corresponding files. Municode will then auto-import that content. Files must be provided with a standard naming convention to allow for auto parsing of date. (i.e. minutes\_061516.pdf, etc.)

**Standard Web Pages:** A standard web page is defined as a page that contains a title, body text, and up to a total of 5 links, file attachments, or images. If you require migration of more complex pages, we can provide a custom quote.

**Directory pages (Staff Directory, Projects, Commercial/Industrial Properties, Business Directory, Ordinances/Resolutions):** Client completes manually or may request a custom quote. For custom quotes, client completes an excel template with directory data and Municode auto-imports directory content.

- ⦿ Content creation and migration
- ⦿ Departmental content 'signoff'

### Phase 4: Staff Training

### Deliverables

#### Staff Training

Throughout the development and after launch, our customers have access to training, resources and educational opportunities that help them thrive. Our initial training is offered to administrators and content contributors.

- ⦿ On-site (if applicable)
- ⦿ Web teleconference
- ⦿ Videos and User guides

### Phase 5: Testing

### Deliverables

#### Municode Functional Testing

Municode will perform a series of tests across multiple browser and operating system versions to confirm site functionality. These tests will confirm proper functionality of all features documented in this proposal.

- ⦿ Completing Testing Checklists

#### Acceptance Testing

Staff will review the website for completeness. Municode will have completed functional testing and cross-browser compatibility testing.

- ⦿ Site acceptance by client

### Go Live ★

### Deliverables

#### Go-Live

We will work with you to make the appropriate 'A' Record DNS entry changes to begin the process of propagating the new production web server IP address.

- ⦿ Accepted Final Live Website



# HOSTING, MAINTENANCE, AND CUSTOMER SUPPORT

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## Hosting

We provide first-class hosting services in a secure data center. We take cyber security seriously. Your website will be secure from multiple perspectives:

### □ Data Center

We host your website in a secure data center. The data center is manned 24x7x365. Your website is maintained using firewalls, load balancers, multiple web application servers, and a database server. We apply security updates to the entire web server stack on a regular basis.

### ✈ Data transmission

We guarantee up to 1 Terabyte of data transfer per month.

### 🔒 Web CMS software security

We apply security updates to your Drupal-based CMS whenever updates are posted. Your website is built on Drupal software that has the confidence of millions of websites in both the private sector and public sector, including whitehouse.gov, the City of Boston and the City of Los Angeles. Several built-in security mechanisms are in place to prevent cross-site scripting attacks.

### 🔒 Web transmission security

Your website is secured with SSL to encrypt transmission of data. We SSL-enable every page on your website for maximum security.

### 🔒 User authentication security

Our solution is configured with granular role-based permissions, and each user is required to login with a unique user id and password. We also offer a two-factor authentication option using Google Authenticate if that should be something you are interested in pursuing.

### □ Data Backup

We back up your data in multiple geographic locations. Backups occur daily, weekly, monthly, and up to 7 years of annual data backups.

### 🏆 Guaranteed Uptime

Municode guarantee web server uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service

## Maintenance and Customer Support

### □ 24x7 Customer support:

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine website operation questions from staff.

### 🔒 Security upgrades:

Municode will apply security upgrades to your solution's core and contributed modules ensuring that your website stays secure. Municode will perform security upgrades and other web server and website optimizations during off-hours, typically between the hours of 9PM-3AM Pacific, if such work requires taking the website off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

### ♥ Site Monitoring and Site Recovery:

Municode will install auto-monitoring software routines that continually monitor website performance and alert us when problems occur. We will act as soon as possible and no later than two hours after problems are detected.

### ★ Free feature upgrades:

As we update our base Municode features, you receive those upgrades for FREE.

# PROJECT COSTS

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## Design, Development, and Implementation Phase

**\$4,800**

- Fully functional Municode CMS with all base features
- Responsive mobile-friendly website with **standard** design
- Content migration; up to 100 pages; 5 years meetings migration
- Training: web teleconference, video, user guides

## Annual Hosting, Maintenance, and Customer Support

**\$2,100 / year**

- 80GB disk space and up to 1 terabyte data transfer per month
- 99.95% up-time guarantee, telephone support 8AM-8PM Eastern
- Email support with one-hour response time during working hours
- Emergency 24x7 support
- Up to 3 hours' webinar refresher trainings per year

## Total Year 1 Costs

**\$6,900**

## Select Additional Website Options

- |   |  |
|---|--|
| <input type="checkbox"/> Custom website design                                    | \$3500 one-time                        |
| <input type="checkbox"/> Email Subscriptions / Notifications                      | \$600 per year                         |
| <input type="checkbox"/> Parks and Trails Directory                               | \$200 per year                         |
| <input type="checkbox"/> Property Listings (Commercial/Industrial)                | \$200 per year                         |
| <input type="checkbox"/> Facility Reservations                                    | \$1500 setup + \$900 per year          |
| <input type="checkbox"/> Business Directory                                       | \$750 setup + \$600 per year           |
| <input type="checkbox"/> Microsite color/logo customization                       | \$500 one-time (per microsite)         |
| <input type="checkbox"/> Specialty sub-site graphic designs                       | \$3500 + \$600 per year (per design)   |
| <input type="checkbox"/> Site graphic redesign every 4th year                     | \$600 per year (per design)            |
| <input type="checkbox"/> Additional on-site visits (training, consultation, etc.) | \$1500 day 1, \$1000 per day (days 2+) |
| <input type="checkbox"/> Custom Feature Development                               | \$150 per hour or fixed bid quote      |
| <input type="checkbox"/> Board Management   | \$1000 per year                        |

# PAYMENT SCHEDULE

## Option A: Standard Payment Schedule

### Year 1

Sign contract	50% of one-time costs (\$2,400)
Implement design and features	50% of one-time costs (\$2,400)
Conduct training (site moved to production / annual support begins)	annual hosting and support (\$2,100)

### Notes

- No long-term commitments required. We will earn your trust. You may cancel service at any time.
- Guaranteed pricing. Hosting and Support fees will not increase for first three years.
- Payment schedule will be adjusted accordingly based on selected optional features.
- Annual hosting and support fees starting year four will increase according to the previous year-ending *Consumer Price Index (CPI) for All Urban Consumers*.

## Option B: 4-year Interest-free Payment Schedule

- Year 1
  - at time of contract signature
    - Project payment 1 of 4 \$1,200
    - Annual website hosting/support \$2,100
    - **Total year 1 \$3,300**
- Year 2
  - one year from contract signature
    - Project payment 2 of 4 \$1,200
    - Annual website hosting/support \$2,100
    - **Total year 2 \$3,300**
- Year 3
  - two years from contract signature
    - Project payment 3 of 4 \$1,200
    - Annual website hosting/support \$2,100
    - **Total year 3 \$3,300**
- Year 4
  - three years from contract signature
    - Project payment 4 of 4 \$1,200
    - Annual website hosting/support \$2,100
    - **Total year 4 \$3,300**

### Notes

- Four-year commitment required.
- Guaranteed pricing. Hosting and Support fees will not increase for first four years.
- Payment schedule will be adjusted accordingly based on selected optional features.
- Annual hosting and support fees starting year five will increase according to the previous year-ending *Consumer Price Index (CPI) for All Urban Consumers*.



# SERVICES AGREEMENT

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This agreement ("AGREEMENT") is entered between Stevenson, Washington ("CLIENT") and Municipal Code Corporation ("CONSULTANT").

**1. Term of AGREEMENT.** This AGREEMENT shall commence effective the date signed by the CLIENT. It shall automatically renew annually. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice.

**2. Compensation.** It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in the section marked "Payment Schedule". Payment will be made to CONSULTANT within thirty (30) days of the receipt of approved invoices for services rendered.

**3. Scope of Services.** CONSULTANT's services under this AGREEMENT shall consist of services as detailed in the attached proposal including appendices ("SERVICES"). SERVICES may be amended or modified upon the mutual written AGREEMENT of the parties.

**4. Integration.** This AGREEMENT, along with the SERVICES to be performed contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

**5. Warranty.** CONSULTANT warrants that any services provided hereunder will be performed in a professional and workmanlike manner and the functionality of the services will not be materially decreased during the term.

**6. Liability.** CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of the AGREEMENT and further limited to a maximum amount equal to the fees received by CONSULTANT from CLIENT under this AGREEMENT.

**7. Termination.** This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice. In the event the AGREEMENT is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid service fees (for the period from the date of the termination through to the end of the term). If, however, CONSULTANT has substantially or materially breached the standards and terms of this AGREEMENT, the CLIENT shall have any remedy or right of set-off available at law and equity.

**8. Independent Contractor.** CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this AGREEMENT, all personnel assigned by CONSULTANT to perform services under the terms of this AGREEMENT shall be employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.

**9. Confidentiality.** (a) Confidential Information. For purposes of this AGREEMENT, the term "Confidential Information" means all information that is not generally known by the public and that: is obtained by CONSULTANT from CLIENT, or that is learned, discovered, developed, conceived, originated, or prepared by CONSULTANT during the process of performing this AGREEMENT, and relates directly to the business or assets of CLIENT. The term "Confidential Information" shall include, but shall not be limited to: inventions, discoveries, trade secrets, and know-how; computer software code, designs, routines, algorithms, and structures; product information; research and development information; lists of clients and other information relating thereto; financial data and information; business plans and processes; and any other information of CLIENT that CLIENT informs CONSULTANT, or that CONSULTANT should know by virtue of its position, is to be kept confidential.

(b) Obligation of Confidentiality. During the term of this AGREEMENT, and always thereafter, CONSULTANT agrees that it will not disclose to others, use for its own benefit or for the benefit of anyone other than CLIENT, or

otherwise appropriate or copy, any Confidential Information except as required in the performance of its obligations to CLIENT hereunder. The obligations of CONSULTANT under this paragraph shall not apply to any information that becomes public knowledge through no fault of CONSULTANT.

**10. Assignment.** Neither party may assign or subcontract its rights or obligations under this AGREEMENT without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this AGREEMENT in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of its assets.

**11. Cooperative Purchasing.** CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.

**12. Governing Law.** This AGREEMENT shall be governed and construed in accordance with the laws of the State of Florida without resort to any jurisdiction's conflicts of law, rules, or doctrines.

Submitted by:

Municipal Code Corporation

By:           *Brian Gilday*          

Title: Brian Gilday - President, Website Division

Accepted by:

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

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

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

# City Of Stevenson

STATEMENT C-4

FOR COMPARISON USE ONLY, NOT FOR FILING

**For Year Ending: December 31, 2020**

1 Of 4

BARS CODE		Total For All Funds	001 - General Expense Fund	100 - Street Fund
		Total Amount	Actual Amount	Actual Amount
<b>Beginning Cash and Investments</b>				
308.21	Nonspendable	0.00	0.00	0.00
308.31	Restricted	845,950.93	0.00	0.00
308.41	Committed	0.00	0.00	0.00
308.51	Assigned	2,898,228.84	1,894,848.04	306,289.98
308.91	Unassigned	680,398.49	680,398.49	0.00
388/588	Net Adjustments	3,098.81	3,098.81	0.00
<b>Revenues</b>				
310	Taxes	1,419,246.08	799,701.01	285,459.23
320	Licenses and Permits	165.56	(159.44)	325.00
330	Intergovernmental Revenues	948,243.35	198,681.81	45,053.33
340	Charges for Goods and Services	1,876,552.83	188,487.75	0.00
350	Fines and Penalties	15,091.06	15,091.06	0.00
360	Miscellaneous Revenues	317,536.76	19,461.22	241.78
	<b>Total Revenues:</b>	<b>4,576,835.64</b>	<b>1,221,263.41</b>	<b>331,079.34</b>
<b>Expenditures</b>				
510	General Government	459,817.84	459,817.84	0.00
520	Public Safety	245,729.29	245,729.29	0.00
530	Utilities	1,187,387.72	0.00	0.00
540	Transportation	327,727.77	0.00	248,009.80
550	Natural and Economic Environment	238,210.17	238,210.17	0.00
560	Social Services	10,464.31	10,204.23	260.08
570	Culture and Recreation	341,450.39	69,439.36	0.00
	<b>Total Expenditures:</b>	<b>2,810,787.49</b>	<b>1,023,400.89</b>	<b>248,269.88</b>
	<b>Excess (Deficiency) Revenues over Expenditure</b>	<b>1,766,048.15</b>	<b>197,862.52</b>	<b>82,809.46</b>
<b>Other Increases</b>				
391-393, 596	Debt Proceeds	1,147,590.49	0.00	0.00
397	Transfers-In	114,271.11	0.00	0.00
385	Special or Extraordinary Items	0.00	0.00	0.00
386,389	Custodial Activities	0.00	0.00	0.00
381,382,395,398	Other Increases	0.00	0.00	0.00
	<b>Total Other Increases</b>	<b>1,261,861.60</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Decreases</b>				
594-595	Capital Expenditures	2,402,672.09	11,465.28	39,773.17
591-593, 599	Debt Service	75,315.79	0.00	0.00
597	Transfers-Out	114,271.11	0.00	38,634.33
586, 589	Custodial Activities	(12.59)	(12.59)	0.00
585	Special or Extraordinary Items	0.00	0.00	0.00
581, 582	Other Decreases	3,100.24	3,100.24	0.00
	<b>Total Other Decreases</b>	<b>2,595,346.64</b>	<b>14,552.93</b>	<b>78,407.50</b>
	<b>Increase (Decrease) in Cash and Investments</b>	<b>432,563.11</b>	<b>183,309.59</b>	<b>4,401.96</b>
<b>Ending Cash and Investments</b>				
<b>508.21</b>	<b>Nonspendable</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>508.31</b>	<b>Restricted</b>	<b>808,059.35</b>	<b>0.00</b>	<b>0.00</b>
<b>508.41</b>	<b>Committed</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>508.51</b>	<b>Assigned</b>	<b>3,266,397.14</b>	<b>1,975,871.24</b>	<b>310,691.94</b>
<b>508.91</b>	<b>Unassigned</b>	<b>785,783.69</b>	<b>785,783.69</b>	<b>0.00</b>
	<b>Total Ending Cash and Investments</b>	<b>4,860,240.18</b>	<b>2,761,654.93</b>	<b>310,691.94</b>

*The accompanying notes are an integral part of this Statement*

# City Of Stevenson

STATEMENT C-4

FOR COMPARISON USE ONLY, NOT FOR FILING

**For Year Ending: December 31, 2020**

2 Of 4

BARS CODE		103 - Tourism Promo & Develop Fund  Actual Amount	105 - Affordable Housing Fund  Actual Amount	300 - Capital Improvement Fund  Actual Amount
<b>Beginning Cash and Investments</b>				
308.21	Nonspendable	0.00	0.00	0.00
308.31	Restricted	710,294.51	0.00	135,656.42
308.41	Committed	0.00	0.00	0.00
308.51	Assigned	0.00	0.00	0.00
308.91	Unassigned	0.00	0.00	0.00
388/588	Net Adjustments	0.00	0.00	0.00
<b>Revenues</b>				
310	Taxes	286,330.38	1,215.61	46,539.85
320	Licenses and Permits	0.00	0.00	0.00
330	Intergovernmental Revenues	0.00	0.00	0.00
340	Charges for Goods and Services	0.00	0.00	0.00
350	Fines and Penalties	0.00	0.00	0.00
360	Miscellaneous Revenues	11,759.60	0.00	714.08
	<b>Total Revenues:</b>	<b>298,089.98</b>	<b>1,215.61</b>	<b>47,253.93</b>
<b>Expenditures</b>				
510	General Government	0.00	0.00	0.00
520	Public Safety	0.00	0.00	0.00
530	Utilities	0.00	0.00	0.00
540	Transportation	0.00	0.00	0.00
550	Natural and Economic Environment	0.00	0.00	0.00
560	Social Services	0.00	0.00	0.00
570	Culture and Recreation	272,011.03	0.00	0.00
	<b>Total Expenditures:</b>	<b>272,011.03</b>	<b>0.00</b>	<b>0.00</b>
	<b>Excess (Deficiency) Revenues over Expenditure</b>	<b>26,078.95</b>	<b>1,215.61</b>	<b>47,253.93</b>
<b>Other Increases</b>				
391-393, 596	Debt Proceeds	0.00	0.00	0.00
397	Transfers-In	0.00	0.00	0.00
385	Special or Extraordinary Items	0.00	0.00	0.00
386,389	Custodial Activities	0.00	0.00	0.00
381,382,395,398	Other Increases	0.00	0.00	0.00
	<b>Total Other Increases</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Decreases</b>				
594-595	Capital Expenditures	119,773.29	0.00	0.00
591-593, 599	Debt Service	0.00	0.00	0.00
597	Transfers-Out	0.00	0.00	75,636.78
586, 589	Custodial Activities	0.00	0.00	0.00
585	Special or Extraordinary Items	0.00	0.00	0.00
581, 582	Other Decreases	0.00	0.00	0.00
	<b>Total Other Decreases</b>	<b>119,773.29</b>	<b>0.00</b>	<b>75,636.78</b>
	<b>Increase (Decrease) in Cash and Investments</b>	<b>(93,694.34)</b>	<b>1,215.61</b>	<b>(28,382.85)</b>
<b>Ending Cash and Investments</b>				
<b>508.21</b>	<b>Nonspendable</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>508.31</b>	<b>Restricted</b>	<b>616,600.17</b>	<b>1,215.61</b>	<b>107,273.57</b>
<b>508.41</b>	<b>Committed</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>508.51</b>	<b>Assigned</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>508.91</b>	<b>Unassigned</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Ending Cash and Investments</b>	<b>616,600.17</b>	<b>1,215.61</b>	<b>107,273.57</b>

*The accompanying notes are an integral part of this Statement*



# City Of Stevenson

STATEMENT C-4

FOR COMPARISON USE ONLY, NOT FOR FILING

**For Year Ending: December 31, 2020**

3 Of 4

BARS CODE		309 - Russell Ave Actual Amount	311 - First Street Actual Amount	400 - Water/Sewer Fund Actual Amount
<b>Beginning Cash and Investments</b>				
308.21	Nonspendable	0.00	0.00	0.00
308.31	Restricted	0.00	0.00	0.00
308.41	Committed	0.00	0.00	0.00
308.51	Assigned	0.00	0.00	557,841.84
308.91	Unassigned	0.00	0.00	0.00
388/588	Net Adjustments	0.00	0.00	0.00
<b>Revenues</b>				
310	Taxes	0.00	0.00	0.00
320	Licenses and Permits	0.00	0.00	0.00
330	Intergovernmental Revenues	636,519.91	67,988.30	0.00
340	Charges for Goods and Services	0.00	0.00	1,557,098.06
350	Fines and Penalties	0.00	0.00	0.00
360	Miscellaneous Revenues	0.00	0.00	284,910.54
	<b>Total Revenues:</b>	<b>636,519.91</b>	<b>67,988.30</b>	<b>1,842,008.60</b>
<b>Expenditures</b>				
510	General Government	0.00	0.00	0.00
520	Public Safety	0.00	0.00	0.00
530	Utilities	0.00	0.00	1,187,387.72
540	Transportation	0.00	0.00	0.00
550	Natural and Economic Environment	0.00	0.00	0.00
560	Social Services	0.00	0.00	0.00
570	Culture and Recreation	0.00	0.00	0.00
	<b>Total Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,187,387.72</b>
	<b>Excess (Deficiency) Revenues over Expenditure</b>	<b>636,519.91</b>	<b>67,988.30</b>	<b>654,620.88</b>
<b>Other Increases</b>				
391-393, 596	Debt Proceeds	0.00	0.00	1,147,590.49
397	Transfers-In	96,898.17	17,372.94	0.00
385	Special or Extraordinary Items	0.00	0.00	0.00
386,389	Custodial Activities	0.00	0.00	0.00
381,382,395,398	Other Increases	0.00	0.00	0.00
	<b>Total Other Increases</b>	<b>96,898.17</b>	<b>17,372.94</b>	<b>1,147,590.49</b>
<b>Other Decreases</b>				
594-595	Capital Expenditures	733,537.44	126,327.81	1,371,795.10
591-593, 599	Debt Service	0.00	0.00	75,315.79
597	Transfers-Out	0.00	0.00	0.00
586, 589	Custodial Activities	0.00	0.00	0.00
585	Special or Extraordinary Items	0.00	0.00	0.00
581, 582	Other Decreases	0.00	0.00	0.00
	<b>Total Other Decreases</b>	<b>733,537.44</b>	<b>126,327.81</b>	<b>1,447,110.89</b>
	<b>Increase (Decrease) in Cash and Investments</b>	<b>(119.36)</b>	<b>(40,966.57)</b>	<b>355,100.48</b>
<b>Ending Cash and Investments</b>				
<b>508.21</b>	<b>Nonspendable</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>508.31</b>	<b>Restricted</b>	<b>0.00</b>	<b>0.00</b>	<b>82,970.00</b>
<b>508.41</b>	<b>Committed</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>508.51</b>	<b>Assigned</b>	<b>(119.36)</b>	<b>(40,966.57)</b>	<b>829,972.32</b>
<b>508.91</b>	<b>Unassigned</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Ending Cash and Investments</b>	<b>(119.36)</b>	<b>(40,966.57)</b>	<b>912,942.32</b>

*The accompanying notes are an integral part of this Statement*

# City Of Stevenson

STATEMENT C-4

FOR COMPARISON USE ONLY, NOT FOR FILING

**For Year Ending: December 31, 2020**

4 Of 4

BARS CODE	500 - Equipment Service Fund			
		Actual Amount	Actual Amount	Actual Amount
<b>Beginning Cash and Investments</b>				
308.21	Nonspendable	0.00	0.00	0.00
308.31	Restricted	0.00	0.00	0.00
308.41	Committed	0.00	0.00	0.00
308.51	Assigned	139,248.98	0.00	0.00
308.91	Unassigned	0.00	0.00	0.00
388/588	Net Adjustments	0.00	0.00	0.00
<b>Revenues</b>				
310	Taxes	0.00	0.00	0.00
320	Licenses and Permits	0.00	0.00	0.00
330	Intergovernmental Revenues	0.00	0.00	0.00
340	Charges for Goods and Services	130,967.02	0.00	0.00
350	Fines and Penalties	0.00	0.00	0.00
360	Miscellaneous Revenues	449.54	0.00	0.00
	<b>Total Revenues:</b>	<b>131,416.56</b>	<b>0.00</b>	<b>0.00</b>
<b>Expenditures</b>				
510	General Government	0.00	0.00	0.00
520	Public Safety	0.00	0.00	0.00
530	Utilities	0.00	0.00	0.00
540	Transportation	79,717.97	0.00	0.00
550	Natural and Economic Environment	0.00	0.00	0.00
560	Social Services	0.00	0.00	0.00
570	Culture and Recreation	0.00	0.00	0.00
	<b>Total Expenditures:</b>	<b>79,717.97</b>	<b>0.00</b>	<b>0.00</b>
	<b>Excess (Deficiency) Revenues over Expenditure</b>	<b>51,698.59</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Increases</b>				
391-393, 596	Debt Proceeds	0.00	0.00	0.00
397	Transfers-In	0.00	0.00	0.00
385	Special or Extraordinary Items	0.00	0.00	0.00
386,389	Custodial Activities	0.00	0.00	0.00
381,382,395,398	Other Increases	0.00	0.00	0.00
	<b>Total Other Increases</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Decreases</b>				
594-595	Capital Expenditures	0.00	0.00	0.00
591-593, 599	Debt Service	0.00	0.00	0.00
597	Transfers-Out	0.00	0.00	0.00
586, 589	Custodial Activities	0.00	0.00	0.00
585	Special or Extraordinary Items	0.00	0.00	0.00
581, 582	Other Decreases	0.00	0.00	0.00
	<b>Total Other Decreases</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Increase (Decrease) in Cash and Investments</b>	<b>51,698.59</b>	<b>0.00</b>	<b>0.00</b>
<b>Ending Cash and Investments</b>				
<b>508.21</b>	<b>Nonspendable</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>508.31</b>	<b>Restricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>508.41</b>	<b>Committed</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>508.51</b>	<b>Assigned</b>	<b>190,947.57</b>	<b>0.00</b>	<b>0.00</b>
<b>508.91</b>	<b>Unassigned</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Ending Cash and Investments</b>	<b>190,947.57</b>	<b>0.00</b>	<b>0.00</b>

*The accompanying notes are an integral part of this Statement*

**City Of Stevenson**

STATEMENT C-5

FOR COMPARISON USE ONLY, NOT FOR FILING

**For Year Ending: December 31, 2020**

1 Of 1

BARS CODE		Total For All Funds	630 - Stevenson Municipal Court	631 - CATV Fund
		Total Amount	Actual Amount	Actual Amount
308	Beginning Cash and Investments	12,837.69	9,738.88	3,098.81
388/588	Net Adjustments	(3,098.81)	0.00	(3,098.81)
310 - 360	Revenues	0.00	0.00	0.00
370 - 390	Other Increases	47,483.26	47,483.26	0.00
510 - 570	Expenditures	0.00	0.00	0.00
580 - 590	Other Decreases	57,222.14	57,222.14	0.00
	Increase (Decrease) in Cash and Investments	(9,738.88)	(9,738.88)	0.00
508	Ending Cash and Investments:	0.00	0.00	0.00

*The accompanying notes are an integral part of this Statement*

CITY OF STEVENSON

SCHEDULE 01 REVENUES

Detail of Revenues & Other Sources  
 For Year Ending: December 31, 2020

001 General Expense Fund

BAS EL OB LA

308 51 00 0010	General Reserve-Beginning Cash	326,705.62
308 51 00 0020	Fire Res-Beginning Cash	1,483,593.47
308 51 01 0000	Reserved Cash - Unemployment	33,413.82
308 51 02 0000	Reserved Cash - Custodial	51,135.13
308 91 00 0000	Unreserved Cash & Investments	680,398.49
<b>308.00</b>	<b>TOTAL BEGINNING CASH &amp; INVESTMENTS</b>	<b>2,575,246.53</b>
311 10 00 0000	General Property Tax	482,751.63
311.00	TOTAL GENERAL PROPERTY TAXES	482,751.63
313 11 00 0000	Sales Tax	236,100.77
313 71 00 0000	Local Criminal Justice Tax	23,453.30
313.00	TOTAL RETAIL SALES AND USE TAX	259,554.07
316 43 00 0000	Natural Gas Utility Tax	14,311.30
316 45 00 0000	Garbage Utility Tax	9,215.10
316 46 00 0000	Cable TV Utility Tax	2,920.30
316 47 00 0000	Telephone Utility Tax	9,163.17
316.00	TOTAL BUSINESS AND OCCUPATION TAXES	35,609.87
317 20 00 0000	Leasehold Tax	21,785.44
317.00	TOTAL EXCISE TAXES	21,785.44
<b>310.00</b>	<b>TOTAL TAXES</b>	<b>799,701.01</b>
321 99 01 0000	Business Licenses	2,720.00
321 99 03 0000	Vacation Rental Licenses	1,100.00
321.00	TOTAL BUSINESS LICENSES & PERMITS	3,820.00
322 10 00 0000	Building Permits	-3,979.44
322.00	TOTAL NON-BUSINESS LICENSES & PERMITS	-3,979.44
<b>320.00</b>	<b>TOTAL</b>	<b>-159.44</b>
333 11 00 0000	DOC-CARES Act Grant	68,860.29
333 14 51 0000	CDBG Housing Rehab Grant	96,880.01
333.00	TOTAL INDIRECT FEDERAL GRANTS	165,740.30
335 00 91 0000	PUD Privilege Tax (in Lieu)	12,999.58
335.00	TOTAL STATE SHARED REVENUES, ENTITLEMENTS & IMPACT	12,999.58
336 06 21 0000	Criminal Justice - Low Population	1,000.00
336 06 25 0000	Criminal Justice - Contracted Services	3,117.77
336 06 26 0000	Criminal Justice - Special Programs	1,816.32
336 06 42 0000	Marijuana Excise Tax	3,554.07



CITY OF STEVENSON

SCHEDULE 01 REVENUES

Detail of Revenues & Other Sources  
 For Year Ending: December 31, 2020

001 General Expense Fund

BAS EL OB LA

336 06 51 0000	DUI/Other Crim Justice Assist	235.45
336 06 94 0000	Liquor Excise Tax	10,210.97
336.00	TOTAL STATE SHARED REVENUES, ENTITLEMENTS & IMPACT	19,934.58
337 40 00 0000	Private Harvest Tax	7.35
337.00	TOTAL INTERLOCAL GRANTS, ENTITLEMENTS, IMPACT PAYM	7.35
<b>330.00</b>	<b>TOTAL</b>	<b>198,681.81</b>
341 43 00 0000	General Admin Services	124,944.97
341 81 00 0000	Printing/Photocopy Services	13.85
341.00	TOTAL GENERAL GOVERNMENT	124,958.82
342 21 00 0000	Fire District II Fire Control	19,048.36
342 33 05 0000	Active Probation Fee	5,169.42
342.00	TOTAL PUBLIC SAFETY	24,217.78
345 83 00 0000	Planning Fees	38,887.00
345 83 01 0000	N Bonn Bldg Inspect Reimburse	29.00
345 83 02 0000	Skamania County Reimbursement	395.15
345.00	TOTAL NATURAL AND ECONOMIC ENVIRONMENT	39,311.15
<b>340.00</b>	<b>TOTAL</b>	<b>188,487.75</b>
353 10 00 0000	Traffic Infractions/Parking	6,494.07
353 70 00 0000	Non-Traffic Infractions	244.49
353.00	TOTAL CIVIL INFRACTION PENALTIES	6,738.56
355 20 00 0000	DUI Fines	297.28
355 80 00 0000	Criminal Traffic Fines	2,453.39
355.00	TOTAL CRIMINAL TRAFFIC MISDEMEANOR FINES	2,750.67
356 90 00 0000	Criminal Non-Traffic Fines	409.26
356.00	TOTAL CRIMINAL NON-TRAFFIC FINES	409.26
357 37 00 0000	Court Cost Recoupments	5,192.57
357.00	TOTAL CRIMINAL COSTS	5,192.57
<b>350.00</b>	<b>TOTAL</b>	<b>15,091.06</b>
361 11 00 0000	Interest Income/General Fund	16,662.45
361 40 00 0000	Sales Tax Interest	618.36
361 40 00 0630	CATV-Interest	1.43

CITY OF STEVENSON

SCHEDULE 01 REVENUES

Detail of Revenues & Other Sources  
 For Year Ending: December 31, 2020

001 General Expense Fund

BAS EL OB LA

361.00	TOTAL INTEREST AND OTHER EARNINGS	17,282.24
362 00 00 0000	Park Rentals	1,500.00
362.00	TOTAL RENTS, LEASES AND CONCESSIONS	1,500.00
369 91 00 0000	Miscellaneous Income	665.98
369 91 00 0000	Agency Collections - State Bldg Code	13.00
369.00	TOTAL OTHER MISCELLANEOUS REVENUES	678.98
<b>360.00</b>	<b>TOTAL</b>	<b>19,461.22</b>
388 10 00 0000	CE-Prior Period Adjustment	3,098.81
388.00	TOTAL PRIOR PERIOD(S) ADJUSTMENT(S)	3,098.81
<b>380.00</b>	<b>TOTAL</b>	<b>3,098.81</b>
<b>300.00</b>	<b>TOTAL RESOURCES</b>	<b>3,799,608.75</b>

CITY OF STEVENSON

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses  
For Year Ending: December 31, 2020

001 General Expense Fund

BAS EL

511.30	Official Publication Services		
	41 Professional Services		1,974.50
	44 Taxes And Operating Assessments		4,791.60
511.60	Legislative Services (Commission Or Council)		
	10 Salaries & Wages		10,500.00
	20 Personnel Benefits		818.76
			<hr/>
511.00	TOTAL LEGISLATIVE		18,084.86
512.50	Municipal Court		
	10 Salaries & Wages		3,683.35
	20 Personnel Benefits		738.69
	31 Office & Operating Supplies		118.42
	41 Professional Services		20,817.53
			<hr/>
512.00	TOTAL JUDICIAL		25,357.99
513.10	Executive Office		
	10 Salaries & Wages		85,995.93
	20 Personnel Benefits		16,694.93
	49 Miscellaneous		703.10
			<hr/>
513.00	TOTAL EXECUTIVE		103,393.96
514.20	Financial Services		
	10 Salaries & Wages		71,687.60
	20 Personnel Benefits		20,933.09
	41 Professional Services		5,863.28
	43 Travel		753.87
	46 Insurance		99.00
	49 Miscellaneous		6,955.77
514.30	Records Services		
	10 Salaries & Wages		1,826.67
	20 Personnel Benefits		159.46
			<hr/>
514.00	TOTAL FINANCIAL & RECORD SERVICES		108,278.74
515.35	Internal Legal Services - Claims & Litigation		
	41 Professional Services		16,000.00
515.41	External Legal Services - Advice		
	41 Professional Services		25,710.00
515.93	Adult Misdemeanor		
	41 Professional Services		13,436.25
			<hr/>
515.00	TOTAL LEGAL		55,146.25
517.70	Unemployment Compensation Services		
	22 Personnel Benefits		10,596.00
	25 Personnel Benefits		25.00
			<hr/>
517.00	TOTAL EMPLOYEE BENEFIT PROGRAMS		10,621.00
518.20	Property Management Services		
	44 Taxes And Operating Assessments		17.90
518.30	Maintenance/Security/Insurance/Janitorial Services		
	10 Salaries & Wages		2,485.77

CITY OF STEVENSON

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses  
For Year Ending: December 31, 2020

001 General Expense Fund

BAS EL

20	Personnel Benefits	1,393.15
31	Office & Operating Supplies	707.55
41	Professional Services	3,814.87
44	Taxes And Operating Assessments	691.56
45	Operating Rentals & Leases	1,139.19
46	Insurance	10,428.42
47	Utility Services	4,216.02
48	Repairs & Maintenance	48.21
518.40	Purchasing Services	
31	Office & Operating Supplies	4,951.70
41	Professional Services	20,459.05
42	Communications	4,942.97
518.63	General Grants, Financial Assistance & Other Distributions To Local Governments	
41	Professional Services	9,999.16
518.80	Information Technology	
41	Professional Services	240.00
518.90	Other Centralized Services	
10	Salaries & Wages	18,802.66
20	Personnel Benefits	5,646.24
31	Office & Operating Supplies	40,498.55
41	Professional Services	6,569.07
49	Miscellaneous	1,883.00
518.00	TOTAL CENTRAL SERVICES	138,935.04
<b>510.00</b>		<b>459,817.84</b>
521.20	Police Operations	
41	Professional Services	177,940.77
521.30	Crime Prevention	
41	Professional Services	1,816.32
521.00	TOTAL LAW ENFORCEMENT	179,757.09
522.10	Administration	
10	Salaries & Wages	1,873.92
20	Personnel Benefits	93.59
522.20	Fire Suppression And Emergency Medical Services	
10	Salaries & Wages	8,930.00
20	Personnel Benefits	689.34
24	Personnel Benefits	2,190.00
31	Office & Operating Supplies	10,809.60
32	Fuel Consumed	1,091.29
42	Communications	1,033.66
46	Insurance	1,302.27
49	Miscellaneous	485.00
522.30	Fire Prevention & Investigation	
10	Salaries & Wages	2,826.30
20	Personnel Benefits	1,157.56
45	Operating Rentals & Leases	770.28
522.45	Training Obtained By Employees	
49	Miscellaneous	66.06
522.50	Facilities	
47	Utility Services	4,759.94



CITY OF STEVENSON

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses  
For Year Ending: December 31, 2020

001 General Expense Fund

BAS EL

48	Repairs & Maintenance	4,523.40
522.60	Vehicles And Equipment Maintenance	
48	Repairs & Maintenance	3,305.50
522.00	TOTAL FIRE SUPPRESSION AND EMERGENCY MEDICAL SERVI	45,907.71
523.30	Probation And Parole Services	
41	Professional Services	4,908.74
523.60	Care & Custody Of Prisoners	
41	Professional Services	11,926.00
523.00	TOTAL DETENTION AND/OR CORRECTION	16,834.74
528.60		
42	Communications	3,229.75
528.00	TOTAL DISPATCH SERVICES	3,229.75
<b>520.00</b>		<b>245,729.29</b>
551.00		
41	Professional Services	34,843.73
551.00	TOTAL	34,843.73
553.70	Pollution Control And Remediation	
41	Professional Services	434.75
553.00	TOTAL CONSERVATION	434.75
558.50	Building Permits And Plan Reviews	
10	Salaries & Wages	2,686.63
20	Personnel Benefits	1,492.97
31	Office & Operating Supplies	5.37
45	Operating Rentals & Leases	709.80
49	Miscellaneous	132.50
558.60	Planning	
10	Salaries & Wages	90,947.19
20	Personnel Benefits	41,524.76
41	Professional Services	53,892.82
49	Miscellaneous	27.65
558.70	Economic Development	
49	Miscellaneous	11,512.00
558.00	TOTAL PLANNING AND ECONOMIC DEVELOPMENT	202,931.69
<b>550.00</b>		<b>238,210.17</b>
565.10	Welfare	
49	Miscellaneous	10,000.00
565.00	TOTAL WELFARE	10,000.00
566.72		
42	Communications	204.23

CITY OF STEVENSON

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses  
For Year Ending: December 31, 2020

001 General Expense Fund

BAS EL

566.00	TOTAL CHEMICAL DEPENDENCY SERVICES	204.23
<b>560.00</b>		<b>10,204.23</b>
573.90	Other	
49	Miscellaneous	319.08
573.00	TOTAL CULTURAL AND COMMUNITY ACTIVITIES	319.08
576.20	Swimming Pools	
41	Professional Services	37,500.00
576.80	General Parks	
10	Salaries & Wages	13,913.10
20	Personnel Benefits	8,310.70
31	Office & Operating Supplies	1,613.39
45	Operating Rentals & Leases	6,543.78
47	Utility Services	1,239.31
576.00	TOTAL PARK FACILITIES	69,120.28
<b>570.00</b>		<b>69,439.36</b>
582.10		
00	Personnel Benefits	3,100.24
582.00	TOTAL REFUND DEPOSITS	3,100.24
589.99		
00		-12.59
589.00	TOTAL CUSTODIAL ACTIVITIES	-12.59
<b>580.00</b>		<b>3,087.65</b>
594.18	Centralized Services	
62	Buildings & Structures	10,353.48
64	Machinery & Equipment	1,111.80
594.00	TOTAL CAPITAL EXPENDITURES/EXPENSES	11,465.28
<b>590.00</b>		<b>11,465.28</b>
<b>500.00</b>	TOTAL EXPENDITURES AND OTHER FINANCING USES	<b>1,037,953.82</b>
<b>508.80.00</b>	Unreserved	<b>785,783.51</b>
<b>508.10.00</b>	Reserved	<b>1,975,871.42</b>

CITY OF STEVENSON

SCHEDULE 01 REVENUES

Detail of Revenues & Other Sources  
 For Year Ending: December 31, 2020

100 Street Fund

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BAS EL OB LA

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308 51 00 0100	ST Unreserved Begin CA & Invest	296,289.98
308 51 01 0100	ST Unreserved Begin C&I Snow Reserve	10,000.00
<b>308.00</b>	<b>TOTAL BEGINNING CASH &amp; INVESTMENTS</b>	<b>306,289.98</b>
313 11 00 0100	Additional .5% Sales Tax	236,100.73
313.00	TOTAL RETAIL SALES AND USE TAX	236,100.73
316 42 00 0000	PUD Excise Tax	49,358.50
316.00	TOTAL BUSINESS AND OCCUPATION TAXES	49,358.50
<b>310.00</b>	<b>TOTAL TAXES</b>	<b>285,459.23</b>
322 40 00 0000	Street ROW Applications & Permits	325.00
322.00	TOTAL NON-BUSINESS LICENSES & PERMITS	325.00
<b>320.00</b>	<b>TOTAL</b>	<b>325.00</b>
336 00 71 0000	Multimodal Transportation - Cities	2,208.35
336 00 87 0000	Street Fuel Tax-MVFT	29,841.31
336 06 95 0000	Liquor Profit Tax	13,003.67
336.00	TOTAL STATE SHARED REVENUES, ENTITLEMENTS & IMPACT	45,053.33
<b>330.00</b>	<b>TOTAL</b>	<b>45,053.33</b>
361 11 00 0100	Interest Income - Streets	241.78
361.00	TOTAL INTEREST AND OTHER EARNINGS	241.78
<b>360.00</b>	<b>TOTAL</b>	<b>241.78</b>
<b>300.00</b>	<b>TOTAL RESOURCES</b>	<b>637,369.32</b>

CITY OF STEVENSON

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses  
 For Year Ending: December 31, 2020

100 Street Fund

BAS EL

542.39			
	10	Salaries & Wages	59,453.55
	20	Personnel Benefits	33,230.54
	31	Office & Operating Supplies	2,966.67
	41	Professional Services	25,071.58
	42	Communications	184.26
	45	Operating Rentals & Leases	21,653.39
	48	Repairs & Maintenance	6,747.41
542.40		Drainage	
	10	Salaries & Wages	11,233.40
	20	Personnel Benefits	5,617.68
	31	Office & Operating Supplies	899.94
	45	Operating Rentals & Leases	3,672.68
	47	Utility Services	1,146.41
	48	Repairs & Maintenance	12,108.53
542.63		Street Lighting	
	47	Utility Services	15,691.33
	48	Repairs & Maintenance	16,649.76
542.64		Traffic Control Devices	
	31	Office & Operating Supplies	3,057.95
	48	Repairs & Maintenance	5,508.40
542.66		Snow & Ice Control	
	10	Salaries & Wages	2,124.67
	20	Personnel Benefits	940.56
	31	Office & Operating Supplies	480.85
	45	Operating Rentals & Leases	913.56
542.67		Street Cleaning	
	47	Utility Services	2,801.70
		542.00 TOTAL ROADS/STREETS ORDINARY MAINTENANCE	232,154.82
543.10		Management	
	10	Salaries & Wages	1,570.22
	20	Personnel Benefits	333.51
543.31			
	10	Salaries & Wages	3,003.38
	20	Personnel Benefits	762.90
	41	Professional Services	3,040.00
	46	Insurance	6,076.40
	49	Miscellaneous	821.07
		543.00 TOTAL ROAD & STREET ADMINISTRATION & OVERHEAD	15,607.48
544.20		Engineering	
	41	Professional Services	247.50
		544.00 TOTAL ROAD AND STREET OPERATIONS	247.50
		<b>540.00</b>	<b>248,009.80</b>
566.72			
	42	Communications	260.08
		566.00 TOTAL CHEMICAL DEPENDENCY SERVICES	260.08



**CITY OF STEVENSON**

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses  
For Year Ending: December 31, 2020

100 Street Fund

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BAS EL

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	<b>560.00</b>	<b>260.08</b>
595.33	Electric/Gas Utilities	
	10 Salaries & Wages	16,417.62
	20 Personnel Benefits	9,008.25
	41 Professional Services	9,497.61
	45 Operating Rentals & Leases	4,849.69
	595.00 TOTAL CAPITAL EXPENDITURES/EXPENSES	39,773.17
597.18	Centralized Services	
	00	38,634.33
	597.00 TOTAL TRANSFERS-OUT	38,634.33
	<b>590.00</b>	<b>78,407.50</b>
	<b>500.00 TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>326,677.38</b>
	<b>508.80.00 Unreserved</b>	<b>310,691.94</b>
	<b>508.10.00 Reserved</b>	<b>0.00</b>

CITY OF STEVENSON

SCHEDULE 01 REVENUES

Detail of Revenues & Other Sources  
 For Year Ending: December 31, 2020

103 Tourism Promo & Develop Fund

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BAS EL OB LA

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308 31 00 010:	Tourism Reserved C&I - Capital	300,000.00
308 31 01 010:	Tourism Reserved C&I - Rev. Shortfall	410,294.51
<b>308.00</b>	<b>TOTAL BEGINNING CASH &amp; INVESTMENTS</b>	<b>710,294.51</b>
313 31 00 000:	Stadium (Motel/Hotel) Tax	286,330.38
313.00	TOTAL RETAIL SALES AND USE TAX	286,330.38
<b>310.00</b>	<b>TOTAL TAXES</b>	<b>286,330.38</b>
361 11 00 010:	Interest Income/Tourism	11,759.60
361.00	TOTAL INTEREST AND OTHER EARNINGS	11,759.60
<b>360.00</b>	<b>TOTAL</b>	<b>11,759.60</b>
<b>300.00</b>	<b>TOTAL RESOURCES</b>	<b>1,008,384.49</b>

CITY OF STEVENSON

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses  
 For Year Ending: December 31, 2020

103 Tourism Promo & Develop Fund

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BAS EL

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573.30	Commerical		
	41	Professional Services	160,319.48
573.90	Other		
	10	Salaries & Wages	4,352.97
	20	Personnel Benefits	1,606.61
	41	Professional Services	104,730.22
	45	Operating Rentals & Leases	1,001.75
			<hr/>
573.00	TOTAL CULTURAL AND COMMUNITY ACTIVITIES		272,011.03
			<hr/>
	<b>570.00</b>		<b>272,011.03</b>
594.75	Stadiums And Auditoriums		
	63	Other Improvements	94,221.51
594.76	Park Facilities		
	63	Other Improvements	25,551.78
			<hr/>
594.00	TOTAL CAPITAL EXPENDITURES/EXPENSES		119,773.29
			<hr/>
	<b>590.00</b>		<b>119,773.29</b>
			<hr/>
	<b>500.00</b>	<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>391,784.32</b>
			<hr/>
	<b>508.80.00</b>	<b>Unreserved</b>	<b>0.00</b>
	<b>508.10.00</b>	<b>Reserved</b>	<b>616,600.17</b>

# CITY OF STEVENSON

## SCHEDULE 01 REVENUES

Detail of Revenues & Other Sources  
For Year Ending: December 31, 2020

### 105 Affordable Housing Fund

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#### BAS EL OB LA

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313 27 00 000	Affordable And Supportive Housing Sales And Use Ta	1,215.61
313.00	TOTAL RETAIL SALES AND USE TAX	1,215.61
<b>310.00</b>	<b>TOTAL TAXES</b>	<b>1,215.61</b>
<b>300.00</b>	<b>TOTAL RESOURCES</b>	<b>1,215.61</b>



**CITY OF STEVENSON**

**SCHEDULE 01 EXPENDITURES**

Detail of Expenditures & Other Uses  
For Year Ending: December 31, 2020

105 Affordable Housing Fund

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BAS EL

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<b>500.00 TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>0.00</b>
<b>508.80.00 Unreserved</b>	<b>0.00</b>
<b>508.10.00 Reserved</b>	<b>1,215.61</b>

CITY OF STEVENSON

SCHEDULE 01 REVENUES

Detail of Revenues & Other Sources  
 For Year Ending: December 31, 2020

300 Capital Improvement Fund

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BAS EL OB LA

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308 31 00 0300	Cap Imp Reserved Begin C&I	124,399.77
308 31 01 0300	Cap Imp Res Begin C&I Waterfront Imp	11,256.65
<b>308.00</b>	<b>TOTAL BEGINNING CASH &amp; INVESTMENTS</b>	<b>135,656.42</b>
318 34 00 0000	Real Estate Excise Tax	46,539.85
318.00	TOTAL OTHER TAXES	46,539.85
<b>310.00</b>	<b>TOTAL TAXES</b>	<b>46,539.85</b>
361 11 00 0300	Interest on Investments-Cap Imp	714.08
361.00	TOTAL INTEREST AND OTHER EARNINGS	714.08
<b>360.00</b>	<b>TOTAL</b>	<b>714.08</b>
<b>300.00</b>	<b>TOTAL RESOURCES</b>	<b>182,910.35</b>

**CITY OF STEVENSON**

**SCHEDULE 01 EXPENDITURES**

Detail of Expenditures & Other Uses  
 For Year Ending: December 31, 2020

300 Capital Improvement Fund

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BAS EL

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597.18	Centralized Services	
	00	75,636.78
	597.00 TOTAL TRANSFERS-OUT	<u>75,636.78</u>
	<b>590.00</b>	<b><u>75,636.78</u></b>
	<b>500.00 TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b><u>75,636.78</u></b>
	<b>508.80.00 Unreserved</b>	<b>0.00</b>
	<b>508.10.00 Reserved</b>	<b>107,273.57</b>

# CITY OF STEVENSON

## SCHEDULE 01 REVENUES

Detail of Revenues & Other Sources  
For Year Ending: December 31, 2020

301 Timber Harvest Fund

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BAS EL OB LA

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**300.00**    **TOTAL RESOURCES**

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**0.00**



**CITY OF STEVENSON**

**SCHEDULE 01 EXPENDITURES**

Detail of Expenditures & Other Uses  
For Year Ending: December 31, 2020

301 Timber Harvest Fund

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BAS EL

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<b>500.00 TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>0.00</b>
<b>508.80.00 Unreserved</b>	<b>0.00</b>
<b>508.10.00 Reserved</b>	<b>0.00</b>

**CITY OF STEVENSON**

**SCHEDULE 01 REVENUES**

Detail of Revenues & Other Sources  
For Year Ending: December 31, 2020

303 Joint Emergency Facilities Fund

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BAS EL OB LA

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**300.00    TOTAL RESOURCES**

**0.00**

**CITY OF STEVENSON**

**SCHEDULE 01 EXPENDITURES**

Detail of Expenditures & Other Uses  
For Year Ending: December 31, 2020

303 Joint Emergency Facilities Fund

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BAS EL

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<b>500.00 TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>0.00</b>
<b>508.80.00 Unreserved</b>	<b>0.00</b>
<b>508.10.00 Reserved</b>	<b>0.00</b>

CITY OF STEVENSON

SCHEDULE 01 REVENUES

Detail of Revenues & Other Sources  
 For Year Ending: December 31, 2020

309 Russell Ave

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BAS EL OB LA

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333 20 20 000:	Russell STP Grant	546,385.84
333.00	TOTAL INDIRECT FEDERAL GRANTS	<u>546,385.84</u>
334 03 80 030:	Russell Ave-TIB Grant	90,134.07
334.00	TOTAL STATE GRANTS	<u>90,134.07</u>
<b>330.00</b>	<b>TOTAL</b>	<b><u>636,519.91</u></b>
397 02 00 030:	Transfer In from Streets	38,634.33
397 03 00 030:	Transfer In From CI	58,263.84
397.00	TOTAL TRANSFERS-IN	<u>96,898.17</u>
<b>390.00</b>	<b>TOTAL</b>	<b><u>96,898.17</u></b>
<b>300.00</b>	<b>TOTAL RESOURCES</b>	<b><u>733,418.08</u></b>



CITY OF STEVENSON

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses  
 For Year Ending: December 31, 2020

309 Russell Ave

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BAS EL

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595.10			
	41	Professional Services	733,537.44
	595.00	TOTAL CAPITAL EXPENDITURES/EXPENSES	<u>733,537.44</u>
	<b>590.00</b>		<b><u>733,537.44</u></b>
	<b>500.00</b>	<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b><u>733,537.44</u></b>
	<b>508.80.00</b>	<b>Unreserved</b>	<b>0.00</b>
	<b>508.10.00</b>	<b>Reserved</b>	<b>-119.36</b>

CITY OF STEVENSON

SCHEDULE 01 REVENUES

Detail of Revenues & Other Sources  
 For Year Ending: December 31, 2020

311 First Street

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BAS EL OB LA

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333 20 20 000:	First St.-TA Grant	67,988.30
333.00	TOTAL INDIRECT FEDERAL GRANTS	<u>67,988.30</u>
<b>330.00</b>	<b>TOTAL</b>	<b><u>67,988.30</u></b>
397 00 00 131:	First St-Transfer In From CIP	17,372.94
397.00	TOTAL TRANSFERS-IN	<u>17,372.94</u>
<b>390.00</b>	<b>TOTAL</b>	<b><u>17,372.94</u></b>
<b>300.00</b>	<b>TOTAL RESOURCES</b>	<b><u>85,361.24</u></b>

CITY OF STEVENSON

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses  
 For Year Ending: December 31, 2020

311 First Street

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BAS EL

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595.10			
	41	Professional Services	126,327.81
	595.00	TOTAL CAPITAL EXPENDITURES/EXPENSES	<u>126,327.81</u>
	<b>590.00</b>		<b><u>126,327.81</u></b>
	<b>500.00</b>	<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b><u>126,327.81</u></b>
	<b>508.80.00</b>	<b>Unreserved</b>	<b>0.00</b>
	<b>508.10.00</b>	<b>Reserved</b>	<b>-40,966.57</b>

CITY OF STEVENSON

SCHEDULE 01 REVENUES

Detail of Revenues & Other Sources  
 For Year Ending: December 31, 2020

400 Water/Sewer Fund

BAS EL OB LA

308 51 00 0400	WS Unreserved Begin CA & Invest	251,864.61
308 51 00 0410	WW Sys Upgrades Beg Cash & Invest.	-119,857.70
308 51 01 0400	WS Res Begin C&I System Dev Water	207,161.66
308 51 02 0400	WS Res Begin C&I System Dev Sewer	186,003.27
308 51 03 0400	WS Res Begin C&I Sewer Outfall Debt	32,670.00
<b>308.00</b>	<b>TOTAL BEGINNING CASH &amp; INVESTMENTS</b>	<b>557,841.84</b>
343 40 00 0000	Water Sales	637,388.37
343 40 18 0000	Turn on Fees	10.00
343 40 20 0000	Water Construction Hookup	50.00
343 40 21 0000	Hydrant Rental - External	967.07
343 41 00 0000	Installation Water	9,471.74
343 50 00 0000	Sewer Service Income	862,464.48
343 50 01 0000	BOD Surcharge	39,323.82
343 50 02 0000	Downspout-Sump Pump Discharge	6,672.58
343 51 00 0000	Installation Sewer	750.00
343.00	TOTAL UTILITIES	1,557,098.06
<b>340.00</b>	<b>TOTAL</b>	<b>1,557,098.06</b>
361 11 00 0400	Interest on Investments - W/S	6,120.25
361.00	TOTAL INTEREST AND OTHER EARNINGS	6,120.25
367 40 00 0000	Water Capital Contributions	160,927.29
367 50 00 0000	Sewer Capital Contributions	117,767.00
367.00	TOTAL CONTRIBUTIONS/DONATIONS FROM PRIVATE SOURCE	278,694.29
369 91 00 0400	Other Miscellaneous/NSF Fee Recovery	96.00
369.00	TOTAL OTHER MISCELLANEOUS REVENUES	96.00
<b>360.00</b>	<b>TOTAL</b>	<b>284,910.54</b>
391 70 00 0000	Capital Loan-Water Meters	321,000.00
391 90 00 0410	DOE Design Loan	826,590.49
391.00	TOTAL PROCEEDS OF LONG-TERM DEBT	1,147,590.49
<b>390.00</b>	<b>TOTAL</b>	<b>1,147,590.49</b>
<b>300.00</b>	<b>TOTAL RESOURCES</b>	<b>3,547,440.93</b>



CITY OF STEVENSON

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses  
For Year Ending: December 31, 2020

400 Water/Sewer Fund

BAS EL

534.10			
	10	Salaries & Wages	2,649.62
	20	Personnel Benefits	562.49
	41	Professional Services	51,456.35
	42	Communications	5,101.40
	49	Miscellaneous	1,591.62
534.20			
	41	Professional Services	3,451.05
534.40			
	49	Miscellaneous	858.90
534.50			
	35	Small Tools And Minor Equipment	1,350.75
	48	Repairs & Maintenance	10,761.44
534.70			
	10	Salaries & Wages	38,910.48
	20	Personnel Benefits	10,957.67
	31	Office & Operating Supplies	1,371.70
	41	Professional Services	9,144.04
534.80			
	31	Office & Operating Supplies	34,493.62
	41	Professional Services	4,750.00
	42	Communications	1,710.10
	45	Operating Rentals & Leases	46,045.75
	46	Insurance	12,476.46
	47	Utility Services	22,833.32
534.81			
	41	Professional Services	5,227.35
534.84			
	10	Salaries & Wages	58,594.58
	20	Personnel Benefits	28,299.59
	31	Office & Operating Supplies	10,046.09
534.85			
	10	Salaries & Wages	82,347.06
	20	Personnel Benefits	41,437.50
534.90			
	44	Taxes And Operating Assessments	34,700.57
534.00	TOTAL WATER UTILITIES		521,129.50
535.10			
	10	Salaries & Wages	15,367.07
	20	Personnel Benefits	3,776.35
	41	Professional Services	53,805.32
	42	Communications	2,327.40
	44	Taxes And Operating Assessments	90.48
	49	Miscellaneous	714.28
535.51			
	31	Office & Operating Supplies	2,147.06
	48	Repairs & Maintenance	167,736.16
535.64			
	41	Professional Services	27,394.82
535.70			
	10	Salaries & Wages	38,910.48

CITY OF STEVENSON

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses  
For Year Ending: December 31, 2020

400 Water/Sewer Fund

BAS EL

	20 Personnel Benefits	10,957.67
	31 Office & Operating Supplies	1,300.31
	41 Professional Services	10,593.03
535.80		
	31 Office & Operating Supplies	8,179.88
	41 Professional Services	12,980.00
	42 Communications	4,482.83
	45 Operating Rentals & Leases	45,305.42
	46 Insurance	6,327.07
535.81		
	10 Salaries & Wages	21,528.99
	20 Personnel Benefits	12,027.90
	47 Utility Services	2,622.71
535.84		
	10 Salaries & Wages	100,568.42
	20 Personnel Benefits	62,497.07
	47 Utility Services	23,800.51
535.85		
	10 Salaries & Wages	1,015.68
	20 Personnel Benefits	558.85
	41 Professional Services	5,290.00
	45 Operating Rentals & Leases	424.93
535.90		
	44 Taxes And Operating Assessments	23,527.53
	<b>535.00 TOTAL SEWER/RECLAIMED WATER UTILITIES</b>	<b>666,258.22</b>
		<hr/>
	<b>530.00</b>	<b>1,187,387.72</b>
591.34	Water Utilities	
	70 Debt Service: Principal	13,712.88
	78 Intergovernmental Loans	23,273.39
591.35	Sewer Utilities	
	72 Revenue Bonds	23,381.55
	<b>591.00 TOTAL REDEMPTION OF LONG TERM DEBT</b>	<b>60,367.82</b>
592.34	Water Utilities	
	80 Debt Service: Interest And Related Costs	4,844.95
	83 Interest On Long-Term External Debt	814.57
592.35	Sewer Utilities	
	83 Interest On Long-Term External Debt	9,288.45
	<b>592.00 TOTAL INTEREST AND OTHER DEBT SERVICE COSTS</b>	<b>14,947.97</b>
594.34	Water Utilities	
	10 Salaries & Wages	4,505.74
	20 Personnel Benefits	2,018.08
	45 Operating Rentals & Leases	813.80
	62 Buildings & Structures	28,353.48
	64 Machinery & Equipment	571,769.68
594.35	Sewer Utilities	
	31 Office & Operating Supplies	1,184.15
	41 Professional Services	762,850.17

CITY OF STEVENSON

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses  
 For Year Ending: December 31, 2020

400 Water/Sewer Fund

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BAS EL

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49	Miscellaneous	300.00
594.00	TOTAL CAPITAL EXPENDITURES/EXPENSES	1,371,795.10
<b>590.00</b>		<b>1,447,110.89</b>
<b>500.00</b>	<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>2,634,498.61</b>
<b>508.80.00</b>	<b>Unreserved</b>	<b>887,573.85</b>
<b>508.10.00</b>	<b>Reserved</b>	<b>25,368.47</b>

**CITY OF STEVENSON**

SCHEDULE 01 REVENUES

Detail of Revenues & Other Sources  
 For Year Ending: December 31, 2020

500 Equipment Service Fund

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BAS EL OB LA

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308 51 00 0500	ES Unreserved Begin CA & Invest	139,248.98
<b>308.00</b>	<b>TOTAL BEGINNING CASH &amp; INVESTMENTS</b>	<b>139,248.98</b>
348 00 00 0000	Equipment Rental-Internal	130,967.02
348.00	TOTAL INTERNAL SERVICE FUND SALES & SERVICES	130,967.02
<b>340.00</b>	<b>TOTAL</b>	<b>130,967.02</b>
361 11 00 0500	Interest Income/ES	435.54
361.00	TOTAL INTEREST AND OTHER EARNINGS	435.54
362 10 00 0000	Equipment Rental - External NB	14.00
362.00	TOTAL RENTS, LEASES AND CONCESSIONS	14.00
<b>360.00</b>	<b>TOTAL</b>	<b>449.54</b>
<b>300.00</b>	<b>TOTAL RESOURCES</b>	<b>270,665.54</b>



CITY OF STEVENSON

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses  
 For Year Ending: December 31, 2020

500 Equipment Service Fund

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BAS EL

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548.65		
10	Salaries & Wages	21,993.87
20	Personnel Benefits	11,823.34
25	Personnel Benefits	1,628.26
31	Office & Operating Supplies	1,358.64
32	Fuel Consumed	13,470.43
33	Power/Water/Gas Purchased For Resale	2,104.67
46	Insurance	8,320.38
47	Utility Services	3,312.57
48	Repairs & Maintenance	15,455.81
49	Miscellaneous	250.00
548.00	TOTAL PUBLIC WORKS – CENTRALIZED SERVICES	<u>79,717.97</u>
<b>540.00</b>		<b><u>79,717.97</u></b>
<b>500.00</b>	<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b><u>79,717.97</u></b>
	<b>508.80.00 Unreserved</b>	<b><u>190,947.57</u></b>
	<b>508.10.00 Reserved</b>	<b>0.00</b>

CITY OF STEVENSON

SCHEDULE 01 REVENUES

Detail of Revenues & Other Sources  
 For Year Ending: December 31, 2020

630 Stevenson Municipal Court

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BAS EL OB LA

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308 51 00 0630	Stevenson Municipal Court-Beg Balance	9,738.88
<b>308.00</b>	<b>TOTAL BEGINNING CASH &amp; INVESTMENTS</b>	<b>9,738.88</b>
386 90 00 0000	Agency Deposit - Court Remittances	8,698.27
386 90 00 0000	Agency Deposit - CVC	181.79
386.00	TOTAL AGENCY TYPE DEPOSITS	8,880.06
389 40 00 0000	SMC-Agency Deposits	38,603.20
389.00	TOTAL CUSTODIAL ACTIVITIES	38,603.20
<b>380.00</b>	<b>TOTAL</b>	<b>47,483.26</b>
<b>300.00</b>	<b>TOTAL RESOURCES</b>	<b>57,222.14</b>

CITY OF STEVENSON

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses  
 For Year Ending: December 31, 2020

630 Stevenson Municipal Court

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BAS EL

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586.90		
	00	8,880.06
	586.00 TOTAL AGENCY TYPE DISBURSEMENTS	8,880.06
589.40	Custodial Type Disbursements	
	00	48,342.08
	589.00 TOTAL CUSTODIAL ACTIVITIES	48,342.08
	<b>580.00</b>	<b>57,222.14</b>
	<b>500.00 TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>57,222.14</b>
	<b>508.80.00 Unreserved</b>	<b>0.00</b>
	<b>508.10.00 Reserved</b>	<b>0.00</b>

# CITY OF STEVENSON

## SCHEDULE 01 REVENUES

Detail of Revenues & Other Sources  
For Year Ending: December 31, 2020

631 CATV Fund

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BAS EL OB LA

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308 51 00 063	CATV Trust - Beginning Balance	3,098.81
<b>308.00</b>	<b>TOTAL BEGINNING CASH &amp; INVESTMENTS</b>	<b>3,098.81</b>
<b>300.00</b>	<b>TOTAL RESOURCES</b>	<b>3,098.81</b>



CITY OF STEVENSON

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses  
 For Year Ending: December 31, 2020

631 CATV Fund

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BAS EL

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588.10		
	00	3,098.81
	588.00 TOTAL PRIOR PERIOD(S) ADJUSTMENTS	3,098.81
	<b>580.00</b>	<b>3,098.81</b>
	<b>500.00 TOTAL EXPENDITURES AND OTHER FINANCING USES</b>	<b>3,098.81</b>
	508.80.00 Unreserved	0.00
	508.10.00 Reserved	0.00

## Note 1 - Summary of Significant Accounting Policies

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

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

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

### A. Fund Accounting

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

#### GOVERNMENTAL FUND TYPES:

##### General Fund

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

##### Special Revenue Funds

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

##### Capital Projects Funds

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

PROPRIETARY FUND TYPES:

Enterprise Funds

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

Internal Service Funds

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

FIDUCIARY FUND TYPES:

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

Custodial Funds

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

B. Basis of Accounting and Measurement Focus

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

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

C. Cash and Investments

See Note 4 - *Deposits and Investments*.

D. Capital Assets

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

E. Compensated Absences

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

F. Long-Term Debt

See Note 5 – *Long Term Debt*.

G. Restricted and Committed Portion of Ending Cash and Investments

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

Restrictions and commitments of Ending Cash and Investments consist of:

- Tourism Promotion Fund – The primary source of revenue is lodging tax receipts, which are reserved for tourism promotion activities per state law (RCW 67.28.1816)
- Affordable Housing Fund – The primary source of revenue is the sales tax credit authorized in 2019 by SHB 1406, which is reserved for affordable housing activities per state law (RCW 82.14.540)
- Capital Improvement Fund – The primary source of revenue is the Real Estate Excise Tax (REET), which is reserved for certain types of capital improvements per state law (RCW 82.46.010)
- Water/Sewer Fund – Balances required as part of USDA loans the city has incurred.

## Note 2 - Budget Compliance

The city adopts annual appropriated budgets for 16 funds, for a total of 10 funds when rolled up. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

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

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

Fund/Department	Final Appropriated Amount	Actual Expenditures	Variance
001 - General Expense Fund	1,421,272.14	1,037,953.82	383,318.32
100 - Street Fund	353,140.00	326,677.38	26,462.62
103-Tourism Promo& Develop Fund	641,408.31	391,784.32	249,623.99
300 - Capital Improvement	75,636.78	75,636.78	
309 - Russell Ave	842,563.78	733,537.44	109,026.34
311 - First Street	185,800.00	126,327.81	59,472.19
400 - Water/Sewer Fund			
Water/Sewer Fund	2,150,057.23	1,870,164.29	279,892.94
Wastewater System	1,000,000.00	764,334.32	235,665.68
Total 400 - Water/Sewer	3,150,057.23	2,634,498.61	515,558.62
500 - Equipment Service	106,071.00	79,717.97	26,353.03

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

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

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



### Note 3 – COVID-19 Pandemic

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of the deadly new virus known as COVID-19. In the months following the declaration, precautionary measures to slow the spread of the virus were ordered. These measures included closing schools, cancelling public events, limiting public and private gatherings, and restricting business operations, travel and non-essential activities.

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

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

### Note 4 – Deposits and Investments

Investments are reported at original cost. Deposits and investments by type at December 31, 2020 are as follows:

Type of deposit or investment	City’s <b>own</b> deposits and investments	Deposits and investments held by the County as custodian for other local governments, individuals, or private organizations	Total
Bank deposits	\$2,260,238.66	\$	\$2,260,238.66
Local Government Investment Pool	871,985.15		871,985.15
U.S. Government securities	1,915,370.06		1,915,370.06
<b>Total</b>	<b>\$5,047,593.87</b>	<b>\$</b>	<b>\$5,047,593.87</b>

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

#### Investments in the State Local Government Investment Pool (LGIP)

The city is a voluntary participant in the Local Government Investment Pool, an external investment pool operated by the Washington State Treasurer. The pool is not rated and not registered with the SEC. Rather, oversight is provided by the State Finance Committee in accordance with Chapter 43.250 RCW. Investments in the LGIP are reported at amortized cost, which is the same as the value of the pool per share. The LGIP does not impose any restrictions on participant withdrawals.

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

Custodial Credit Risk

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

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

**Note 5 – Long-Term Debt** *(formerly Debt Service Requirements)*

The accompanying Schedule of Liabilities provides more details of the outstanding debt and liabilities of the city and summarizes the city’s debt transactions for year ended December 31, 2020.

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

Year	Principal	Interest	Total
2021	\$ 75,922	\$ 17,835	\$ 93,757
2022	77,403	16,238	93,641
2023	78,926	14,599	93,525
2024	80,491	12,917	93,408
2025	82,101	11,191	93,292
2026 - 2030	324,627	29,133	353,760
2031 - 2035	47,667	1,317	48,983
<b>Total</b>	<b>\$767,137</b>	<b>\$103,230</b>	<b>\$870,366</b>

The city also has a loan for the design of Wastewater System Upgrades through the Washington State Department of Ecology it will be drawing on for the next year. The total loan of \$1,985,000 contains of \$575,000 forgivable principal. Through 2020, the city has drawn \$1,124,011 against the loan. The term of the loan is 20 years at 2% interest.

The city has also secured a loan through USDA Rural Development of \$873,000 for wastewater collection system improvements at a term of 40 years at 1.375% interest. The city will begin drawing on this loan in 2021 and the project is expected to be complete in 2022.

Assets Pledged as Collateral for Debt

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

Debt	Asset
2020 Opus Loan	City Water Meters

**Note 6 – Pension Plans**

A. State Sponsored Pension Plans

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

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

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

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

Also, the DRS CAFR may be downloaded from the DRS website at [www.drs.wa.gov](http://www.drs.wa.gov).

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

At June 30, 2020 (the measurement date of the plans), the city’s proportionate share of the collective net pension liabilities, as reported on the Schedule of Liabilities, was as follows:

Plan	Employer Contributions	Allocation %	Liability (Asset)
PERS 1	\$35,414	0.004886%	\$172,502
PERS 2/3	\$58,924	0.006396%	\$ 81,801
VFFRPF	\$690.00	0.36%	(\$125,176.83)

**Note 7 - Property Tax**

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

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

The city’s regular levy for the year 2020 was \$1.970113 per \$1,000 on an assessed valuation of \$244,668,288 for a total regular levy of \$482,024.

## **Note 8 – Risk Management**

The City of Stevenson is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 162 members.

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

Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$21 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$25 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

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

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

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

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

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

## **Note 9 – Health & Welfare**

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

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

As of December 31, 2020, 262 cities/towns/non-city entities participate in the AWC Trust HCP.

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

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

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

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

Participating employers contract to remain in the AWC Trust HCP for a minimum of three years. Participating employers with over 250 employees must provide written notice of termination of all coverage a minimum of 12 months in advance of the termination date, and participating employers with under 250 employees must provide written notice of termination of all coverage a minimum of 6 months in advance of termination date. When all coverage is being terminated, termination will only occur on December 31. Participating employers terminating a group or line of coverage must notify the AWC Trust HCP a minimum of 60 days prior to termination. A participating employer's termination will not obligate that member to past debts, or further contributions to the AWC Trust HCP. Similarly, the terminating member forfeits all rights and interest to the AWC Trust HCP account.

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



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

### **Note 10 – Significant Obligation**

On July 6, 2017 the City of Stevenson was put under an Administrative Order related to the operation of its Wastewater Treatment Plant. The Order requires construction of improvements to the Plant. The cost estimate as of the 90% design is \$9.7M. Staff will be pursuing grants, however there will be significant debt incurred to fulfill the requirements of the Order. The sewer rates and system development charges have increased, and will continue to do so, in order to meet the increased debt obligations.

### **Note 11 – Implementation of BARS Manual Changes - Custodial Activities**

The City previously reported within the General Fund the custodial activity of the Stevenson Municipal Court and CATV Trust (security funds and interest from Summit Communications, Inc. required by the 1994 franchise ordinance). Beginning in 2019, such activity has been more appropriately reported in separate Custodial Funds based on BARS Manual guidance. These Custodial Funds totaled \$12,838 with \$9,739 for Stevenson Municipal Court (630) and \$3,099 for CATV (631).

Upon further inspection it was determined the CATV Trust funds were not Custodial and a prior period adjustment was conducted to move those funds back to the General fund. A refund of the security was provided in 2020 and the city has closed the account.

It was also determined the \$9,739 in funds related to Stevenson Municipal Court activity should not be accounted for at the city. Skamania County is contracted by the city to provide municipal court services. The city has no control over the funds as it is not a signer on the account and the Court determines the revenue and expenditure activity. At the end of every month, the Court remits funds to the city based on revenues received, which the city accounts for appropriately. Transactions in the fund related to the tracking of court activity were accounted for under 389/589 and have been adjusted to close-out these transactions going forward. The remaining activity in the Stevenson Municipal Court Fund is for pass through funds from the Court remittance.

CITY OF STEVENSON

NOT FOR FILING

For Year Ending: December 31, 2020

Bank & Investment Account (1a)	Beginning Balance (2b)	Receipts (3c)	Inter-bank transfers In (4d)	Disbursements (5e)	Inter-bank transfers Out (6f)	Ending Bank Balance (7g)
1-Checking	1,886,567.97	4,854,139.04	2,297,118.78	5,163,296.77	1,717,261.76	2,157,267.26
3-Court Trust Umpqua	11,048.38	31,736.48	0.00	42,784.86	0.00	0.00
5-LGIP	866,455.78	5,529.37	0.00	0.00	0.00	871,985.15
6-US Bank Safekeeping	1,900,844.30	0.00	1,717,261.76	0.00	1,702,736.00	1,915,370.06
8-CATV Trust	3,098.81	1.43	0.00	0.00	3,100.24	0.00
10-Xpress Bill Pay	56,556.93	317,674.96	0.00	704.77	343,000.00	30,527.12
11-Cash Drawer	100.00	0.00	0.00	0.00	0.00	100.00
12-Petty Cash	400.00	0.00	0.00	0.00	0.00	400.00
20-Opus	0.00	320,266.82	0.00	40.00	248,282.54	71,944.28
<b>Bank Totals</b>	<b>4,725,072.17</b>	<b>5,529,348.10</b>	<b>4,014,380.54</b>	<b>5,206,826.40</b>	<b>4,014,380.54</b>	<b>5,047,593.87</b>
Beginning DIT (8)	988.65	-988.65				
Ending DIT (9)		1,442.32				1,442.32
Beginning Open (10)	-288,644.87			-288,644.87		
Ending Open (11)				188,796.01		-188,796.01
NSF Checks (12)		0.00		0.00		
Cancelled (13)		0.00				
Interfund trans (14)		114,271.11		114,271.11		
Netted (15)		239,956.11		239,956.11		
Other Funds (16)	0.00					0.00
Other (17)	0.00	3,090.21		3,090.21		0.00
Reconciling Items Totals	-287,656.22	357,771.10		257,468.57		-187,353.69
GL Totals (18)	4,437,415.95	5,886,180.50		5,463,356.27		4,860,240.18
Unreconciled Variance	0.00	938.70		938.70		0.00

Month	Year	Bank Credits	BIAS Credits	Credit Diff	Bank Debits	BIAS Debits	Debit Diff	Stop Pymts
3	2020	783,872.81	782,673.23	1,199.58	790,346.29	789,146.71	1,199.58	0.00
4	2020	496,985.27	497,029.67	-44.40	648,377.16	648,421.56	-44.40	0.00
10	2020	676,211.55	678,520.80	-2,309.25	683,854.10	686,163.35	-2,309.25	-2,388.00
1	Checking			-1,154.07			-1,154.07	

Month	Year	Bank Credits	BIAS Credits	Credit Diff	Bank Debits	BIAS Debits	Debit Diff	Stop Pymts
1	2020	21,548.21	21,459.32	88.89	88.89	0.00	88.89	0.00
2	2020	20,863.71	20,663.57	200.14	200.14	0.00	200.14	0.00
7	2020	30,268.03	30,002.29	265.74	36,265.74	36,000.00	265.74	0.00
12	2020	25,076.07	24,926.07	150.00	23,150.00	23,000.00	150.00	0.00

CITY OF STEVENSON

NOT FOR FILING

For Year Ending: December 31, 2020

Bank & Investment Account (1a)	Beginning Balance (2b)	Receipts (3c)	Inter-bank transfers In (4d)	Disbursements (5e)	Inter-bank transfers Out (6f)	Ending Bank Balance (7g)
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Month	Year	Bank Credits	BIAS Credits	Credit Diff	Bank Debits	BIAS Debits	Debit Diff	Stop Pymts
10	Xpress Bill Pay			704.77			704.77	

Month	Year	Bank Credits	BIAS Credits	Credit Diff	Bank Debits	BIAS Debits	Debit Diff	Stop Pymts
3	2020	320,015.77	321,015.77	-1,000.00	0.00	1,000.00	-1,000.00	0.00
20	Opus			-1,000.00			-1,000.00	
				-1,449.30			-1,449.30	

**City of Stevenson  
Schedule of Liabilities  
For the Year Ended December 31, 2020**

<b>ID. No.</b>	<b>Description</b>	<b>Due Date</b>	<b>Beginning Balance</b>	<b>Additions</b>	<b>Reductions</b>	<b>Ending Balance</b>
<b>Revenue and Other (non G.O.) Debt/Liabilities</b>						
252.11	PWTF Loan, Water System Upgrade	6/1/2026	162,914	-	23,273	139,641
252.11	USDA RD Loan, Sewer Outfall	12/20/2033	343,590	-	23,382	320,208
252.11	DOE SRF Loan	12/31/2040	297,420	826,590	-	1,124,010
252.11	SMART Water Meters	4/1/2030	-	321,000	13,713	307,287
259.12	Sick Leave Buyout		767	82	-	849
259.12	Vacation Accrual		28,814	19,227	-	48,041
264.30	State Retirement System		276,855	-	22,552	254,303
<b>Total Revenue and Other (non G.O.) Debt/Liabilities:</b>			<b>1,110,360</b>	<b>1,166,899</b>	<b>82,920</b>	<b>2,194,339</b>
<b>Total Liabilities:</b>			<b>1,110,360</b>	<b>1,166,899</b>	<b>82,920</b>	<b>2,194,339</b>

**City of Stevenson**  
**SCHEDULE OF STATE FINANCIAL ASSISTANCE (unaudited)**  
**For Fiscal Year ended December 31, 2020**

Grantor	Program Title	Identificaton Number	Amount
State Grant from Transportation Improvement Board (TIB)			
	Russell Ave Upgrades	6-W-974(107)-1	90,134
			<b>Sub-total: 90,134</b>
			<b>Grand total: 90,134</b>



**City of Stevenson**  
**Schedule of Expenditures of Federal Awards**  
**For the Year Ended December 31, 2020**

Federal Agency (Pass-Through Agency)	Federal Program	CFDA Number	Other Award Number	Expenditures			Passed through to Subrecipients	Note
				From Pass- Through Awards	From Direct Awards	Total		
ASSISTANT SECRETARY FOR COMMUNITY PLANNING AND DEVELOPMENT, HOUSING AND URBAN DEVELOPMENT, DEPARTMENT OF (via Department of Commerce)	Community Development Block Grants/State's program and Non-Entitlement Grants in Hawaii	14.228	18-62210-037	34,844	-	34,844	34,844	1,2,8
<b>Highway Planning and Construction Cluster</b>								
FEDERAL HIGHWAY ADMINISTRATION, TRANSPORTATION, DEPARTMENT OF (via Department of Transportation)	Highway Planning and Construction	20.205	STPR-B309 (001)	733,537	-	733,537	-	1,2,8
FEDERAL HIGHWAY ADMINISTRATION, TRANSPORTATION, DEPARTMENT OF (via Department of Transportation)	Highway Planning and Construction	20.205	TAP-30A2(001)	126,328	-	126,328	-	1,2,8
<b>Total Highway Planning and Construction Cluster:</b>				<b>859,865</b>	<b>-</b>	<b>859,865</b>	<b>-</b>	
DEPARTMENTAL OFFICES, TREASURY, DEPARTMENT OF THE (via Department of Commerce)	COVID 19 - Coronavirus Relief Fund	21.019	20-6541C-336	84,105	-	84,105	-	1,2,8
<b>Drinking Water State Revolving Fund Cluster</b>								
ENVIRONMENTAL PROTECTION AGENCY, ENVIRONMENTAL PROTECTION AGENCY (via Department of Ecology)	Capitalization Grants for Drinking Water State Revolving Funds	66.468	WQC-2019- StevPW-0004	764,334	-	764,334	-	1,2,8
<b>Total Drinking Water State Revolving Fund Cluster:</b>				<b>764,334</b>	<b>-</b>	<b>764,334</b>	<b>-</b>	

The accompanying notes are an integral part of this schedule.

**City of Stevenson**  
**Schedule of Expenditures of Federal Awards**  
**For the Year Ended December 31, 2020**

<b>Federal Agency (Pass-Through Agency)</b>	<b>Federal Program</b>	<b>CFDA Number</b>	<b>Other Award Number</b>	<b>Expenditures</b>			<b>Passed through to Subrecipients</b>	<b>Note</b>
				<b>From Pass- Through Awards</b>	<b>From Direct Awards</b>	<b>Total</b>		
ENERGY, DEPARTMENT OF, ENERGY, DEPARTMENT OF (via Department of Commerce)	State Energy Program	81.041	F19-92501-035	517,272	-	517,272	-	1,2,8
<b>Total Federal Awards Expended:</b>				<b>2,260,420</b>	<b>-</b>	<b>2,260,420</b>	<b>34,844</b>	

*The accompanying notes are an integral part of this schedule.*

City of Stevenson

Notes to the Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2020

Note 1 – Basis of Accounting

This Schedule is prepared on the same basis of accounting as the City's financial statements. The city uses the cash basis of accounting as described in the Cash Basis Budgeting, Accounting and Reporting System (BARS) manual published by the State Auditor's Office.

Note 2 – Federal De Minimis Indirect Cost Rate

The city has not elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

Note 8 – Program Costs

The amounts shown as current year expenditures represent only the federal grant portion of the program costs. Entire program costs, including the city's portion, are more than shown. Such expenditures are recognized following, as applicable, either the cost principles in the OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, or the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**MCAG (0652)**  
**(City of Stevenson)**

Schedule 17

**LIMITATION ON PUBLIC WORKS PROJECTS PERFORMED BY PUBLIC EMPLOYEES**  
**For the Year Ended December 31, 2020**

Total current public work construction budget as amended (annual or biennial as applicable)	1,316,824.79
Allowable portion of total public works (10 percent of line 1)	131,682.48
Less: Amount (if any) in excess of permitted amount from prior budget period.	-
Total allowable public works (line 2 minus line 3)	131,682.48
Total public works projects performed by public employees during the current year (include work performed by a county)	69,488.48
If this is the second year of a biennial budget, total public works projects performed by public employees during the first year of biennium	-
Restricted under (over) allowable (line 4 minus line 5 minus line 6)	62,194.00

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

Labor Relations Consultant(S)  
For the Year Ended December 31, 2020

Has your government engaged labor relations consultants? \_\_\_ Yes \_\_X\_ No

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

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



**City of Stevenson**  
**(County/City/District)**

**Local Government Risk Assumption**  
**For the Year Ended December 31, 2020**

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

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

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

	<b><u>Please list the title of the self-insurance program or type of risk covered by self-insurance:</u></b>				
	<i>Unemployment</i>	<i>Program/Risk 2</i>	<i>Program/Risk 3</i>	<i>Program/Risk 4</i>	<i>Program/Risk 5</i>
Self-Insurance as a <i>formal</i> program?	<b><u>Yes</u></b>				
If yes, do other governments participate?	<b><u>No</u></b>				
If yes, please list participating governments.					
Self-Insure as part of a joint program?	<b><u>No</u></b>				
Does a Third-Party Administer manage claims?	<b><u>Yes</u></b>				
If no, does an employee or official reconcile claims payments to the information in the claims management software or other records of approved claims? (Not applicable for self-insured unemployment compensation.)					
Has program had a claims audit in last three years?	<b><u>No</u></b>				
Are program resources sufficient to cover expenses?	<b><u>Yes</u></b>				
Does an actuary estimate program liability?	<b><u>No</u></b>				
Number of claims paid during the period?	<b><u>3</u></b>				
Total amount of paid claims during the period?	<b><u>\$10,596.00</u></b>				
Total amount of recoveries during the period?	<b><u>\$0</u></b>				

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

**AGENDA**  
**CITY OF STEVENSON SPECIAL COUNCIL MEETING**  
**STRATEGIC PLANNING RETREAT**  
**March 27, 2021**  
**1:00 PM, Hegewald Center-Sunshine Room**

**Call-In Number 669-900-6833, or 253-215-8782 Meeting ID: 814 0334 6664**

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

**2. COUNCIL BUSINESS: (May not follow specific order)**

- a) Review previous council goals.
  - i. Discuss extension of services past city limits (deliberate growth strategy)
- b) Report of progress for each goal and celebrate successes.
- c) Review council and staff future goals and priorities.
  - i. Discuss anti-bias training.
  - ii. Discuss security camera use policy.
- d) Discuss proposed new and adjusted goals and priorities.

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

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# City of Stevenson

## Planning Department

(509)427-5970

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

**TO:** City Council  
**FROM:** Ben Shumaker, Community Development Director  
**DATE:** March 18<sup>th</sup>, 2021  
**SUBJECT:** SHOR2021-01 – Rock Creek Pump Station Shoreline Substantial Development Permit

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### **Introduction**

On Monday, the Stevenson Planning Commission granted approval of an application for a Shoreline Substantial Development Permit (SSDP). The application was submitted by the Stevenson Public Works Department and the applicant voluntarily agreed to comply with the December, 2018 City Council-Authorized update to the Shoreline Management Plan. Even though the update has not been formally approved by the Washington Department of Ecology, Ecology staff assented to the proponent’s voluntary compliance with the new program.

A key change in the programs involves Planning Commission, not City Council, review and approval of SSDPs. The approval is brought to the City Council to verify its acceptance of the Planning Commission decision on this request. If no action is taken or if adopted, the Shoreline Administrator will provide all required approval notices. If vacated, the Shoreline Administrator will initiate a review under the 1975 program and procedures.

### **Project Proposal**

The permit request is related to the Rock Creek Pump Station adjacent to east of Rock Creek within the Rock Creek Drive right-of-way. In addition to the pump station upgrades, the proposal involves replacement of gravity lines and force mains and rerouting of a gravity storm sewer line within shoreline jurisdiction. Attachment 1 has been prepared by the Shoreline Administrator detailing the development for which approval is sought. The full record related to the application is available at:

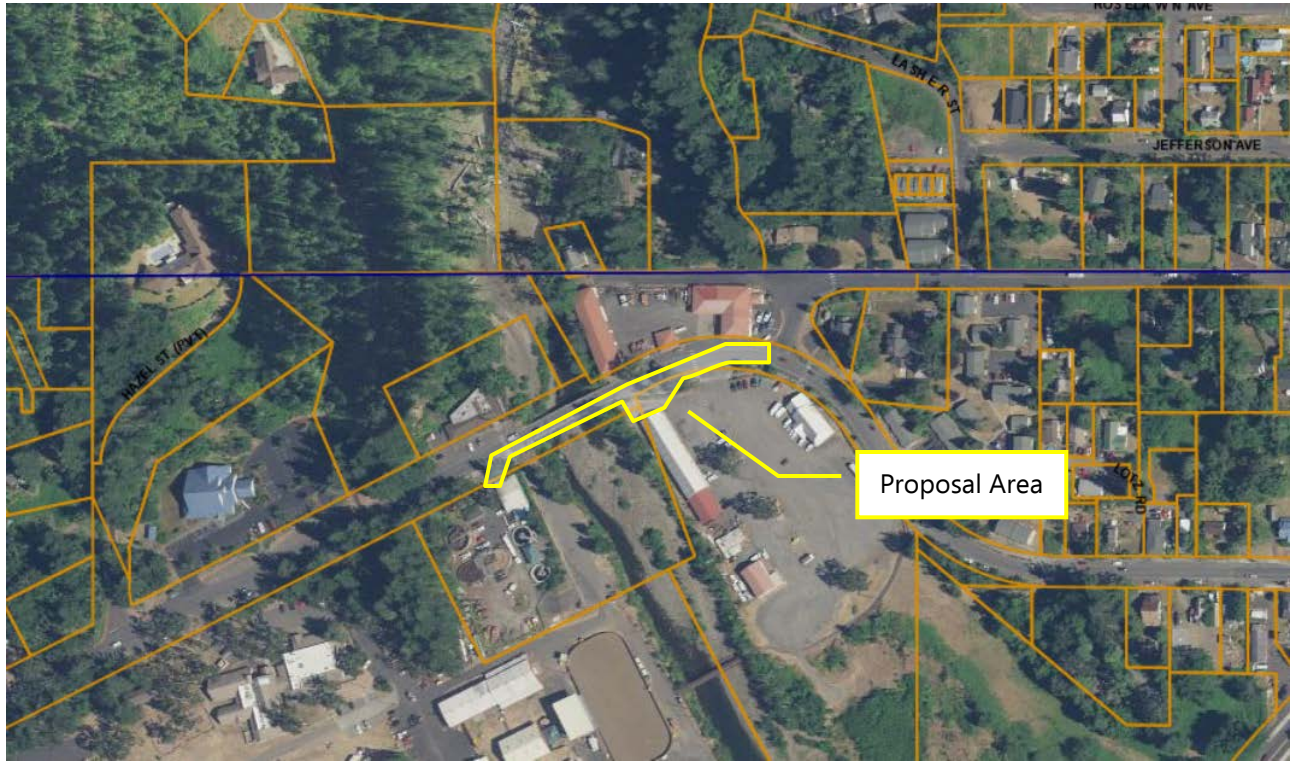
<http://ci.stevenson.wa.us/wp-content/uploads/2021/02/SHOR2021-01PublicNotice.pdf>

### **Background**

The Rock Creek Pump Station receives waste from all sewered areas east of Rock Creek and pumps it to the wastewater treatment plant on the west side of the creek. The pump station lacks sufficient capacity and improvements are identified in the City’s 2016 *General Sewer Plan & Wastewater Facilities Plan Update*. This project is the first of many to be proposed for review. It is proposed in advance of other project components because its capacity increase is necessary prior to downstream and upstream components.

### *Site Characteristics*

Owner/Applicant: City of Stevenson Public Works Department/Wallis Engineering  
Location: Rock Creek Drive Right-of-Way near 575 SW Rock Creek Drive  
Lot size: n/a



	<b>Zoning</b>	<b>Land Use</b>
<b>Subject Property</b>	PR-Public Use & recreation	Street right-of-way, utility corridor
North	PR, R3-Multi-Family Residential	County Public Works Facility, Single-Family Residential Dwellings
South	PR	County Motor Pool
East	R3	Single-Family Dwellings
West	PR	City Wastewater Treatment Plant, Foodbank, WGAP

**Community Input**

Notices were mailed, posted, and published in the Skamania County Pioneer. No written or verbal comments were submitted in response to the notices. The Planning Commission held a public hearing on March 15<sup>th</sup>. No testimony was provided at the hearing.

**Alternatives**

1. No Action. The Planning Commission decision will stand as the final City action.
2. Adopt the Planning Commission decision. The City Council approval will be the final City action.
3. Vacate the Planning Commission decision. The City Council will conduct its own review and take the final City action.

Prepared by,

Ben Shumaker, Shoreline Administrator

Attachments:

- Planning Commission SSDP Final Order SHOR2021-01



**CITY OF STEVENSON**  
**Council Authorized Update to SMC 18.08 – Shoreline Management**

Regarding a request by the City of Stevenson to update existing )  
 Rock Creek pump station (PS) and replace 8” force main ) SHORELINE  
 suspended from SW Rock Creek Dr. with a 12” force main. The ) SUBSTANTIAL  
 project is within existing and proposed expanded ROW. ) DEVELOPMENT PERMIT  
 Additionally, some existing sanitary and storm sewer lines within ) March 15<sup>th</sup>, 2021  
 and connecting to the Rock Creek PS will be replaced. The )  
 proposal is within the shoreline jurisdiction of Rock Creek, a )  
 shoreline of the City in Section 1, Township 2N, Range 7E, W.M, )  
 City of Stevenson, Skamania County, Washington, 98648. )

**PROPOSAL:** The applicant proposes to “Update existing Rock Creek pump station (PS) and replace 8” force main suspended from SW Rock Creek Dr. with a 12” force main. Permanent improvements will occur within same general location. Existing Rock Creek PS is partially within OHWM setback from Rock creek. Force main is within existing and proposed expanded ROW. Rock Creek PS is a nonconforming development and may be altered per SMP 2.9.2; a shoreline variance is not required. Applicant will comply with final draft of 2018 SMP. Critical areas are functionally isolated. SEPA conducted earlier.” Additionally, staff has identified proposals to modify, reroute, and/or replace existing underground sanitary and storm sewer lines within shoreline jurisdiction.

**LOCATION:** No site address is available for this project site within the existing/expanded right-of-way for Rock Creek Drive. The site is adjacent to the Skamania County motor pool building and the City Waste Water Treatment Plant at 575 and 686 SW Rock Creek Drive, Tax Parcel Numbers 02-07-01-2-0-0100 and 02-07-01-2-0-1201.

**USES:** Utilities.

**SHORELINE ENVIRONMENT DESIGNATIONS:** Aquatic, Active Waterfront.

**KEY ISSUES:** Nonconforming Use & Development, Cultural Resources, Critical Areas.

<b>APPLICANT:</b>	Wallis Engineering Jane Vale, PE 215 W 4 <sup>th</sup> Street, Suite 200 Vancouver, WA 98660 (360) 695-7041	<b>Owner:</b>	City of Stevenson Public Works PO Box 371 7121 East Loop Road Stevenson, WA 98648 (509) 427-5970
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<b>CITY STAFF:</b>	Ben Shumaker Shoreline Administrator	Leana Kinley City Administrator	Scott Anderson Mayor
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**BACKGROUND:** The proposal was identified in the City’s 2017 General Sewer Plan and Wastewater Facilities Plan Update. The City obtained outside funding for the project from 2 federal agencies. Each agency required independent reviews under their National Environmental

Policy Act (NEPA). The project has been reviewed under the State Environmental Policy Act under City File # SEPA2019-03. The current pump station and associated improvements were permitted under City File#SEPA2019-03. In addition to the environmental analyses conducted to satisfy those regulations, the application includes critical areas reports for habitat and geologic hazards, and a stormwater memo.

## **STANDARDS, FINDINGS AND CONCLUSIONS**

### **SMC 18.08 – Shoreline Management**

On December 20<sup>th</sup>, 2018, the City Council adopted Resolution 2018-0322 authorizing changes to SMC 18.08 pending approval by the Washington Department of Ecology. As of this date, Ecology has not issued final approval of the City updates, however on October 7<sup>th</sup>, 2020, Ecology staff authorized voluntary compliance with the proposed program updates. Therefore, review below is based on the December 20<sup>th</sup>, 2018 City Council authorized shoreline management program. Chapter 18.08 of the Stevenson Municipal Code establishes procedural standards for implementation of the City's shoreline management program. The chapter is separated into 17 sections detailing program administration and project review. Findings and conclusions related to each section are detailed below.

**CRITERION §18.08.010 – ADMINISTRATION AUTHORIZED.** "A. The 'Shoreline Administrator' or 'Administrator' or that person's designee, is hereby vested with: [5 specific duties/authorities].

B. The City of Stevenson Planning Commission is hereby vested with:

1. Authority to issue shoreline permits as required herein. "Shoreline permits" include Shoreline Substantial Development Permits, Shoreline Conditional Use Permits, and Shoreline Variances."

**FINDING(S):**

- a. The proposal submitted involves activities, developments, and/or uses requiring issuance of a shoreline permit.
- b. The Planning Commission is authorized to issue this shoreline permit.

**CONCLUSIONS OF LAW:** This will comply with SMC 18.08.010 subject to the review conducted herein.

**CRITERION §18.08.020 – SHORELINE MASTER PROGRAM AND MAP ADOPTION.** "A. There is made a part of this chapter a management plan which shall be known as the "Stevenson Shoreline Management Program," adopted [December 20, 2018], as well as a map which shall be officially known as the "Shoreline Environment Designation Map." These documents shall be made available to the general public upon request.

B. The Shoreline Environment Designation Map generally shows the shoreline areas of the city which are under the jurisdiction of the Act and the shoreline environments as they affect the various lands and waters of the city. The precise location of shoreline jurisdiction and shoreline environment boundaries shall be determined according the appropriate provisions of the SMP."

**FINDING(S):**

- a. The proposal is subject to review according to the provisions of the Stevenson Shoreline Management Program.
- b. The proponents' application included precise locations of shoreline jurisdiction and shoreline environment boundaries pursuant to the Stevenson Shoreline Management Program.

**CONCLUSIONS OF LAW:** This will comply with SMC 18.08.020 without conditions.

**CRITERION §18.08.050 – APPLICABILITY OF PROVISIONS, SHORELINES DESIGNATED.** " A. Unless specifically exempted by state statute, all proposed uses and development occurring within shoreline jurisdiction must conform to chapter

90.58 RCW, the Shoreline Management Act, and the Stevenson Shoreline Management Program.

B. This chapter applies to all areas within shoreline jurisdiction as designated in the SMP, including:

1. That portion of the Columbia River shoreline which lies within city limits. This chapter will apply to any Columbia River shoreline which lies within city limits. This chapter will apply to any Columbia River shoreline which is annexed into the city; provided, the annexed shoreline has been predesignated within the SMP. The entire Columbia River shoreline is a Shoreline of State-Wide Significance;

2. The Rock Cove shoreline;

3. That portion of the Rock Creek shoreline which lies within city limits. This chapter will apply to any Rock Creek shoreline which is annexed into the city; provided, the annexed shoreline has been predesignated within the SMP.

4. Any portion of the Ashes Lake shoreline which is annexed into the city; provided, the annexed shoreline has been predesignated within the SMP.

**FINDING(S):**

- a. The proposal is not specifically exempted by state statute.
- b. The proposal is located within the shoreline jurisdiction of a portion of Rock Creek lying within city limits.
- c. The proposal must conform to the Shoreline Management Act and the Stevenson Shoreline Management Program

**CONCLUSIONS OF LAW:** This will comply with SMC 18.08.050 without conditions.

**CRITERION §18.08.080 – SHORELINE PERMITS & APPROVALS—REQUIRED WHEN.** "A. Any person wishing to undertake activities requiring a Minor Project Authorization or a Shoreline Permit (Shoreline Substantial Development Permit, Shoreline Conditional Use Permit, or Shoreline Variance) within shoreline jurisdiction shall apply to the Shoreline Administrator for appropriate approval.

B. In addition to the provisions contained herein, the authorization to undertake use or development in shoreline jurisdiction is subject to review according to the applicability, criteria, and process described in the SMP, especially SMP Chapter 2."

**FINDING(S):**

- a. The proponents wish to undertake an activity requiring a Shoreline Permit and submitted a complete application for a Substantial Development Permit.
- b. Review according to SMP Chapter 2 is addressed below.

**CONCLUSIONS OF LAW:** This will comply with SMC 18.08.080 without conditions.

**CRITERION §18.08.100 – PERMITS—APPLICATION PROCEDURE.** "A. Any person required to comply with the Shorelines Management Act of 1971 and this chapter shall obtain the proper application forms from the city planning department. The completed application shall then be submitted to the shoreline administrator.

B. Upon receipt of an application, the shoreline administrator shall determine which category of proposal has been submitted:

1. Category A applications involve requests for all shoreline permits, including a) Shoreline Substantial Development Permits, b) Shoreline Conditional Use Permits, c) Shoreline Variances, and d) revisions to any previously authorized Category A proposal.

2. Category B applications involve requests for a) a Minor Project Authorization issued pursuant to WAC 173-27-050, b) limited utility extensions and bulkheads approved pursuant to WAC 173-27-120, c) revisions to any previously authorized Category B proposal, and d) extensions of shoreline substantial development permits and Minor Project Authorizations"

C. After determining the application category, the administrator will then review the application for completeness according to this chapter and the SMP.

**FINDING(S):**

- a. The proponents submitted an application on January 13, 2021.
- b. Upon submission of the application, the Shoreline Administrator determined the proposal involved projects in Category A.

- c. The Administrator issued a notice of incomplete application on January 20, 2021.
- d. The proponents submitted additional detail to complete the application on January 28, 2021.

CONCLUSIONS OF LAW: This project will comply with SMC 18.08.100 without conditions.

CRITERION §18.08.110 – PERMITS—NOTICE PUBLICATION. “A. Within 14 days after a determination of completeness under SMC 18.08.100, the Shoreline Administrator shall provide a notice of application for all Category A proposals as follows:

- 1. Content. The content of notice shall be identical to that set forth in WAC 173-27-110(2). In addition, the notice shall state the time and place of the open record public hearing to be held for the Category A proposal.
  - 2. On-Site Notice. No less than 2 notices shall be posted by the administrator in conspicuous places on or adjacent to the subject property.
  - 3. Mailing. The notice shall be mailed to a) the land owner, b) all property owners of record within a radius of 300 feet of the exterior boundaries of the subject property, c) all agencies with jurisdiction per chapter 43.21C RCW, and d) individuals, organizations, tribes, and agencies that request such notice in writing.
  - 4. Newspaper. The notice shall be published at least once a week, on the same day of the week, for two consecutive weeks in a newspaper circulating and published within the city.
- B. Category B proposals reviewed under WAC 173-27-120 require the same notice of application as Category A proposals. All other Category B proposals do not require notice of application.”

- FINDING(S):
- a. The notice of application included all required content.
  - b. The notice was posted on-site on February 9, 2021.
  - c. The notice was mailed to the required parties on either February 5 or 11, 2021.
  - d. The notice was published in the *Skamania County Pioneer* on February 3 and 10, 2021.

CONCLUSIONS OF LAW: This project will comply with SMC 18.08.110 without conditions.

CRITERION §18.08.120 – PERMITS—FEES. “A. An application for an approval under this chapter shall be accompanied by an application fee payable to the City in an amount established and periodically adjusted by the City Council.

- B. Fees are not refundable.
- C. Payment of an application fee does not guarantee that a permit will be issued.”

- FINDING(S):
- a. City Council Resolution 357 became effective on 6/1/2020 and establishes application fees for Shoreline Permits.
  - b. Transfer of funds between the City sewer department and planning department is an acceptable method to pay the required fees.
  - c. The transfer of funds between departments occurred prior to the public hearing.

CONCLUSIONS OF LAW: This project will comply with SMC 18.08.120 without conditions.

CRITERION §18.08.140 – PERMITS—INTERESTED PARTIES—COMMENT PERIOD. “A. For any Category A proposal, any member of the public may provide written comments for 30 days after the last publication of the notice of application.

- B. For Category B proposals reviewed under WAC 173-27-120, any member of the public may provide written comments for 20 days after the last publication of the notice of application.
- C. During the public comment periods established in this section, any member of the public may also request to be notified of the action taken by the City.”

- FINDING(S):
- a. No written comments have been submitted
  - b. No request to be notified of the action taken by the City have been submitted.

CONCLUSIONS OF LAW: This project will comply with SMC 18.08.140 without conditions.

CRITERION §18.08.180 –PLANNING COMMISSION ACTION—CATEGORY A PROPOSALS. "A. No authorization to undertake proposed Category A use or development shall be granted by the Planning Commission until at least one open record public hearing has been held and the proposed use and development is determined to be consistent with the policy and provisions of the SMA and the SMP.  
B. At the public hearing scheduled for consideration of a Category A proposal by the planning commission, the commission shall, after considering all relevant information available and evidence presented to it, either grant, conditionally grant, or deny the permit.  
C. In granting or revising a permit, the commission may attach thereto such conditions, modifications and restrictions regarding the location, character and other features of the proposed development as it finds necessary. Such conditions may include the requirement to post a performance bond assuring compliance with other permit requirements, terms and conditions.  
D. The decision of the planning commission shall be the final decision of the city on all applications for Category A proposals. The commission shall render a written decision including findings, conclusions and a final order, and transmit copies of its decision to the persons who are required to receive copies of the decision pursuant to SMC 18.08.190."

FINDING(S):

- a. An open record public hearing was held by the Planning Commission on 3/15/2021.
- b. The Planning Commission considered all relevant information available and evidence presented regarding this Category A proposal and determined the proposal's consistency with the SMA and the SMP, subject to conditions.
- c. The Planning Commission has not required the posting of a performance bond to assure compliance with the permit.
- d. This document provides the Planning Commission's written decision and the City's final decision on this permit.

CONCLUSIONS OF LAW: This project will comply with SMC 18.08.180 upon satisfaction of the conditions contained herein.

CRITERION §18.08.185 –SHORELINE ADMINISTRATOR ACTION—CATEGORY B PROPOSALS. [THIS SECTION APPLIES TO A DIFFERENT CATEGORY OF PROJECT THAN HAS BEEN PROPOSED FOR REVIEW. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

FINDING(S):

- a. The proposal is not a Category B proposal; no specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMC 18.08.185 without conditions.

CRITERION §18.08.190 –NOTIFICATION AND FILING OF ACTION. [THIS SECTION CONTAINS DUTIES OF THE SHORELINE ADMINISTRATOR AFTER A DECISION IS MADE ON THE PROPOSAL. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

FINDING(S):

- a. The proponent is not responsible for satisfying this criterion.

CONCLUSIONS OF LAW: This project will comply with SMC 18.08.190 without conditions.

CRITERION §18.08.200 –APPEAL FROM PERMIT DECISION. "Any person aggrieved by the granting or denying of a substantial development permit, conditional use permit, variance, or by the rescinding of a permit pursuant to the provisions of this chapter may seek review from the Shorelines Hearing Board. Such an appeal must be filed as a request for the same within 21 days of receipt of the final order and by concurrently filing copies of such request with Ecology and the Attorney General's office. The State Hearings Board regulations of RCW 90.58.180 and Chapter 461-08 WAC apply. A copy of such appeal notice shall also be filed promptly with the City of Stevenson. Upon issuance of



a final order after an appeal, the City shall provide said order to Ecology according to WAC 173-27-130(10).

- FINDING(S):**
- a. The appeal process applies to the proponent and any person aggrieved by the City decision.
  - b. The appeal period coincides with the timelines established in SMC 18.08.210.
  - c. A condition is appropriate to provide guidance on this procedure.

**CONCLUSIONS OF LAW:** This project will comply with SMC 18.08.200 upon satisfaction of Condition 1, below and other conditions contained herein.

**CONDITIONS:**

- 1. Within 21 Days from Receipt of the Final Decision,** the proponent shall file any appeal according to SMC 18.08.200.

**CRITERION §18.08.205 –APPEAL FROM ADMINISTRATOR DECISION.** [THIS SECTION APPLIES TO A DIFFERENT CATEGORY OF PROJECT THAN HAS BEEN PROPOSED FOR REVIEW. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

- FINDING(S):**
- a. The proposal is not a Category B proposal; no specific findings are required for review of this criterion.

**CONCLUSIONS OF LAW:** This project will comply with SMC 18.08.205 without conditions.

**CRITERION §18.08.210 –PERMIT ISSUANCE AND EFFECT.** "A. The effective date of a substantial development permit shall be the date of filing as provided in RCW 90.58.140(6).

B. Each shoreline permit shall contain a provision that construction pursuant to the permit shall not begin and is not authorized until 21 days from the date of filing with Ecology, per WAC 173-27-190 or as subsequently amended, or until all review proceedings initiated within 21 days from the date of such filing have been terminated.

C. Issuance of a permit does not obviate the applicant from meeting requirements of other federal, state and county permits, procedures and regulations.

- FINDING(S):**
- a. A condition is necessary to incorporate SMC 18.08.210(B) into the permit decision.

**CONCLUSIONS OF LAW:** This project will comply with SMC 18.08.210 upon satisfaction of Condition 2, below and other conditions contained herein.

**CONDITIONS:**

- 2. Construction Pursuant to this Permit Shall not Begin** and is not authorized until 21 days from the date of filing with Ecology, per WAC 173-27-190 or as subsequently amended, or until all review proceedings initiated within 21 days from the date of such filing have been terminated.

**CRITERION §18.08.220 –PERMIT DURATION—EXTENSIONS.** "A. Construction activities shall be commenced, or where no construction activities are involved, the use or activity shall be commenced within 2 years of the effective date of an authorization of shoreline permit issued under this chapter. However, the city may authorize a single extension for a period not to exceed one year based on reasonable factors, if a request for extension has been filed before the expiration date and notice of the proposed extension is given to Ecology and parties of record on the original authorization or permit.

B. Authorization to conduct development activities shall terminate 5 years after the effective date of an authorization or shoreline permit. However, the City may authorize a single extension for a period not to exceed one year based on reasonable factors, if a request for extension has been filed before the expiration date and notices of the proposed extension is given to Ecology and parties of record on the original authorization or permit.

C. Upon a finding of good cause, based on the requirements and circumstances of the specific project proposed and

consistent with the policies and provisions of the SMP and WAC 173-27, the City may adopt different time limits from those set forth above as part of action on a shoreline permit.

D. The time periods in this section do not include the time during which a use or activity was not actually pursued due to the pendency of administrative appeals or legal actions or due to the need to obtain any other government permits and approvals for the development that authorize the development to proceed, including all reasonably related administrative or legal actions on any such permits or approvals.

- FINDING(S):
- a. Different timelines than those set forth in SMC 18.08.220(A) & (B) are not necessary for this permit.
  - b. Conditions are necessary to incorporate the timelines of SMC 18.08.220(A), (B), and (D) into the permit decision.
  - c. Conditions are necessary to ensure permit timelines continue to be met in the face of unforeseen delays under SMC 18.08.220(D).

CONCLUSIONS OF LAW: This project will comply with SMC 18.08.220 upon satisfaction of Conditions 3-5, below and other conditions contained herein.

CONDITIONS:

- 3. Within 2 years of the effective date of this permit,** construction activities associated with this permit shall commence or a written request for a maximum 1-year extension shall be submitted to the City. If construction activities do not commence accordingly, the permit shall expire.
- 4. Within 5 years of the effective date of this permit,** all development activities associated with this permit shall terminate or a written request for a maximum 1-year extension shall be submitted to the City.
- 5. Prior to the start of construction,** the proponent shall submit the City documentation sufficient to establish an accurate timeline of any activity justifying an extension of the permit's duration based on SMC 18.08.220(D). No such documentation will be accepted by the City after construction commences.

CRITERION §18.08.235 –VARIANCE AND CONDITIONAL USE PERMITS—ECOLOGICAL REVIEW. [THIS SECTION APPLIES TO A DIFFERENT CATEGORY OF PROJECT THAN HAS BEEN PROPOSED FOR REVIEW. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

- FINDING(S):
- a. The proposal does not involve a Shoreline Variance or Conditional Use Permit; no specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMC 18.08.235 without conditions.

CRITERION §18.08.250 –ENFORCEMENT—PENALTIES. "All provisions of this chapter shall be enforced by the Shoreline Administrator and/or a designated representative. The enforcement procedures and penalties contained in WAC 173-27 and RCW Chapter 90.58 are hereby incorporated by reference.

- FINDING(S):
- a. A condition is necessary to ensure effective enforcement.

CONCLUSIONS OF LAW: This project will comply with SMC 18.08.250 upon satisfaction of Condition 6, below and other conditions contained herein.

CONDITIONS:

- 6. Throughout the Duration of this Permit,** the proponents shall provide reasonable access to the Shoreline Administrator to ensure enforcement of this permit and the SMP.

**STEVENSON 2018 SHORELINE MASTER PROGRAM**

The Stevenson 2018 Shoreline Master Program (SMP) contains the policies and regulations applicable to proposals undertaken in shoreline areas.

## CHAPTER 1 - INTRODUCTION

CRITERION §1.1 –TITLE. [THIS SECTION CONTAINS GUIDANCE APPLICABLE TO ALL CRITERION IN THE SMP BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

FINDING(S): a. No specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 1.1 without conditions.

CRITERION §1.2 –ADOPTION AUTHORITY. [THIS SECTION CONTAINS GUIDANCE APPLICABLE TO ALL CRITERION IN THE SMP BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

FINDING(S): a. No specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 1.2 without conditions.

CRITERION §1.3 –SHORELINE JURISDICTION.

CRITERION §1.3.1 SHORELINE MANAGEMENT ACT JURISDICTION DEFINITION. [THIS SECTION CONTAINS GUIDANCE APPLICABLE TO ALL CRITERION IN THE SMP BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

FINDING(S): a. No specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 2.2 without conditions.

CRITERION §1.3.2 APPLICABLE SHORELINE JURISDICTION IN STEVENSON. “The extent of shoreline jurisdiction shall be determined for specific projects proposals based on the actual location of the OHWM, floodway, and the presence and delineated boundary of associated wetlands as may be determined on a site-by-site basis based on adopted definitions and technical criteria.  
The 2018 city limits of Stevenson includes 3 waterbodies which are regulated by this SMP. The Columbia River is a shoreline of statewide significance. Rock Cove and Rock Creek are also included as shorelines of the state in this SMP as depicted on the Shoreline Environment Designation maps in Appendix A. In addition, shoreline jurisdiction also includes the associated wetlands of these waterbodies, however, the City’s shoreline jurisdiction does not include option areas of 100-year floodplain or buffers for critical areas.  
This SMP also predesignates areas within the City’s Urban Area boundary but currently outside of city limits. Such areas will be considered within Stevenson’s shoreline jurisdiction upon annexation. Predesignated areas include extended reaches along the Columbia River, and Rock Creek, as well as a small reach along Ashes Lake. This SMP does not apply within predesignated areas until the areas are annexed to the City, as consistent with WAC 173-26-150 and -160.”

FINDING(S): a. The *Critical Areas Report* prepared by Ecological Land Services, Inc. and submitted with this proposal includes a map of shoreline jurisdiction based on the actual location of the OHWM as observed in the field.  
b. The proposal occurs within the 2018 city limits and the shoreline jurisdiction of Rock Creek.

CONCLUSIONS OF LAW: This project will comply with SMP 1.3.2 without conditions.

CRITERION §1.3.3 SHORELINE ENVIRONMENT DESIGNATION MAP. “The approximate shoreline jurisdictional area and the Shoreline Environment Designations (SEDs) are delineated on the map(s), hereby incorporated as a part of this SMP that shall be known as the “Stevenson Shoreline Environment Designation Map” (See Appendix A).  
The boundaries of the shoreline jurisdiction on the maps are approximate. The actual extent of shoreline jurisdiction

shall be based upon an on-site inspection and the definitions provided in accordance with SMP Sections 1.3.1 and 1.3.2, Chapter 3, Chapter 7, and in accordance with RCW 90.58.030.”

- FINDING(S):**
- a. The *Critical Areas Report* prepared by Ecological Land Services, Inc. and submitted with this proposal includes a map of shoreline jurisdiction based on the actual location of the OHWM as observed in the field.
  - b. The proposal is located within an areas designated as Active Waterfront and extends through an area designated Aquatic on the Stevenson Shoreline Environment Designation Map.

**CONCLUSIONS OF LAW:** This project will comply with SMP 1.3.3 without conditions.

**CRITERION §1.4 –VISION, GOALS, & PURPOSE OF THE SHORELINE MASTER PROGRAM.** [THIS SECTION CONTAINS GUIDANCE APPLICABLE TO ALL CRITERION IN THE SMP BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

- FINDING(S):**
- a. No specific findings are required for review of this criterion.

**CONCLUSIONS OF LAW:** This project will comply with SMP 1.4 without conditions.

**CRITERION §1.5 –SHORELINE MASTER PROGRAM APPLICABILITY TO DEVELOPMENT.** “The SMP shall apply to all land and waters under the jurisdiction of Stevenson as identified in SMP Sections 1.3.1, 1.3.2, and 1.3.3 above. If the provisions of the SMP conflict with other applicable local ordinances, policies, and regulations, the requirement that most supports the provisions of the SMA as stated in RCW 90.58.020 and that provide the greatest protection of shoreline ecological resources shall apply, as determined by the Shoreline Administrator. This SMP shall apply to every person, individual, firm, partnership, association, organization, corporation, local or state governmental agency, public or municipal corporation, or other non-federal entity that develops, owns, leases, or administers lands, wetlands, or waters that fall under the jurisdiction of the SMA. The SMP shall not apply to federal agency activities on federal lands. Please see SMP Chapter 2 below for more information on when a permit is required. The SMP applies to all review activities (i.e. shoreline uses, development, and modifications) proposed within shoreline jurisdiction. Some review activities under this program do not require a shoreline substantial development permit. However, such activities must continue to demonstrate compliance with the policies and regulations contained in this SMP in accordance with WAC 173-27-040(1)(b) and be authorized by a minor project authorization.”

- FINDING(S):**
- a. The SMP is applicable to this proposal by the City of Stevenson, a local governmental agency, for a project occurring within the jurisdiction of Stevenson as identified herein.
  - b. The SMP is applicable to this proposal by the City of Stevenson
  - c. The 2018 Council-Authorized SMP conflicts with the 1975 Skamania County Shorelines Management Master Program and its enabling text. The applicant’s voluntary compliance with the 2018 Council-Authorized SMP resolves this conflict in a way that most supports the provisions of the SMA.

**CONCLUSIONS OF LAW:** This project will comply with SMP 1.5 without conditions.

**CRITERION §1.6 –RELATIONSHIP TO OTHER PLANS AND REGULATIONS.** “In addition to obtaining authority to undertake shoreline use, development, or modification in accordance with the SMP, applicants must also comply with all applicable federal, state, or local statutes or regulations. These may include, but are not limited to, a Section 404 Dredge & Fill Permit by the U.S. Army Corps of Engineers (USACE), Section 401 Water Quality Certification by the Washington Department of Ecology (Ecology), Hydraulic Project Approval (HPA) from the Washington Department of Fish and Wildlife (WDFW), and State Environmental Policy Act (SEPA) approval (RCW Chapter 43.21 and WAC Chapter 197-11). The Stevenson Municipal Code also applies, including Title 15 “Buildings and Construction”, Title 17 “Zoning”, and Title 18 “Environmental Protection”, and all other applicable code provisions. Applicants must also comply with the Stevenson Comprehensive Plan and any applicable subarea plan.”

FINDING(S): a. The proponent’s application has demonstrated compliance with the requirements of several federal, state, or local regulations and statutes.  
b. The Planning Commission is not responsible for verifying the proponents’ compliance with all applicable regulations and statutes.  
c. Delays associated with obtaining additional approvals are considered in SMC 18.08.220.

CONCLUSIONS OF LAW: This project will comply with SMP 1.6 upon satisfaction of the conditions contained herein.

CRITERION §1.7 –LIBERAL CONSTRUCTION. [THIS SECTION CONTAINS GUIDANCE APPLICABLE TO ALL CRITERION IN THE SMP BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

FINDING(S): a. No specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 1.7 without conditions.

CRITERION §1.8 –ORGANIZATION OF THIS SHORELINE MASTER PROGRAM. [THIS SECTION CONTAINS GUIDANCE APPLICABLE TO ALL CRITERION IN THE SMP BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

FINDING(S): a. No specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 1.8 without conditions.

CRITERION §1.9 –PERIODIC REVIEW & AMENDMENT TO THE SHORELINE MASTER PROGRAM. [THIS SECTION CONTAINS GUIDANCE APPLICABLE TO ALL CRITERION IN THE SMP BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

FINDING(S): a. No specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 1.9 without conditions.

**CHAPTER 2 – ADMINISTRATIVE PROVISIONS**

CRITERION §2.1 –PURPOSE & APPLICABILITY. [This section contains guidance applicable to all criterion in the SMP but no specific regulations. The full text of this criterion is therefore omitted.]

FINDING(S): a. No specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 2.1 without conditions.

CRITERION §2.2 –SHORELINE ADMINISTRATOR. [THIS SECTION CONTAINS GUIDANCE APPLICABLE TO ALL CRITERION IN THE SMP BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

FINDING(S): a. No specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 2.2 without conditions.

CRITERION §2.3 –PRE-APPLICATION PROCEDURES.

CRITERION §2.3.1 PRE-APPLICATION CONFERENCE—REQUIRED. “A pre-application conference for all proposed review activities within shoreline jurisdiction is required. The Shoreline Administrator may waive this requirement if the applicant requests such in writing and demonstrates that the usefulness of a pre-application meeting is minimal.”

FINDING(S): a. On behalf of the proponents, E<sup>2</sup> Land Use Planning LLC held virtual pre-



application meetings via document on September 22<sup>nd</sup>, 2020 and via several follow-up phone conversations.

CONCLUSIONS OF LAW: This project will comply with SMP 2.3.1 without conditions.

CRITERION §2.3.2 PRE-APPLICATION CONFERENCE—PURPOSE & OUTCOMES. [THIS SECTION CONTAINS GUIDANCE APPLICABLE TO ALL PRE-APPLICATION CONFERENCES BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

FINDING(S): a. No specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 2.3.2 without conditions.

CRITERION §2.3.3 DETERMINATION OF ORDINARY HIGH WATER MARK. "For any development where a determination of consistency with the applicable regulations requires a precise location of the OHWM, the mark shall be located precisely with assistance from Ecology and City staff, or a qualified professional, and the biological and hydrological basis for the location shall be included in the development plan. Where the OHWM is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest OHWM of a shoreline."

FINDING(S): a. The *Critical Areas Report* prepared by Ecological Land Services, Inc., a qualified professional, and submitted with this proposal includes a determination of the OHWM as observed in the field.

CONCLUSIONS OF LAW: This project will comply with SMP 2.3.3 without conditions.

CRITERION §2.4 –PERMIT PROCESS.

CRITERION §2.4.1 PERMISSION REQUIRED. [This section contains guidance applicable to all criterion in the SMP but no specific regulations. The full text of this criterion is therefore omitted.]

FINDING(S): a. No specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 2.4.1 without conditions.

CRITERION §2.4.2 APPLICATION CONTENTS. [THIS SECTION CONTAINS 2 LISTS OF REQUIRED SUBMITTALS FOR APPROVAL OF PROJECTS IN SHORELINE JURISDICTION AND PROVIDES THE SHORELINE ADMINISTRATOR AUTHORITY TO REQUIRE ADDITIONAL INFORMATION. FOR BREVITY, THE FULL TEXT OF THIS SECTION IS OMITTED.]

FINDING(S): a. The findings of SMC 18.08.110 related to the acceptance of a complete application are relevant to this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 2.4.2 without conditions.

CRITERION §2.4.3 APPLICATION REVIEW & PROCESSING. "1. When an application is deemed complete, the Administrator may request third-party peer review of any report, assessment, delineation, or mitigation plan by a qualified professional and/or state or federal resource management agency. Such request shall be accompanied by findings supporting the Administrator's decision, which is appealable to the City Council. The City may incorporate recommendations from such third-party reports in findings approving or denying an application. In general, the cost of any third-party review will be the responsibility of the applicant; however, where a project would provide a beneficial public amenity or service, on a case-by-case basis by City Council action, costs may be shared by the City. 2. The Shoreline Administrator shall review the information submitted by the applicant and, after an optional site visit shall determine the category of project proposed according to SMC 18.08.100. 3. Applications shall be processed according to the timelines and notice procedures listed in SMC 18.08.100 through SMC 18.08.190, the review criteria of this chapter, and WAC 173-27."

FINDING(S): a. No third-party peer review was deemed necessary by the Shoreline Administrator for this proposal.  
b. The Shoreline Administrator determined this project is a Category A Shoreline

Substantial Development Permit.

c. The findings and conclusions related to SMC 18.08 are also relevant under this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 2.4.3 without conditions.

CRITERION §2.5 –MINOR PROJECT AUTHORIZATIONS (MPA). [THIS SECTION BROADLY APPLIES TO A DIFFERENT CATEGORY OF PROJECT THAN HAS BEEN PROPOSED FOR REVIEW. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED, HOWEVER A RELEVANT SECTION HAS BEEN INCLUDED.]

"2. If any part of proposed development is not eligible for exemption from the state process, then a SSDP is required for the entire proposed development project, per WAC 173-27-040(1)(d).

FINDING(S): a. Parts of the proposal are not eligible for exemption from the SSDP process. Therefore, all development activities associated with the development are subject to approval through an SSDP.

CONCLUSIONS OF LAW: This project will comply with SMP 2.5 without conditions.

CRITERION §2.6 –SHORELINE SUBSTANTIAL DEVELOPMENT PERMITS.

CRITERION §2.6.1 SHORELINE SUBSTANTIAL DEVELOPMENT PERMITS – PURPOSE – APPLICABILITY – CRITERIA. "The purpose of a Shoreline Substantial Development Permit (SSDP) is to assure consistency with the provisions of the SMA and this SMP. In authorizing a SSDP, the City may attach conditions to the approval as necessary to assure the project is consistent with all applicable standards of the SMA and this SMP. The following criteria shall assist in reviewing proposed SSDPs:

1. SSDPs may not be used to authorize any use that is listed as conditional or prohibited in a shoreline designation.
2. SSDPs may not be used to authorize any development and/or use which does not conform to the specific bulk, dimensional, and performance standards set forth in this SMP.
3. SSDPs may be used to authorize uses which are listed or set forth in this SMP as permitted uses.
4. To obtain a SSDP, the applicant must demonstrate compliance with all of the following review criteria as listed in WAC 173.27.150

- a. That the proposal is consistent with the SMA;
- b. That the proposal is consistent with WAC 173-27 – Shoreline Management Permit and Enforcement Procedures; and
- c. That the proposal is consistent with this SMP and SMC 18.08 – Shoreline Management."

FINDING(S): a. The sum of the findings contained herein are relevant to review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 2.6.1 upon fulfillment of the conditions contained herein

CRITERION §2.6.2 SUBSTANTIAL DEVELOPMENT PERMITS – PERMIT PROCESS. "Proposals for SSDPs are subject to the City's permit procedures articulated in SMC 18.08 – Shoreline Management and the State's permit procedures articulated in WAC 173-27 – Shoreline Management Permit and Enforcement Procedures."

FINDING(S): a. The findings of SMC 18.08 are relevant to this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 2.6.2 without conditions.

CRITERION §2.7 –SHORELINE CONDITIONAL USE PERMITS. [THIS SECTION APPLIES TO A DIFFERENT CATEGORY OF PROJECT THAN HAS BEEN PROPOSED FOR REVIEW. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

FINDING(S): a. The proposal does not involve a Shoreline Conditional Use Permit; no specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 2.7 without conditions.

CRITERION §2.8 –SHORELINE VARIANCES. [THIS SECTION APPLIES TO A DIFFERENT CATEGORY OF PROJECT THAN HAS BEEN PROPOSED FOR REVIEW. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

FINDING(S): a. The proposal does not involve a Shoreline Variance; no specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 2.8 without conditions.

CRITERION §2.9 –NONCONFORMING USE & DEVELOPMENT.

CRITERION §2.9.1 NONCONFORMING USE & DEVELOPMENT – PURPOSE – APPLICABILITY – CRITERIA. “The purpose of nonconforming use and development provisions is to recognize uses and development that have previously been established within shoreline jurisdiction. Where those uses & development were lawfully established according to the standards in place prior to the effective date of this SMP, these provisions are intended to allow the use or development to continue— or be “grandfathered”—until a later date when conformity to this SMP can be achieved. The following policies shall assist in reviewing proposals involving nonconforming use and/or development:

1. Nonconforming Use is defined herein.

2. Nonconforming uses and developments on Stevenson’s shorelines shall meet the standards of the City of Stevenson Zoning Code, SMC 17.44 – Nonconforming Uses, with the following exceptions:

a. A building or structure conforming as to use but nonconforming as to the shoreline setback, critical area buffer, and/or height provisions of the environment designation in which said building or structure is located may be maintained, repaired, or altered by expansion or enlargement, provided, that the alteration meets all applicable provisions of this SMP and does not further exceed or violate the appropriate shoreline setback, critical area buffer, and height provisions. (For example, a building or structure encroaching in a shoreline setback area shall not further encroach into the shoreline setback area as a result of the alteration.)

b. For the purposes of this SMP, any strengthening or restoring to a safe condition permitted under SMC 17.44.090(B) shall not further exceed or violate the appropriate shoreline bulk or dimensional standards of this SMP.

c. Proposed uses and structures that are appurtenant or accessory to nonconforming dwelling units must conform to all applicable requirements of this SMP.

d. A structure for which a shoreline variance (SVAR) has been issued shall be considered a legal nonconforming structure and the requirements of this section shall apply as they apply to preexisting nonconformities.

e. A structure that is being or has been used for a nonconforming use may be used for a different nonconforming use only upon the approval of a SCUP. A SCUP may be approved only upon a finding that:

i. No reasonable alternative conforming use is practical; and

ii. The proposed use will be at least as consistent with the policies and

provisions of the SMA and this SMP and as compatible with the uses in the area as the preexisting use.

f. A nonconforming structure which is moved any distance must be brought into conformance with this SMP and the SMA unless a SVAR is approved.

g. For the purposes of this SMP, SMC 17.44.100 applies; provided, that application is made for the permits necessary to restore the structure within one year of the date the damage occurred, all permits are obtained, and that the restoration is completed within 2 years of permit issuance.”

FINDING(S): a. The findings contained in SMP Chapter 5 are relevant to review of this criterion.  
b. Utilities in this location predate the adoption of the SMA and this SMP. Upgrades to these utilities have occurred over time, including as part of a proposal permitted under City File #SHOR1992-02.  
c. Aspects of the proposal do not conform to the shoreline setback and critical area buffer provisions of this SMP.  
d. As documented in other findings herein, the proposed maintenance, repair or

alteration by expansion or enlargement meet all applicable provisions of this SMP.  
e. The proposal related to these nonconforming developments does not further exceed the appropriate shoreline setback or critical area buffer.

CONCLUSIONS OF LAW: This project will comply with SMP 2.9.1 upon fulfillment of the conditions contained herein

CRITERION §2.9.2 SUBSTANTIAL DEVELOPMENT PERMITS – PERMIT PROCESS. “Proposals for SSDPs are subject to the City’s permit procedures articulated in SMC 18.08 – Shoreline Management and the State’s permit procedures articulated in WAC 173-27 – Shoreline Management Permit and Enforcement Procedures.”

FINDING(S): a. The findings of SMC 18.08 are relevant to this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 2.9.2 without conditions.

CONCLUSIONS OF LAW: This project will comply with SMP 2.9 upon satisfaction of conditions contained herein.

CRITERION §2.10 –SHORELINE PERMIT REVISIONS. “A permit revision is required whenever the applicant proposes substantive changes to the design, terms or conditions of a project from that which is approved in the permit. Changes are substantive if they materially alter the project in a manner that relates to its conformance to the terms and conditions of the permit, this SMP and/or the policies and provisions of Chapter 90.58 RCW. Changes which are not substantive in effect do not require approval of a revision and may be authorized through a Minor Project Authorization. When a revision of a Shoreline Permit is sought, the applicant shall submit detailed plans and text describing the proposed changes and must demonstrate compliance with the following guidelines and standards as articulated in WAC 173-27-100:

1. If the City determines that the proposed changes are within the scope and intent of the original permit, and are consistent with this SMP and the SMA, the City may approve a revision.
2. “Within the scope and intent of the original permit” means all of the following:
  - a. No additional over water construction is involved except that pier, dock, or float construction may be increased by 500 square feet or 10% from the provisions of the original permit, whichever is less;
  - b. Ground area coverage and height may be increased a maximum of 10% from the provisions of the original permit;
  - c. The revised permit does not authorize development to exceed height, lot coverage, setback, or any other requirements of this SMP except as authorized under a variance granted as the original permit or part thereof;
  - d. Additional revised landscaping is consistent with any conditions attached to the original permit and with this SMP;
  - e. The use authorized pursuant to the original permit is not changed; and
  - f. No adverse environmental impact will be caused by the project revision.
3. Revisions to permits that have already expired (RCW 90.58.143) may be allowed only if the changes:
  - a. Are consistent with this section;
  - b. Would not otherwise require a Shoreline Permit per the SMA, WAC 173-27-100, or this SMP. If the proposed change constitutes substantial development then a new permit is required; and
  - c. The revision does not extend the time requirements of the original permit or authorize substantial development beyond the time limits of the original permit.
4. If the revision, or the sum of the revision and any previously approved revisions, cannot satisfy all the provisions itemized in subsection 2 of this section, the applicant shall be required to apply for a new Shoreline Permit.
5. Revision approval, including revised site plans and text necessary to clearly indicate the authorized changes and the final consistency ruling, shall be subject to the notice and filing procedures of SMC 18.08.190; provided, that the timelines stated in WAC 173-27-100 are to be followed in the event of any discrepancy.
6. The revised permit is effective immediately upon final decision by the City or, when appropriate, upon final action by Ecology.

7. Appeals to permit revisions shall be in accordance with SMC 18.08.200 and shall be based only upon contentions of noncompliance with the provisions of subsection 2 of this section. Construction undertaken pursuant to that portion of a revised permit not authorized under the original permit is at the applicant's own risk until the expiration of the appeals deadline. If an appeal is successful in proving that a revision is not within the scope and intent of the original permit, the decision shall have no bearing on the original permit

- FINDING(S):
- a. Unforeseeable changes occur during construction projects of the magnitude proposed.
  - b. The Shoreline Administrator and not the project proponent is responsible for determining whether changes are substantive to ensure enforcement of this permit and the SMP. A condition is necessary to provide this review.

CONCLUSIONS OF LAW: This project will comply with SMP 2.10 upon satisfaction of Condition 7, below.

CONDITIONS:

- 7. Throughout the Duration of this Permit,** the proponents shall contact the Shoreline Administrator prior to constructing any change to the proposal to determine whether the change should be permitted and whether the permission should be through a Minor Project Authorization or a Shoreline Permit Revision.

**CHAPTER 3 – SHORELINE ENVIRONMENT DESIGNATION PROVISIONS**

CRITERION §3.1 –INTRODUCTION. [This section contains guidance applicable to all criterion in the SMP but no specific regulations. The full text of this criterion is therefore omitted.]

- FINDING(S):
- a. No specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 3.1 without conditions.

CRITERION §3.2 –ENVIRONMENT DESIGNATIONS.

CRITERION §3.2.1 AQUATIC ENVIRONMENT. "1. Purpose: The purpose of the Aquatic Environment is to protect, restore, and manage the unique characteristics and resources of the areas waterward of the Ordinary High-Water Mark (OHWM).

2. Location Criteria: The Aquatic SED may only apply to lands waterward of the OHWM and wetlands.

3. Management Policies:

- a. Allow new overwater structures only for water-dependent uses, public access, or ecological restoration.
- b. Limit the size of new overwater structures to the minimum necessary to support the structure's intended use.
- c. Encourage multiple use of overwater facilities to reduce the impacts of shoreline development and increase effective use of water resources.
- d. Locate and design all developments and uses on navigable waters or their beds to i) minimize interference with surface navigation, ii) consider impacts to public views, iii) allow for the safe, unobstructed passage of fish and wildlife, particularly those species dependent on migration.
- e. Limit uses that adversely impact the ecological functions of critical freshwater habitats, except where necessary to achieve the objectives of RCW 90.58.020, and then only when their impacts are mitigated according to the sequence described in WAC 173-26-201(2)(e) as necessary to assure no net loss of ecological functions.
- f. Design and manage shoreline uses and modifications to prevent degradation of water quality and alteration of natural hydrographic conditions.
- g. Reserve shoreline space for preferred uses. Such planning should consider upland and in-water uses, water quality, navigation, presence of aquatic vegetation, existing shellfish protection districts and critical habitats, aesthetics, public access and views.

- FINDING(S):
- a. The proposed modification of an existing stormwater outfall and the proposed



- replacement of an existing sanitary sewer forcemain on the Rock Creek Drive Bridge are located in the Aquatic SED.
- b. The proposal does not involve overwater structures.
- c. The proposed forcemain in the Aquatic SED is collocated on the Rock Creek Drive Bridge.
- d. The proposals in the Aquatic SED are designed to minimize interference with surface navigation, to consider impacts to public views, and to allow for the safe, unobstructed passage of fish and wildlife.
- e. The proposed Utility use limits adverse impacts to ecological functions of critical freshwater habitats.
- f. The proposal prevents degradation of water quality and alteration of natural hydrographic functions.
- g. The proposal utilizes shoreline space in the same location of existing utilities; no conflicts are identified with preferred uses.

CONCLUSIONS OF LAW: This project will comply with SMP 3.2.1 without conditions.

CRITERIA §3.2.2→3.2.4. [THIS SECTION APPLIES TO A DIFFERENT CATEGORY OF SHORELINE ENVIRONMENT DESIGNATION THAN APPLICABLE TO THE PROPOSAL FOR REVIEW. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

FINDING(S): a. The proposal is not located in a Natural, Shoreline Residential, or Urban Conservancy SEDs; no specific findings are required for review of these criteria.

CONCLUSIONS OF LAW: This project will comply with SMP 3.2.2 through SMP 3.2.4, inclusive without conditions.

CRITERION §3.2.5 ACTIVE WATERFRONT ENVIRONMENT. "1. Purpose: The purpose of the Active Waterfront Environment is to recognize the existing pattern of mixed-use development and to accommodate new water-oriented commercial, transportation, recreation, and industrial uses while protecting existing ecological functions of open space, floodplain, and other sensitive lands and restoring ecological functions in areas that have been previously degraded.

2. Location Criteria: The Active Waterfront SED may apply to shorelands that 1) currently support or 2) are appropriate and planned for water-oriented commercial, transportation, recreation, and industrial development that is compatible with protecting or restoring of the ecological functions of the area.

3. Management Policies:

- a. Prefer uses that preserve the natural character of the area or promote preservation of open spaces and sensitive lands, either directly or over the long term. Allow uses that result in restoration of ecological functions if the use is otherwise compatible with the purpose of the environment and the setting.
- b. Give priority to water-oriented uses, with first priority to water-dependent, then second priority to water-related and water-enjoyment uses. For shoreline areas adjacent to commercially navigable waters, give highest priority to water-dependent uses.
- c. Prohibit new non-water-oriented uses, except:
  - i. As part of mixed use development;
  - ii. In limited situations where they do not conflict with or limit opportunities for water-oriented uses;
  - iii. On sites where there is no direct access to the shoreline;
  - iv. As part of a proposal that result in a disproportionately high amount of restoration of ecological functions.
- d. Assure no net loss of shoreline ecological functions as a result of new development through shoreline policies and regulations. Where applicable, new development shall include environmental cleanup and restoration of the shoreline to comply in accordance with any relevant state and federal law.
- e. Require public visual and physical access and implement public recreation objectives whenever feasible and where significant ecological impacts can be mitigated.

- FINDING(S):
- a. The proposed improvements to the pump station and appurtenant structures, the proposed modification of an existing stormwater line on shorelands, the proposed replacement of an existing sanitary sewer forcemain on shorelands, and the proposed replacement of gravity sewer lines and manholes are located in the Active Waterfront SED.
  - b. The proposal utilizes shoreline space in the same location of existing utilities; no conflicts are identified with preferred or priority uses.
  - c. The proposal does not involve new Utility uses in the SED.
  - d. The findings related to SMP Chapter 4 are also relevant to review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 3.2.5 without conditions.

#### **CHAPTER 4 – GENERAL PROVISIONS FOR ALL SHORELINE ACTIVITIES**

CRITERION §4.1 –INTRODUCTION. [THIS SECTION CONTAINS GUIDANCE APPLICABLE TO ALL CRITERION IN SMP CHAPTER 4 BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

- FINDING(S):
- a. No specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 4.1 without conditions.

CRITERIA §4.2 –CULTURAL RESOURCES. "4.2.1 Applicability [THIS SECTION DESCRIBES THE SMP'S APPLICABILITY TO THE SITES WHERE CULTURAL RESOURCES HAVE BEEN DOCUMENTED, IDENTIFIED, OR DISCOVERED BUT CONTAINS NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

4.2.2 Policies. [THIS SECTION CONTAINS THE BROAD POLICIES ON WHICH THE SMP'S REGULATIONS PROTECTING CULTURAL RESOURCES ARE BASED, BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

4.2.3 Regulations. [FOUR SUBSECTIONS FOLLOW ESTABLISHING WHEN CULTURAL RESOURCES SURVEYS ARE REQUIRED AND HOW RESOURCES SHOULD BE PROTECTED. THE PROPONENTS PREPARED A CULTURAL RESOURCES SURVEY TO SATISFY OTHER APPROVALS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

- FINDING(S):
- a. The *Cultural Resource Survey* prepared by Archaeological Investigations Northwest, Inc. and submitted with this proposal has been reviewed by federal, state and tribal agencies, after which a Cultural Resources Monitoring Plan was determined necessary.
  - b. Archaeological Investigations Northwest, Inc. is in the process of preparing the Cultural Resources Monitoring Plan on behalf of the proponents.
  - c. A condition is appropriate to ensure implementation of the cultural resources monitoring plan.

CONCLUSIONS OF LAW: This project will comply with SMP 4.2 upon satisfaction of Condition 8, below.

CONDITIONS:

- 8. Throughout the Duration of this Permit,** the proponents shall implement a cultural resources monitoring plan developed in consultation with federal, state, and/or tribal agencies.

CRITERION §4.3 –ENVIRONMENTAL PROTECTION & NO NET LOSS. "4.3.1 Policies [THIS SECTION DESCRIBES THE BROAD POLICIES ON WHICH THE SMP'S INTENDS TO PREVENT NET LOSS OF SHORELINE ECOLOGICAL FUNCTIONS, BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

4.3.2 General Critical Areas Regulations. [FIVE SUBSECTIONS FOLLOW ESTABLISHING THE REGULATIONS INTENDED TO AVOID NET LOSS OF ECOLOGICAL FUNCTIONS. FOR BREVITY THE FULL TEXT OF THIS CRITERION IS OMITTED.]

- FINDING(S):
- a. The findings of other sections in SMP Chapter 4, SMP Chapter 5, SMP Chapter 6, and SMC 18.13 are relevant to the review of this criterion.
  - b. The *Critical Areas Report* prepared by Ecological Land Services, Inc. (ELS) and submitted with this proposal includes appropriately applies Mitigation Sequencing of the proposal
  - c. To demonstrate compliance with state and federal requirements, the proponents evaluated the cumulative impacts of the proposal, including the no action alternative.
  - c. The project complied with the State Environmental Policy Act through City File # SEPA2019-03.
  - d. The ELS report identifies the appropriate mitigation for the proposal's impacts.
  - e. The ELS report establishes a schedule of monitoring reports to be submitted after the proposed project occurs. The monitoring reports provide an opportunity to document the project's compliance with the no-net-loss standard.
  - e. Documentation of no-net-loss can include loss of ecological functions avoided by the capacity increases of the proposal.
  - f. Conditions are necessary to ensure the proposal will achieve no-net-loss standards.

CONCLUSIONS OF LAW: This project will comply with SMP 4.3 upon satisfaction of Condition 9, below.

CONDITIONS:

- 9. Prior to Submittal of the Final Monitoring Report**, the proponents shall provide a table summarizing the ecological functions lost and gained as a result of the proposal. If the report cannot document no-net-loss of shoreline ecological functions, a contingency plans shall be developed, implemented, and monitored.

CRITERION §4.4 –CRITICAL AREAS. "4.4.1 Applicability [THIS SECTION DESCRIBES THE SMP'S APPLICABILITY TO PROPOSALS HAVING THE POTENTIAL TO IMPACT CRITICAL AREAS BUT CONTAINS NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

4.4.2 Policies. [THIS SECTION CONTAINS THE BROAD POLICIES ON WHICH THE SMP'S REGULATIONS RELATED TO CRITICAL AREAS, BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

4.4.3 General Critical Areas Regulations. [THREE SUBSECTIONS FOLLOW ESTABLISHING THE RELATIONSHIP BETWEEN PROJECTS, THE CRITICAL AREAS CODE OF SMC 18.13, AND APPROVALS FROM FEDERAL AND STATE AGENCIES. FOR BREVITY THE FULL TEXT OF THIS CRITERION IS OMITTED.]

4.4.4 Fish & Wildlife Habitat Conservation Area Regulations. [FOUR SUBSECTIONS FOLLOW ESTABLISHING THE RELATIONSHIP BETWEEN PROJECTS, THE CRITICAL AREAS CODE OF SMC 18.13, AND APPROVALS FROM FEDERAL AND STATE AGENCIES. FOR BREVITY THE FULL TEXT OF THIS CRITERION IS OMITTED.]

4.4.4 Wetlands Regulations. [TWO SUBSECTIONS FOLLOW ESTABLISHING THE RELATIONSHIP BETWEEN PROJECTS, THE CRITICAL AREAS CODE OF SMC 18.13, AND APPROVALS FROM FEDERAL AND STATE AGENCIES. FOR BREVITY THE FULL TEXT OF THIS CRITERION IS OMITTED.]

- FINDING(S):
- a. The findings of SMP Section 4.3 and SMC 18.13 are relevant to the review of this criterion.
  - b. The *Critical Areas Report* prepared by Ecological Land Services, Inc.(ELS) and submitted with this proposal includes analyzes the proposal's potential adverse impacts to Fish & Wildlife Habitat Conservation Areas and establishes the absence of Wetlands at the proposal site.
  - c. The ELS report identifies functionally isolated and degraded buffers and the presence of several invasive plant species at the proposal site and calls for

restoration of buffer areas in its mitigation plan.

d. Portions of the proposal potentially involve work below the OHWM where state and federal approvals are necessary.

e. Conditions are necessary to ensure the proposal will implement the mitigation plan and achieve no-net-loss standards.

CONCLUSIONS OF LAW: This project will comply with SMP 4.4 upon satisfaction of Condition 10, below and other conditions contained herein.

CONDITIONS:

**10. Prior to Expiration of this Permit**, the proponents shall implement the Critical Areas Mitigation Plan as it applies to all areas of the Rock Creek Drive right-of-way. Additionally:

- a. **Prior to the Start of Construction**, the outer edge of all buffer areas shall be clearly staked, flagged, and fenced in the field at the proposal site. These markers shall be clearly visible, durable, posted in the ground, and maintained throughout the duration of construction activities.
- b. **Prior to removal of "Tree of Heaven" from the Proposal Site**, the proponents shall consult with the Skamania County Noxious Weed Board to ensure the removal is undertaken appropriately.

CRITERION §4.5 –FLOOD HAZARD REDUCTION. "4.5.1 Applicability [THIS SECTION DESCRIBES THE SMP'S APPLICABILITY TO THE SITES IN FREQUENTLY FLOODED AREAS AND CHANNEL MIGRATION ZONES BUT CONTAINS NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]  
4.5.2 Policies. [THIS SECTION CONTAINS THE BROAD POLICIES ON WHICH THE SMP'S REGULATIONS RELATED TO REDUCING FLOOD HAZARDS ARE BASED, BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]  
4.5.3 Regulations. [EIGHT SUBSECTIONS FOLLOW ESTABLISHING WHEN FLOOD HAZARD AND CHANNEL MIGRATION ZONE STUDIES ARE REQUIRED AND IMPACTS ARE TO BE AVOIDED. FOR BREVITY THE FULL TEXT OF THIS CRITERION IS OMITTED.]

FINDING(S):

- a. The proposal narrative prepared by E<sup>2</sup> and Use Planning LLC and the proposal site plan show the elevation of improvements occurring above the base flood elevation and outside of the mapped 100-year floodplain of Rock Creek.
- b. The project is located within a mapped pCMZ; however the shoreline administrator waived the requirement for a critical area report on channel migration zones.

CONCLUSIONS OF LAW: This project will comply with SMP 4.5 without conditions.

CRITERION §4.6 –PUBLIC ACCESS. "4.6.1 Applicability [THIS SECTION DESCRIBES THE SMP'S APPLICABILITY TO THE PROPOSALS' PROVISION OF PUBLIC ACCESS, BUT CONTAINS NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]  
4.6.2 Policies. [THIS SECTION CONTAINS THE BROAD POLICIES ON WHICH THE SMP'S REGULATIONS RELATED TO PROVIDING PUBLIC ACCESS ARE BASED, BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]  
4.6.3 Regulations. [ELEVEN SUBSECTIONS FOLLOW ESTABLISHING WHEN PUBLIC ACCESS SHOULD BE ADDRESSED BY PROPOSALS. FOR BREVITY THE FULL TEXT OF THIS CRITERION IS OMITTED.]

FINDING(S):

- a. The proposal involves public funding on public lands and portions of the proposal are not water-dependent or preferred uses under the SMA.
- b. Suitable public visual access is already provided by the Rock Creek Drive Bridge and the proposal will not negatively impact this existing physical access nor create a demand for shoreline public access that cannot be accommodated by the existing public access system and existing public recreational facilities in the immediate

vicinity.

c. Physical public access is not provided at the proposal site and additional public access is infeasible due to the unavoidable health or safety hazards presented by the passage of waste through the public sewer system.

d. The Planning Commission is satisfied that all reasonable alternatives for provision of shoreline physical access at the proposal site have been exhausted.

CONCLUSIONS OF LAW: This project will comply with SMP 4.6 without conditions.

CRITERION §4.7 –WATER QUALITY & NON-POINT SOURCE POLLUTION. “4.7.1 Applicability [THIS SECTION DESCRIBES THE SMP’S APPLICABILITY TO THE PROPOSALS’ PROTECTION OF ECOLOGICAL FUNCTIONS RELATED TO STORMWATER, BUT CONTAINS NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

4.7.2 Policies. [THIS SECTION CONTAINS THE BROAD POLICIES ON WHICH THE SMP’S REGULATIONS RELATED TO PROTECTIONS OF ECOLOGICAL FUNCTIONS RELATED TO STORMWATER, BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

4.7.3 Regulations. [SIX SUBSECTIONS FOLLOW ESTABLISHING WHEN PUBLIC ACCESS SHOULD BE ADDRESSED BY PROPOSALS. FOR BREVITY THE FULL TEXT OF THIS CRITERION IS OMITTED.]

FINDING(S):

- a. The *Technical Memorandum: Rock Creek Pump Station Stormwater Management* prepared by Wallis Engineering and submitted with this proposal evaluates the proposal’s design and determines consistency with the *SMMWW*.
- b. Construction of the proposal is subject to construction-related stormwater conditions from other approvals which protect and maintain surface and ground water.
- c. Operation of the proposal overtime does not require any special conditions to protect and maintain surface and ground water.
- d. The findings related to SMP Chapter 5 are relevant to review of this criterion.
- e. The replacement of the stormwater outfall has the potential to come into contact with water. A condition is necessary to ensure the proposal is consistent with SMP 4.7.3.6.

CONCLUSIONS OF LAW: This project will comply with SMP 4.7 upon satisfaction of Condition 11, below.

CONDITIONS:

**11. Prior to the Start of Construction**, the proponents shall obtain all appropriate federal and state approvals for any work occurring below the OHWM.

CRITERION §4.8 –SHORELINES OF STATEWIDE SIGNIFICANCE. [THIS SECTION APPLIES TO PROPOSALS ADJACENT TO DIFFERENT WATERBODIES THAN HAS BEEN PROPOSED. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

FINDING(S):

- a. The proposal is not located along a Shoreline of Statewide significance; no specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 4.8 without conditions.

## CHAPTER 5 – SHORELINE USE REGULATIONS

CRITERION §5.1 –INTRODUCTION. [THIS SECTION CONTAINS GUIDANCE APPLICABLE TO ALL CRITERIA IN SMP CHAPTER 5 BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]



**FINDING(S):** a. No specific findings are required for review of this criterion.

**CONCLUSIONS OF LAW:** This project will comply with SMP 5.1 without conditions.

**CRITERION §5.2 –PROVISIONS APPLICABLE TO ALL USES.** "1. When determining allowable uses and resolving use conflicts within the City's shoreline jurisdiction, the following preferences and priorities shall apply in the order listed below:  
 a. Reserve appropriate areas for protecting and restoring ecological functions to control pollution and prevent damage to the natural environment and public health.  
 b. Reserve shoreline areas for water-dependent and associated water-related uses.  
 c. Allow mixed uses projects that include or support water-dependent uses.  
 d. Reserve shoreline areas for other water-related and water-enjoyment uses that are compatible with ecological protection and restoration objectives.  
 e. New uses shall be subject to the setback requirements and height limitations contained in Table 5.1 – Shoreline Use & Dimensional Standards.

**FINDING(S):** a. Utility uses are a listed use in the applicable SEDs.  
 b. The proposal site is currently used for Utility uses and no use conflict has been identified.

**CONCLUSIONS OF LAW:** This project will comply with SMP 5.2 without conditions.

**CRITERION §5.3 –SHORELINE USE TABLE.** "1. Types of Uses: For the purposes of this SMP, there are 3 kinds of use:  
 a. A Permitted (P) use is one that may be authorized through a Minor Project Authorization or Shoreline Substantial Development Permit subject to all the applicable provisions of this SMP.  
 b. A Conditional (C) use is a discretionary use reviewed according to the process and criteria in SMP Section 2.7.  
 c. A Prohibited (X) use is one that is not permitted in a Shoreline Environment Designation. b. Ground area coverage and height may be increased a maximum of 10% from the provisions of the original permit;  
 d. When a letter or use category is not listed in this section, an interpretation may be initiated under SMP Section 5.4.13.  
 2. Use Table: A list of permitted, conditional and prohibited uses in each Shoreline Environment Designation (SED) is presented in Table 5.1 – Shoreline Use & Dimensional Standards. The table also lists the minimum shoreline setbacks applicable to the use, activity, or development categories within each SED. This table is intended to work in concert with the specific use policies and regulations that following, however, where there is a discrepancy between this table and the text of the SMP, the text shall take precedence. [TABLE 5.1 OF THE SMP CONTAINS 12 TYPES OF HIGH-LEVEL USE CATEGORIES, FOR BREVITY, ALL USE CATEGORIES OTHER THAN "UTILITIES" ARE OMITTED.]

<b>TABLE 5.1 – SHORELINE USE &amp; SETBACK STANDARDS, CONT.</b>										
	<b>Shoreline Environment Designation</b>									
	<b>Most Restrictive</b>					<b>to Least Restrictive</b>				
	<b>AQUATIC</b>		<b>NATURAL</b>		<b>SHORELINE RESIDENTIAL</b>		<b>URBAN CONSERVANCY</b>		<b>ACTIVE WATERFRONT</b>	
	<b>Allowance</b>	<b>Setbacks (ft)</b>	<b>Allowance</b>	<b>Setbacks (ft)</b>	<b>Allowance</b>	<b>Setbacks (ft)</b>	<b>Allowance</b>	<b>Setbacks (ft)</b>	<b>Allowance</b>	<b>Setbacks (ft)</b>
P= Permitted, C=Conditional Use, X= Not Permitted, n/a= Not Applicable										
<b>Utilities</b>										
Water-Oriented	P	n/a	C	0	C	0	P	0	P	0
Non-Water-Oriented (Parallel)	X	n/a	C	100	C	50	P	50	P	33
Non-water-Oriented (Perpendicular)	C	n/a	C	0	C	0	C	0	P	0

- FINDING(S):
- a. The findings in SMP 2.9 are relevant to this criterion.
  - b. The findings in SMP Chapter 3 are relevant to this criterion.
  - c. The various components of the proposal involve Water-Oriented, Non-Water-Oriented (Parallel), and Non-Water-Oriented (Perpendicular) Utilities.
  - d. The proposed modification of an existing stormwater outfall is a Water-Oriented Utility listed as P-Permitted which is not subject to setbacks in the Aquatic SED.
  - e. The proposed replacement of an existing sanitary sewer forcemain on Rock Creek Drive Bridge is a Non-Water-Oriented (Perpendicular) Utility listed as C-Conditional which is not subject to setbacks in the Aquatic SED; however, the use is considered a Nonconforming Use under SMP 2.9 and no Shoreline Conditional Use Permit is necessary.
  - f. The proposed improvements to the pump station and appurtenant structures are a Non-Water-Oriented (Parallel) Utility listed as P-Permitted and subject to a 33' setback in the Active Waterfront SED; however, the development is considered a Nonconforming Development under SMP 2.9 and no Shoreline Variance is necessary.
  - g. The proposed modification of an existing stormwater line on shorelands is a Water-Oriented Utility listed as P-Permitted subject to a 0' setback in the Active Waterfront SED.
  - h. The proposed replacement of an existing sanitary sewer forcemain on shorelands is a Non-Water-Oriented (Parallel & Perpendicular) Utility listed as P-Permitted and variously subject to 0' and 33' setbacks in the Active Waterfront SED; however, the development is considered a Nonconforming Development under SMP 2.9 and no Shoreline Variance is necessary.
  - i. The proposed replacement of gravity sewer lines and manholes is a Non-Water-Oriented (Parallel) Utility listed as P-Permitted and subject to a 33' setback in the Active Waterfront SED.

CONCLUSIONS OF LAW: This project will comply with SMP 5.3 without conditions.

CRITERION §5.4 –SPECIFIC SHORELINE USE POLICIES & PROVISIONS.

CRITERIA §5.4.1 → §5.4.11. [THESE SECTION APPLIES TO USES DIFFERENT THAN HAS BEEN PROPOSED. THE FULL TEXT OF THESE CRITERIA ARE THEREFORE OMITTED.]

- FINDING(S):
- a. No specific findings are required for review of these criteria.

CONCLUSIONS OF LAW: This project will comply with SMP 5.4.1 through 5.4.11, inclusive without conditions.

CRITERIA §5.4.12 -UTILITIES. "1. Location Description. [THIS SECTION A CONTAINS GUIDANCE APPLICABLE TO ALL UTILITY USES BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

2. Applicability. [THIS SECTION DESCRIBES THE SMP'S APPLICABILITY TO THE PROPOSED USE BUT CONTAINS NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

3. Policies. [THIS SECTION CONTAINS THE BROAD POLICIES ON WHICH THE SMP'S REGULATION OF UTILITIES ARE BASED, BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

4. Regulations.

- a. All utility facilities shall be designed and located to minimize harm to shoreline ecological functions, preserve the natural landscape, and minimize conflicts with present and planned land and shoreline uses while meeting the needs of future populations in areas planned to accommodate growth.

- b. Infrastructure plans shall be reviewed for compatibility with this SMP, and utility service availability in shoreline jurisdiction shall not be the sole cause justifying more intense development.
- c. Primary utility production and processing facilities that are non-water-oriented shall not be allowed in shoreline areas unless it can be demonstrated that no other feasible option is available.
- d. Transmission facilities shall be located to cause minimal harm to the shoreline and shall be located outside of shoreline jurisdiction whenever feasible. When located within the Columbia River shoreline, utility facilities shall be brought underground.
- e. Transmission facilities shall be located in existing rights-of-way whenever possible, cross shoreline jurisdiction by the most direct route feasible, and generally be located perpendicular to the shoreline, unless an alternative route would result in less impact on shoreline ecological functions;
- f. Where environmental impacts are less significant, utility transmission lines, pipes, and wires shall be bored under a river, stream, or CMZ, or permanently affixed to a bridge or other existing above-ground structure, where feasible;
- g. Restoration of ecological functions shall be a condition of new and expanded non-water-dependent utility facilities.

- FINDING(S):**
- a. The proposed utilities are designed to minimize harm to shoreline ecological functions in a highly-disturbed location and the capacity of the proposed utilities exceeds the projected needs of the community.
  - b. The 2016 General Sewer Plan and Wastewater Facilities Plan Update predated the City Council authorization of this SMP; therefore no review was possible at the time.
  - c. Alternative locations for the proposed non-water-oriented utility are not feasible.
  - d. The proposed transmission components of the project are located in existing rights-of-way and use the most direct routes feasible to enter and cross through shoreline jurisdiction.
  - e. The proposed forcemain is permanently affixed to the Rock Creek Drive Bridge.
  - f. The findings related to SMP Chapter 4 are also relevant to the review of this criterion.

**CONCLUSIONS OF LAW:** This project will comply with SMP 5.4.12 upon compliance with the conditions herein.

**CRITERION §5.4.13 –UNLISTED USES.** [THIS SECTION APPLIES TO A DIFFERENT USE SCENARIO THAN HAS BEEN PROPOSED FOR REVIEW. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

- FINDING(S):**
- a. The proposal is listed in the Use Table of SMP 5.3; no specific findings are required for review of this criterion.

**CONCLUSIONS OF LAW:** This project will comply with SMP 5.4.13 without conditions.

**CHAPTER 6 – SHORELINE MODIFICATION PROVISIONS**

**CRITERION §6.1 –INTRODUCTION.** [THIS SECTION CONTAINS GUIDANCE APPLICABLE TO ALL CRITERIA IN SMP CHAPTER 6 BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

- FINDING(S):**
- a. No specific findings are required for review of this criterion.

**CONCLUSIONS OF LAW:** This project will comply with SMP 6.1 without conditions.

**CRITERION §6.2 –GENERAL PROVISIONS FOR ALL SHORELINE MODIFICATIONS.** "Shoreline modifications are expected to implement the following principles:

- 1. Policies: The environmental impacts of new shoreline modifications should be consistent with the following:
  - a. Limit the number and physical extent of shoreline modifications,

- b. Consider the site-specific conditions which inform the need for and type of modification which is appropriate, with a preference for lesser ecological impacts, and non-structural modifications over structural,
  - c. Allow structural shoreline modifications only where they i) are demonstrated to be necessary to support or protect an allowed primary structure or a legally existing shoreline use that is in danger of loss or substantial damage or ii) are necessary for reconfiguration of the shoreline for mitigation or enhancement purposes,
  - d. Incorporate all feasible measures to protect, restore, and enhance ecological functions and ecosystem-wide processes as modifications occur.
2. Regulations: All proposed shoreline modifications shall:
- a. Meet the mitigation sequencing requirements in SMP Section 4.3.
  - b. Satisfy all specific shoreline modification provisions of this chapter.

**FINDING(S):** a. The findings related to SMP Chapter 4 are relevant to review of this criterion.

**CONCLUSIONS OF LAW:** This project will comply with SMP 6.2 without conditions.

**CRITERION §6.3 –SHORELINE MODIFICATIONS TABLE.** “The shoreline modification table below determines whether a specific shoreline modification is allowed within each of the shoreline environments. This table is intended to work in concert with the specific modification policies and regulations that follow, however, where there is a discrepancy between this table and the text of the SMP, the text shall take precedence.

<b>TABLE 6.1 – ALLOWED SHORELINE MODIFICATIONS</b>					
	<b>Most Restrictive to Least Restrictive</b>				
	<b>AQUATIC</b>	<b>NATURAL</b>	<b>SHORELINE RESIDENTIAL</b>	<b>URBAN CONSERVANCY</b>	<b>ACTIVE WATERFRONT</b>
P= Permitted, C=Conditional Use, X= Not Permitted, N/A= Not Applicable					
Vegetation Removal	See Adjacent Upland Environment				
All		P	P	P	P

- FINDING(S):**
- a. The findings in SMP Chapter 3 are relevant to this criterion.
  - b. The proposal involves f Shoreline Vegetation Removal, a P-Permitted modification in the Active Waterfront SED and adjacent areas in the Aquatic SED.
  - c. The findings of SMP Chapter 4 are relevant to this criterion.

**CONCLUSIONS OF LAW:** This project will comply with SMP 6.3 upon satisfaction of conditions contained herein

**CRITERION §6.4 –SPECIFIC SHORELINE MODIFICATION PROVISIONS.**

**CRITERIA §6.4.1 –VEGETATION REMOVAL.** “1. Applicability [THIS SECTION DESCRIBES THE SMP’S APPLICABILITY TO THE REPLACEMENT OF VEGETATION REMOVED IN SHORELINE JURISDICTION BUT CONTAINS NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

2 Policies. [THIS SECTION CONTAINS THE BROAD POLICIES ON WHICH THE SMP’S REGULATIONS RELATED TO REPLACING REMOVED VEGETATION ARE BASED, BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

4.5.3 Regulations. [SEVEN SUBSECTIONS AND ONE TABLE FOLLOW ESTABLISHING MITIGATION FOR REMOVAL OF SHORELINE VEGETATION. FOR BREVITY THE FULL TEXT OF THIS CRITERION IS OMITTED.]

- FINDING(S): a. The findings in SMP Chapter 4 are relevant to this criterion.  
b. The vegetation removed is limited to the minimum necessary to accommodate the proposal and the achievement of not-net-loss standards.

CONCLUSIONS OF LAW: This project will comply with SMP 6.4.1 upon satisfaction of the conditions contained herein.

CRITERIA §6.4.2 → §6.4.6. [THESE SECTION APPLIES TO SHORELINE MODIFICATIONS DIFFERENT THAN HAS BEEN PROPOSED. THE FULL TEXT OF THESE CRITERIA ARE THEREFORE OMITTED.]

- FINDING(S): a. The proposal does not involve Fill, Shoreline Stabilization, Shoreline Restoration, Dredging or Breakwaters, Jetties, Groins & Weirs; No specific findings are required for review of these criteria.

CONCLUSIONS OF LAW: This project will comply with SMP 6.4.2 through 6.4.6, inclusive without conditions.

## **CHAPTER 7 - DEFINITIONS**

CRITERION §7.1 – ABBREVIATIONS & ACRONYMS. [THIS SECTION CONTAINS GUIDANCE APPLICABLE TO ALL CRITERION IN THE SMP BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

- FINDING(S): a. No specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 7.1 without conditions.

CRITERION §7.2 – WORDS & PHRASES. [THIS SECTION CONTAINS GUIDANCE APPLICABLE TO ALL CRITERION IN THE SMP BUT NO SPECIFIC REGULATIONS. THE FULL TEXT OF THIS CRITERION IS THEREFORE OMITTED.]

- FINDING(S): a. No specific findings are required for review of this criterion.

CONCLUSIONS OF LAW: This project will comply with SMP 7.2 without conditions.

## **SMC CH. 18.13 CRITICAL AREAS AND NATURAL RESOURCE LANDS**

This chapter considers whether projects are located within or likely to impact Critical Areas (Critical Aquifer Recharge Areas, Fish & Wildlife Habitat Areas, Frequently Flooded Areas, Geologically Hazardous Areas, Wetlands), requiring mitigation if impacts are identified. The Chapter is subject to administrative review and approval. For brevity, detailed descriptions of the Critical Areas Code's 23 sections are omitted.

- FINDING(S): a. The findings made under SMP 4.3 and SMP 4.4 are relevant for review under this criterion.  
b. The applicants have submitted a complete application for a Shoreline Permit integrated with review under the Critical Areas Code.  
c. The Critical Areas Report prepared by Ecological Land Services, Inc. (ELS) and submitted for this project complies with the report requirements of SMC 18.13.095(C) & (F).  
d. The proponents have appropriately applied the City's preferred mitigation sequence to this proposal.  
e. The above-referenced assessments contain recommendations and mitigation plans to ensure the proposal does not adversely impact critical areas.  
g. The proposal's mitigation plan adequately addresses the Vegetation Removal



Standards of SMP 6.4.1.

CONCLUSIONS OF LAW: This project will comply with the Critical Areas Ordinance upon satisfaction of the conditions contained herein.

**FINAL ORDER**

A Shoreline Substantial Development shall be issued for the proposal submitted as SHOR 2021-01. The project will be consistent with the policy and provisions of the SMA and the SMP upon satisfactions of the conditions listed herein. For ease of readership, the conditions are repeated below:

Any person aggrieved by the granting of this permit by the Council may seek review from the Shorelines Hearings Board, pursuant to RCW 90.58.180.

1. **Within 21 Days from Receipt of the Final Decision**, the proponent shall file any appeal according to SMC 18.08.200.
2. **Construction Pursuant to this Permit Shall not Begin** and is not authorized until 21 days from the date of filing with Ecology, per WAC 173-27-190 or as subsequently amended, or until all review proceedings initiated within 21 days from the date of such filing have been terminated.
3. **Within 2 years of the effective date of this permit**, construction activities associated with this permit shall commence or a written request for a maximum 1-year extension shall be submitted to the City. If construction activities do not commence accordingly, the permit shall expire.
4. **Within 5 years of the effective date of this permit**, all development activities associated with this permit shall terminate or a written request for a maximum 1-year extension shall be submitted to the City.
5. **Prior to the start of construction**, the proponent shall submit the City documentation sufficient to establish an accurate timeline of any activity justifying an extension of the permit's duration based on SMC 18.08.220(D). No such documentation will be accepted by the City after construction commences.
6. **Throughout the Duration of this Permit**, the proponents shall provide reasonable access to the Shoreline Administrator to ensure enforcement of this permit and the SMP.
7. **Throughout the Duration of this Permit**, the proponents shall contact the Shoreline Administrator prior to constructing any change to the proposal to determine whether the change should be permitted and whether the permission should be through a Minor Project Authorization or a Shoreline Permit Revision.
8. **Throughout the Duration of this Permit**, the proponents shall implement a cultural resources monitoring plan developed in consultation with federal, state, and/or tribal agencies.
9. **Prior to Submittal of the Final Monitoring Report**, the proponents shall provide a table summarizing the ecological functions lost and gained as a result of the proposal. If the report cannot document no-net-loss of shoreline ecological functions, a contingency plans shall be developed, implemented, and monitored.
10. **Prior to Expiration of this Permit**, the proponents shall implement the Critical Areas Mitigation Plan as it applies to all areas of the Rock Creek Drive right-of-way. Additionally:
  - a. **Prior to the Start of Construction**, the outer edge of all buffer areas shall be clearly staked, flagged, and fenced in the field at the proposal site. These markers shall be clearly visible, durable, posted in the ground, and maintained throughout the duration

of construction activities.

**b. Prior to removal of “Tree of Heaven” from the Proposal Site,** the proponents shall consult with the Skamania County Noxious Weed Board to ensure the removal is undertaken appropriately.

**11. Prior to the Start of Construction,** the proponents shall obtain all appropriate federal and state approvals for any work occurring below the OHWM.

DATED this \_\_\_\_ day of March, 2021

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For the Planning Commission,  
Valerie Hoy-Rhodehamel, Chair  
City of Stevenson

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

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	February, 2021	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	315.00	Program Management Time
	<u>2,757.73</u>	Monthly Reimbursables
	\$ 10,572.73	

## VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	101
Telephone Calls:	40
E-Mails:	31
Business Referrals:	1,154
Tracked Overnight Stays:	12
Mailings (student, relocation, visitor, letters):	9
Chamber Website Pageviews	4,619
COS Website Pageviews	1,481

## CHAMBER BUSINESS

**Chamber Board Meeting:** We held our February board meeting with a discussion on what is still needed for economic recovery and how does the Chamber accommodate those needs. Other subjects included our new Chamber Champions program for creating additional revenue, workshop topics that would be beneficial for members and new grant opportunities.

**Chamber Membership:** We had 0 new member join the Chamber and 14 membership renewals in February.

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

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

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

- Continue distributing PPE for businesses
- Updated Chamber website including adding new "Chamber News" and "Chamber Champions" pages as well as adding information on local volunteer opportunities and updating business listings
- Worked with Skamania Pioneer and Skamania Observer to create new monthly co-op advertising opportunities for Chamber members
- Rolled out new membership benefits for 2021 and announced new Chamber Champions program
- Submitted monthly article on new membership benefits to Skamania Pioneer, Skamania Observer and River Talk Weekly
- Work with Columbia Gorge Tourism Alliance on creating new Mid-Gorge and West-Gorge Food Trails
- Worked on draft board agreement and job descriptions
- Attended ribbon cutting at Painted Lady Tattoo
- Attend Washington Tourism Alliance Destination Development meetings
- Attended Columbia Gorge Tourism Alliance monthly board meeting
- Bi-weekly meetings with Washington Chamber Executives

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

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

**Stevenson Downtown Association (SDA):** Attend monthly SDA board meeting and recovery response team meetings as scheduled.

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

**Stevenson/SBA Meetings and Projects:**

- Monthly meeting with NB Marketing for progress updates on our marketing plan
- Finalized plans for adding new pages later this year to the new website
- Continue to promote Stevenson businesses on social media
- Updated businesses on Stevenson maps
- Met with Pheonix Technologies and Joe Schlick about managing webcams and weather station
- Ordered new shopping bags for Stevenson businesses

**2021 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES**

Program 2 Promotional Products and Projects		
P2-D1 Website		\$ 252.14
P2-D2 Social Media and Print Ad Creation		\$1,000.00
P2-D7 Promotional Products		<u>\$1,505.59</u>
		<u>\$2,757.73</u>

**2021 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME**

P2-D2 Marketing (print, social media, press releases)	3 hrs	\$ 105.00
P2-D1 Website updates/web cams	4 hrs	\$ 140.00
P2-A Map updates	2 hrs	<u>\$ 70.00</u>
		<u>\$ 315.00</u>

	<b><i>2021 Budget</i></b>	<b><i>Current Request</i></b>	<b><i>Requested YTD</i></b>	<b><i>Remaining</i></b>
Total Program Promo Expenses	80,000.00	\$3,072.73	\$8,957.66	\$71,042.34

# TREASURERS REPORT

## Fund Totals

City Of Stevenson

Time: 16:13:10 Date: 03/05/2021

02/01/2021 To: 02/28/2021

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	845,611.46	46,104.05	78,157.33	813,558.18	5,199.96	10,727.65	-60.18	829,425.61
010 General Reserve Fund	326,705.62	0.00		326,705.62	0.00	0.00	0.00	326,705.62
020 Fire Reserve Fund	1,564,616.67	0.00		1,564,616.67	0.00	0.00	0.00	1,564,616.67
100 Street Fund	309,671.53	26,844.06	30,083.29	306,432.30	32.07	2,158.70	-48.05	308,575.02
103 Tourism Promo & Develop Fund	635,790.41	19,077.96	12,290.20	642,578.17	0.00	12.32	-3.21	642,587.28
105 Affordable Housing Fund	1,487.65	364.01		1,851.66	0.00	0.00	0.00	1,851.66
300 Capital Improvement Fund	110,209.83	5,215.84		115,425.67	0.00	0.00	0.00	115,425.67
309 Russell Ave	-119.36	0.00		-119.36	0.00	0.00	0.00	-119.36
311 First Street	-40,966.57	0.00	2,432.59	-43,399.16	2,432.59	0.00	0.00	-40,966.57
400 Water/Sewer Fund	942,654.63	275,400.22	74,442.45	1,143,612.40	9,611.94	3,871.47	-2,192.82	1,154,902.99
406 Wastewater Short Lived Asset Reserve Fund	21,779.00	0.00		21,779.00	0.00	0.00	0.00	21,779.00
408 Wastewater Debt Reserve Fund	61,191.00	0.00		61,191.00	0.00	0.00	0.00	61,191.00
410 Wastewater System Upgrades	-64,208.53	64,008.53	8,457.40	-8,657.40	0.00	0.00	0.00	-8,657.40
500 Equipment Service Fund	182,565.59	13,290.96	10,713.56	185,142.99	823.29	601.57	-22.15	186,545.70
630 Stevenson Municipal Court	0.00	384.28	384.28	0.00	0.00	0.00	0.00	0.00
	4,896,988.93	450,689.91	216,961.10	<b>5,130,717.74</b>	18,099.85	17,371.71	-2,326.41	<b>5,163,862.89</b>



# TREASURERS REPORT

## Account Totals

City Of Stevenson

02/01/2021 To: 02/28/2021

Time: 16:13:10 Date: 03/05/2021

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	1,978,911.76	965,270.52	704,234.68	2,239,947.60	-1,065.92	35,471.56	2,274,353.24
10	Xpress Bill Pay	58,173.78	27,507.78	55,000.00	30,681.56	-1,260.49	0.00	29,421.07
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	400.00	0.00	0.00	400.00	0.00	0.00	400.00
20	Opus	71,944.89	0.55	0.00	71,945.44	0.00	0.00	71,945.44
Total Cash:		2,109,530.43	992,778.85	759,234.68	2,343,074.60	-2,326.41	35,471.56	<b>2,376,219.75</b>
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	872,088.44	90.15	0.00	872,178.59	0.00	0.00	872,178.59
6	US Bank Safekeeping	1,915,370.06	498,931.49	498,837.00	1,915,464.55	0.00	0.00	1,915,464.55
Total Investments:		2,787,458.50	499,021.64	498,837.00	2,787,643.14	0.00	0.00	<b>2,787,643.14</b>
		4,896,988.93	1,491,800.49	1,258,071.68	5,130,717.74	-2,326.41	35,471.56	<b>5,163,862.89</b>

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

City Of Stevenson

02/01/2021 To: 02/28/2021

Time: 16:13:10 Date: 03/05/2021  
Page: 3

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	204,091.10		30.91	30.91		204,122.01
100 000 Street Fund	26,024.07		3.94	3.94		26,028.01
103 000 Tourism Promo & Develop Fund	231,476.21		35.06	35.06		231,511.27
300 000 Capital Improvement Fund	6,278.27		0.95	0.95		6,279.22
400 000 Water/Sewer Fund	108,654.76		16.46	16.46		108,671.22
500 000 Equipment Service Fund	18,652.82		2.83	2.83		18,655.65
5 - LGIP	595,177.23	0.00	90.15	90.15		<b>595,267.38</b>
001 000 General Expense Fund	426,007.30	199,064.48		199,064.48	199,026.78	426,045.00
103 000 Tourism Promo & Develop Fund	320,389.34	149,711.38		149,711.38	149,683.03	320,417.69
300 000 Capital Improvement Fund	25,546.87	11,937.53		11,937.53	11,935.27	25,549.13
400 000 Water/Sewer Fund	285,575.30	133,443.52		133,443.52	133,418.25	285,600.57
500 000 Equipment Service Fund	10,217.77	4,774.58		4,774.58	4,773.67	10,218.68
6 - US Bank Safekeeping	1,067,736.58	498,931.49	0.00	498,931.49	498,837.00	<b>1,067,831.07</b>
	1,662,913.81	498,931.49	90.15	499,021.64	498,837.00	<b>1,663,098.45</b>

# TREASURERS REPORT

## Fund Investment Totals

City Of Stevenson

Time: 16:13:10 Date: 03/05/2021

02/01/2021 To: 02/28/2021

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	630,098.40	199,064.48	30.91	199,095.39	199,026.78	630,167.01	183,391.17
010 General Reserve Fund						0.00	326,705.62
020 Fire Reserve Fund						0.00	1,564,616.67
100 Street Fund	26,024.07		3.94	3.94		26,028.01	280,404.29
103 Tourism Promo & Develop Fund	551,865.55	149,711.38	35.06	149,746.44	149,683.03	551,928.96	90,649.21
105 Affordable Housing Fund						0.00	1,851.66
300 Capital Improvement Fund	31,825.14	11,937.53	0.95	11,938.48	11,935.27	31,828.35	83,597.32
309 Russell Ave						0.00	-119.36
311 First Street						0.00	-43,399.16
400 Water/Sewer Fund	394,230.06	133,443.52	16.46	133,459.98	133,418.25	394,271.79	749,340.61
406 Wastewater Short Lived Asset Reserve Fund						0.00	21,779.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-8,657.40
500 Equipment Service Fund	28,870.59	4,774.58	2.83	4,777.41	4,773.67	28,874.33	156,268.66
	1,662,913.81	498,931.49	90.15	499,021.64	498,837.00	1,663,098.45	3,467,619.29

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

**5,130,717.74**

# TREASURERS REPORT

## Outstanding Vouchers

City Of Stevenson

As Of: 02/28/2021 Date: 03/05/2021

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2021	453	02/25/2021	Util Pay	1		Xpress Billpay	193.78	Xpress Import - CC - 02-25-2021__daily_batch.csv
2021	456	02/26/2021	Tr Rec	1		Telephone Tax Vendor	2.14	January 2021 DISH Wireless
2021	457	02/26/2021	Tr Rec	1		Telephone Tax Vendor	0.20	January 2021 Vonage America
2021	458	02/26/2021	Tr Rec	1		Telephone Tax Vendor	0.17	January 2021 OnStar LLC
2021	459	02/26/2021	Tr Rec	1		Telephone Tax Vendor	2.31	January 2021 OOMA, Inc
2021	460	02/26/2021	Tr Rec	1		Telephone Tax Vendor	1.96	January 2021 MAGNA5 LLC
2021	461	02/26/2021	Tr Rec	1		Rosander, Gordon L	319.38	February 2021 Reimbursement
2021	462	02/26/2021	Tr Rec	1		Frana, Lesley	35.00	CS20-054 Frana
2021	463	02/28/2021	Util Pay	1		Xpress Billpay	55.40	Xpress Import - CC - 02-26-2021__daily_batch.csv
2021	466	02/28/2021	Util Pay	1		Xpress Billpay	39.23	Xpress Import - CC - 02-27-2021__daily_batch.csv
2021	468	02/28/2021	Util Pay	1		Xpress Billpay	416.35	Xpress Import - CC - 02-28-2021__daily_batch.csv
Receipts Outstanding:							1,065.92	
2021	445	02/28/2021	Payroll	1	EFT	Colonial Life	202.27	Pay Cycle(s) 02/28/2021 To 02/28/2021 - Disability; Pay Cycle(s) 02/28/2021 To 02/28/2021 - Life Insurance; Pay Cycle(s) 02/28/2021 To 02/28/2021 - Accident
2021	446	02/28/2021	Payroll	1	EFT	Department of Retirement Systems	15,624.45	Pay Cycle(s) 02/28/2021 To 02/28/2021 - PERS2; Pay Cycle(s) 02/28/2021 To 02/28/2021 - DCP
2021	448	02/28/2021	Payroll	1	EFT	State of WA Dept of Social & Health Serv	380.26	Pay Cycle(s) 02/28/2021 To 02/28/2021 - WA Child Support
2020	2983	12/10/2020	Claims	1	14848	Skamania County Prosecutor	1,333.00	December 2020 Remittance
2021	104	01/21/2021	Claims	1	14939	Skamania County Prosecutor	1,337.00	January 2021 Remittance
2021	332	02/18/2021	Claims	1	14958	BSK Associates	1,648.00	January 2021 Water Samples; January 2021 WWTP Samples
2021	338	02/18/2021	Claims	1	14964	Clifton Michael Coulter	765.00	January 2021 Court Appointed Attorney Fees
2021	342	02/18/2021	Claims	1	14968	Correct Equipment	1,942.91	Prosser Pump for WTP
2021	345	02/18/2021	Claims	1	14971	Gorge Networks Inc	95.82	January 2021 WWTP Broadband
2021	356	02/18/2021	Claims	1	14982	QCL, Inc.	18.00	Annual Queries for 6 Drivers
2021	367	02/18/2021	Claims	1	14993	Tribeca Transport LLC	5,908.42	January 2021 Sludge Hauling
2021	368	02/18/2021	Claims	1	14994	US Bank Safekeeping	30.00	Fidiciary Fees-Jan
2021	369	02/18/2021	Claims	1	14995	US Bank	2,579.39	January 2021 Card #1 Credit Card Statement; January 2021 Card #2 Credit Card Statement
2021	372	02/18/2021	Claims	1	14998	WSP USA, Inc	2,432.59	First Street Ped Amenities Overlook
2021	374	02/18/2021	Claims	1	15000	Waste Connections Vancouver District 2	9.72	January 2021 Statement
2021	432	02/28/2021	Payroll	1	15003	Annie McHale	138.14	PP 02.01.21-02.28.21
2021	449	02/28/2021	Payroll	1	15005	City of Stevenson	319.38	Pay Cycle(s) 02/28/2021 To 02/28/2021 - City Payback
2021	450	02/28/2021	Payroll	1	15006	HRA VEBA Trust Contributions	500.00	Pay Cycle(s) 02/28/2021 To 02/28/2021 - HRA VEBA

# TREASURERS REPORT

## Outstanding Vouchers

City Of Stevenson

As Of: 02/28/2021 Date: 03/05/2021  
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2021	451	02/28/2021	Payroll	1	15007	WGAP Washington Gorge Action Program	207.21	Pay Cycle(s) 02/28/2021 To 02/28/2021 - Food Bank
							35,471.56	
2021	454	02/25/2021	Util Pay	10		Xpress Billpay	157.00	Xpress Import - iPay - 02-25-2021__daily_batch.csv
2021	464	02/28/2021	Util Pay	10		Xpress Billpay	63.92	Xpress Import - EFT - 02-26-2021__daily_batch.csv
2021	465	02/28/2021	Util Pay	10		Xpress Billpay	34.00	Xpress Import - CheckFree - 02-26-2021__daily_ba
2021	467	02/28/2021	Util Pay	10		Xpress Billpay	220.77	Xpress Import - EFT - 02-27-2021__daily_batch.csv
2021	469	02/28/2021	Util Pay	10		Xpress Billpay	784.80	Xpress Import - EFT - 02-28-2021__daily_batch.csv
Receipts Outstanding:							1,260.49	
							35,471.56	

Fund	Claims	Payroll	Total
001 General Expense Fund	5,199.96	10,727.65	15,927.61
100 Street Fund	32.07	2,158.70	2,190.77
103 Tourism Promo & Develop Fund	0.00	12.32	12.32
311 First Street	2,432.59	0.00	2,432.59
400 Water/Sewer Fund	9,611.94	3,871.47	13,483.41
500 Equipment Service Fund	823.29	601.57	1,424.86
	18,099.85	17,371.71	35,471.56



**TREASURERS REPORT**

**Signature Page**

City Of Stevenson

02/01/2021 To: 02/28/2021

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

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
City Administrator / Date Deputy Clerk-Treasurer / Date

## 2021 BUDGET POSITION

City Of Stevenson

Time: 16:23:58 Date: 03/05/2021

Page: 1

001 General Expense Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	598,764.85	785,783.69	(187,018.84)	131.2%
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
<b>308 Beginning Balances</b>	<b>683,313.80</b>	<b>870,332.64</b>	<b>(187,018.84)</b>	<b>127.4%</b>
311 Property Tax	486,702.34	6,752.64	479,949.70	1.4%
313 Sales Tax	245,000.00	41,054.30	203,945.70	16.8%
316 Utility Tax	35,500.00	19,577.63	15,922.37	55.1%
317 Other Tax	16,000.00	12,740.07	3,259.93	79.6%
<b>310 Taxes</b>	<b>783,202.34</b>	<b>80,124.64</b>	<b>703,077.70</b>	<b>10.2%</b>
321 Licenses	2,900.00	286.67	2,613.33	9.9%
322 Permits	0.00	0.00	0.00	0.0%
<b>320 Licenses &amp; Permits</b>	<b>2,900.00</b>	<b>286.67</b>	<b>2,613.33</b>	<b>9.9%</b>
330 Grants	261,000.00	0.00	261,000.00	0.0%
335 State Shared	11,000.00	0.00	11,000.00	0.0%
336 State Entitlements, Impact Payments & Tax	16,657.25	4,247.55	12,409.70	25.5%
<b>330 Intergovernmental Revenues</b>	<b>288,657.25</b>	<b>4,247.55</b>	<b>284,409.70</b>	<b>1.5%</b>
341 Other	126,000.00	1,774.00	124,226.00	1.4%
342 Fire District 2	32,700.00	9,262.35	23,437.65	28.3%
345 Planning	4,500.00	580.00	3,920.00	12.9%
346 Building	0.00	0.00	0.00	0.0%
<b>340 Charges For Goods &amp; Services</b>	<b>163,200.00</b>	<b>11,616.35</b>	<b>151,583.65</b>	<b>7.1%</b>
350 Fines & Penalties	10,700.00	1,571.35	9,128.65	14.7%
360 Interest & Other Earnings	5,500.00	5,203.70	296.30	94.6%
380 Non Revenues	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>1,937,473.39</b>	<b>973,382.90</b>	<b>964,090.49</b>	<b>50.2%</b>

Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	22,000.00	2,445.30	19,554.70	11.1%
512 Judicial	61,200.00	8,627.07	52,572.93	14.1%
513 Executive	113,825.00	15,610.79	98,214.21	13.7%
514 Financial, Recording & Elections	114,450.00	16,910.12	97,539.88	14.8%
515 Legal Services	31,500.00	2,652.00	28,848.00	8.4%
517 Employee Benefit Programs	525.00	0.00	525.00	0.0%
518 Centralized Services	60,330.29	32,355.02	27,975.27	53.6%
521 Law Enforcement	194,205.87	32,537.61	161,668.26	16.8%
202 Fire Department	111,150.00	11,638.66	99,511.34	10.5%
203 Fire District 2	20,750.00	7,285.80	13,464.20	35.1%
<b>522 Fire Control</b>	<b>131,900.00</b>	<b>18,924.46</b>	<b>112,975.54</b>	<b>14.3%</b>
528 Dispatch Services	6,000.00	3,171.09	2,828.91	52.9%
551 Public Housing Services	250,000.00	0.00	250,000.00	0.0%
553 Conservation	300.00	0.00	300.00	0.0%
554 Environmental Services	0.00	0.00	0.00	0.0%
550 Building	0.00	0.00	0.00	0.0%

## 2021 BUDGET POSITION

City Of Stevenson

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001 General Expense Fund Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>558 Planning &amp; Community Devel</b>				
560 Planning	167,730.00	25,573.88	142,156.12	15.2%
570 Economic Development	13,890.00	0.00	13,890.00	0.0%
<b>558 Planning &amp; Community Devel</b>	<b>181,620.00</b>	<b>25,573.88</b>	<b>156,046.12</b>	<b>14.1%</b>
565 Welfare	10,000.00	0.00	10,000.00	0.0%
566 Substance Abuse	150.00	53.01	96.99	35.3%
573 Cultural & Community Activities	6,500.00	0.00	6,500.00	0.0%
576 Park Facilities	88,660.00	1,325.46	87,334.54	1.5%
580 Non Expenditures	0.00	(361.09)	361.09	0.0%
597 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%
100 Unreserved	554,758.10	0.00	554,758.10	0.0%
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.0%
104 Custodial Reserve	51,135.13	0.00	51,135.13	0.0%
<b>999 Ending Balance</b>	<b>639,307.23</b>	<b>0.00</b>	<b>639,307.23</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>1,937,473.39</b>	<b>159,824.72</b>	<b>1,777,648.67</b>	<b>8.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>813,558.18</b>		

## 2021 BUDGET POSITION

City Of Stevenson

Time: 16:23:58 Date: 03/05/2021

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010 General Reserve Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	326,705.62	326,705.62	0.00	100.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>326,705.62</b>	<b>326,705.62</b>	<b>0.00</b>	<b>100.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	326,705.62	0.00	326,705.62	0.0%
<b>Fund Expenditures:</b>	<b>326,705.62</b>	<b>0.00</b>	<b>326,705.62</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>326,705.62</b>		

## 2021 BUDGET POSITION

City Of Stevenson

Time: 16:23:58 Date: 03/05/2021

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020 Fire Reserve Fund		Months: 01 To: 02		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,518,593.47	1,564,616.67	(46,023.20)	103.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%
397 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%
<b>Fund Revenues:</b>	<b>1,543,593.47</b>	<b>1,564,616.67</b>	<b>(21,023.20)</b>	<b>101.4%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	1,543,593.47	0.00	1,543,593.47	0.0%
<b>Fund Expenditures:</b>	<b>1,543,593.47</b>	<b>0.00</b>	<b>1,543,593.47</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>1,564,616.67</b>		



## 2021 BUDGET POSITION

City Of Stevenson

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100 Street Fund		Months: 01 To: 02		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	253,377.98	310,691.94	(57,313.96)	122.6%
310 Taxes	275,000.00	48,944.72	226,055.28	17.8%
320 Licenses & Permits	600.00	0.00	600.00	0.0%
330 Intergovernmental Revenues	50,444.40	4,462.31	45,982.09	8.8%
360 Interest & Other Earnings	0.00	8.46	(8.46)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>579,422.38</b>	<b>364,107.43</b>	<b>215,314.95</b>	<b>62.8%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance	289,700.00	47,765.20	241,934.80	16.5%
543 Streets Admin & Overhead	100,350.00	9,747.60	90,602.40	9.7%
544 Road & Street Operations	1,000.00	0.00	1,000.00	0.0%
566 Substance Abuse	0.00	0.00	0.00	0.0%
594 Capital Expenditures	20,000.00	162.33	19,837.67	0.8%
597 Interfund Transfers	43,700.00	0.00	43,700.00	0.0%
999 Ending Balance	124,672.38	0.00	124,672.38	0.0%
<b>Fund Expenditures:</b>	<b>579,422.38</b>	<b>57,675.13</b>	<b>521,747.25</b>	<b>10.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>306,432.30</b>		

## 2021 BUDGET POSITION

City Of Stevenson

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103 Tourism Promo & Develop Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	570,886.20	616,600.17	(45,713.97)	108.0%
310 Taxes	300,000.00	35,446.01	264,553.99	11.8%
360 Interest & Other Earnings	0.00	3,889.94	(3,889.94)	0.0%
<b>Fund Revenues:</b>	<b>870,886.20</b>	<b>655,936.12</b>	<b>214,950.08</b>	<b>75.3%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	368,100.00	13,357.95	354,742.05	3.6%
594 Capital Expenditures	230,000.00	0.00	230,000.00	0.0%
999 Ending Balance	272,786.20	0.00	272,786.20	0.0%
<b>Fund Expenditures:</b>	<b>870,886.20</b>	<b>13,357.95</b>	<b>857,528.25</b>	<b>1.5%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>642,578.17</b>		

## 2021 BUDGET POSITION

City Of Stevenson

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105 Affordable Housing Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	1,215.61	(1,215.61)	0.0%
310 Taxes	15,000.00	636.05	14,363.95	4.2%
<b>Fund Revenues:</b>	<b>15,000.00</b>	<b>1,851.66</b>	<b>13,148.34</b>	<b>12.3%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	15,000.00	0.00	15,000.00	0.0%
<b>Fund Expenditures:</b>	<b>15,000.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>1,851.66</b>		

## 2021 BUDGET POSITION

City Of Stevenson

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300 Capital Improvement Fund			Months: 01 To: 02	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	80,019.64	107,273.57	(27,253.93)	134.1%
310 Taxes	20,000.00	7,845.88	12,154.12	39.2%
360 Interest & Other Earnings	0.00	306.22	(306.22)	0.0%
<b>Fund Revenues:</b>	<b>100,019.64</b>	<b>115,425.67</b>	<b>(15,406.03)</b>	<b>115.4%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	0.00	0.00	0.00	0.0%
999 Ending Balance	100,019.64	0.00	100,019.64	0.0%
<b>Fund Expenditures:</b>	<b>100,019.64</b>	<b>0.00</b>	<b>100,019.64</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>115,425.67</b>		

## 2021 BUDGET POSITION

City Of Stevenson

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309 Russell Ave		Months: 01 To: 02		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	(119.36)	119.36	0.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>(119.36)</b>	<b>119.36</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(119.36)</b>		



## 2021 BUDGET POSITION

City Of Stevenson

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311 First Street		Months: 01 To: 02		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	(40,966.57)	40,966.57	0.0%
330 Intergovernmental Revenues	575,400.00	0.00	575,400.00	0.0%
397 Interfund Transfers	43,700.00	0.00	43,700.00	0.0%
<b>Fund Revenues:</b>	<b>619,100.00</b>	<b>(40,966.57)</b>	<b>660,066.57</b>	<b>6.6%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	619,100.00	2,432.59	616,667.41	0.4%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>619,100.00</b>	<b>2,432.59</b>	<b>616,667.41</b>	<b>0.4%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(43,399.16)</b>		

## 2021 BUDGET POSITION

City Of Stevenson

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400 Water/Sewer Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
400 Water/Sewer	103,551.58	215,714.63	(112,163.05)	208.3%
401 Water	249,161.66	368,088.95	(118,927.29)	147.7%
402 Sewer	203,703.27	303,770.27	(100,067.00)	149.1%
<b>308 Beginning Balances</b>	<b>556,416.51</b>	<b>887,573.85</b>	<b>(331,157.34)</b>	<b>159.5%</b>
330 Intergovernmental Revenues	1,000.00	94,923.00	(93,923.00)	9492.3%
343 Water	647,100.00	101,402.32	545,697.68	15.7%
344 Sewer	906,200.00	162,519.16	743,680.84	17.9%
<b>340 Charges For Goods &amp; Services</b>	<b>1,553,300.00</b>	<b>263,921.48</b>	<b>1,289,378.52</b>	<b>17.0%</b>
343 Water	46,674.00	25,807.00	20,867.00	55.3%
344 Sewer	56,532.00	18,654.00	37,878.00	33.0%
400 Water/Sewer	4,000.00	3,468.68	531.32	86.7%
<b>360 Interest &amp; Other Earnings</b>	<b>107,206.00</b>	<b>47,929.68</b>	<b>59,276.32</b>	<b>44.7%</b>
380 Non Revenues	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>2,217,922.51</b>	<b>1,294,348.01</b>	<b>923,574.50</b>	<b>58.4%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	521,260.00	77,130.79	444,129.21	14.8%
535 Sewer	809,100.00	73,282.98	735,817.02	9.1%
534 Water	61,489.07	0.00	61,489.07	0.0%
535 Sewer	32,671.00	0.00	32,671.00	0.0%
<b>591 Debt Service</b>	<b>94,160.07</b>	<b>0.00</b>	<b>94,160.07</b>	<b>0.0%</b>
594 Capital Expenditures	109,500.00	321.84	109,178.16	0.3%
597 Interfund Transfers	21,779.00	0.00	21,779.00	0.0%
400 Water/Sewer	206,052.51	0.00	206,052.51	0.0%
401 Water	195,835.66	0.00	195,835.66	0.0%
402 Sewer	260,235.27	0.00	260,235.27	0.0%
<b>999 Ending Balance</b>	<b>662,123.44</b>	<b>0.00</b>	<b>662,123.44</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>2,217,922.51</b>	<b>150,735.61</b>	<b>2,067,186.90</b>	<b>6.8%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>1,143,612.40</b>		

## 2021 BUDGET POSITION

City Of Stevenson

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406 Wastewater Short Lived Asset Reserve Fund

Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	21,779.00	21,779.00	0.00	100.0%
397 Interfund Transfers	21,779.00	0.00	21,779.00	0.0%
<b>Fund Revenues:</b>	<b>43,558.00</b>	<b>21,779.00</b>	<b>21,779.00</b>	<b>50.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	43,558.00	0.00	43,558.00	0.0%
<b>Fund Expenditures:</b>	<b>43,558.00</b>	<b>0.00</b>	<b>43,558.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>21,779.00</b>		

## 2021 BUDGET POSITION

City Of Stevenson

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408 Wastewater Debt Reserve Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	61,191.00	61,191.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>61,191.00</b>	<b>61,191.00</b>	<b>0.00</b>	<b>100.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	61,191.00	0.00	61,191.00	0.0%
<b>Fund Expenditures:</b>	<b>61,191.00</b>	<b>0.00</b>	<b>61,191.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>61,191.00</b>		

## 2021 BUDGET POSITION

City Of Stevenson

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410 Wastewater System Upgrades Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	(57,601.53)	57,601.53	0.0%
330 Intergovernmental Revenues	0.00	5,400.00	(5,400.00)	0.0%
390 Other Financing Sources	500,000.00	64,008.53	435,991.47	12.8%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>500,000.00</b>	<b>11,807.00</b>	<b>488,193.00</b>	<b>2.4%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	500,000.00	20,464.40	479,535.60	4.1%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>500,000.00</b>	<b>20,464.40</b>	<b>479,535.60</b>	<b>4.1%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(8,657.40)</b>		



## 2021 BUDGET POSITION

City Of Stevenson

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500 Equipment Service Fund			Months: 01 To: 02	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	183,177.98	190,947.57	(7,769.59)	104.2%
340 Charges For Goods & Services	150,000.00	18,333.72	131,666.28	12.2%
360 Interest & Other Earnings	0.00	127.72	(127.72)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>333,177.98</b>	<b>209,409.01</b>	<b>123,768.97</b>	<b>62.9%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	107,750.00	24,266.02	83,483.98	22.5%
594 Capital Expenditures	45,000.00	0.00	45,000.00	0.0%
999 Ending Balance	180,427.98	0.00	180,427.98	0.0%
<b>Fund Expenditures:</b>	<b>333,177.98</b>	<b>24,266.02</b>	<b>308,911.96</b>	<b>7.3%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>185,142.99</b>		

## 2021 BUDGET POSITION

City Of Stevenson

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630 Stevenson Municipal Court		Months: 01 To: 02		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	783.14	(783.14)	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>783.14</b>	<b>(783.14)</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	783.14	(783.14)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>783.14</b>	<b>(783.14)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

## 2021 BUDGET POSITION TOTALS

City Of Stevenson

Months: 01 To: 02

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	1,937,473.39	973,382.90	50.2%	1,937,473.39	159,824.72	8%
010 General Reserve Fund	326,705.62	326,705.62	100.0%	326,705.62	0.00	0%
020 Fire Reserve Fund	1,543,593.47	1,564,616.67	101.4%	1,543,593.47	0.00	0%
100 Street Fund	579,422.38	364,107.43	62.8%	579,422.38	57,675.13	10%
103 Tourism Promo & Develop Fund	870,886.20	655,936.12	75.3%	870,886.20	13,357.95	2%
105 Affordable Housing Fund	15,000.00	1,851.66	12.3%	15,000.00	0.00	0%
300 Capital Improvement Fund	100,019.64	115,425.67	115.4%	100,019.64	0.00	0%
309 Russell Ave	0.00	-119.36	0.0%	0.00	0.00	0%
311 First Street	619,100.00	-40,966.57	-6.6%	619,100.00	2,432.59	0%
400 Water/Sewer Fund	2,217,922.51	1,294,348.01	58.4%	2,217,922.51	150,735.61	7%
406 Wastewater Short Lived Asset R€	43,558.00	21,779.00	50.0%	43,558.00	0.00	0%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	100.0%	61,191.00	0.00	0%
410 Wastewater System Upgrades	500,000.00	11,807.00	2.4%	500,000.00	20,464.40	4%
500 Equipment Service Fund	333,177.98	209,409.01	62.9%	333,177.98	24,266.02	7%
630 Stevenson Municipal Court	0.00	783.14	0.0%	0.00	783.14	0%
	<u>9,148,050.19</u>	<u>5,560,257.30</u>	<u>60.8%</u>	<u>9,148,050.19</u>	<u>429,539.56</u>	<u>4.7%</u>

# MINUTES

## Stevenson Planning Commission Meeting Monday, February 08, 2021

6:00 PM

Held remotely: <https://us02web.zoom.us/j/89884084279>

Conference Call: +1 253 215 8782 or +1 346 248 7799 ID #: 898 8408 4279

Attending: **Planning Commission Vice Chair Auguste Zettler; Commissioners Jeff Breckel, Davy Ray and Mike Beck.**

Absent: **Chair Valerie Hoy-Rhodehamel was not in attendance.**

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

Public Attendees: Dave Cox, Mary Repar, Phillip Watness, Brian Adams, Brian McNamara, Tabitha Wiggins, Dawn Nielsen, Paul Hendricks, Doug Miller, Xochil Springer, John Mobley, Kelly O'Malley-McKee, Judith Morrison, Shawn Van Pelt, Julie Fitzpatrick-May and several unidentified individuals.

**Vice chair Auguste Zettler** called the meeting to order at 6:04 p.m.

### A. Preliminary Matters

#### 1. Public Comment

Expectations: **Vice Chair Zettler** provided an explanation on using the webinar tools for comments. Tools: \*6 to raise hand & \*9 to unmute.

#### 2. Minutes: January 11th, 2021 Meeting Minutes

**MOTION** to approve minutes from January 11<sup>th</sup>, 2021 Planning Commission meeting as presented was made by **Commissioner Beck** with a second provided by **Commissioner Breckel**.

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

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

Mary Repar spoke about Skamania County Economic Development Council's housing needs analysis. She expressed concerns over the high cost of local housing and called for a cost/benefit analysis to be performed comparing residential to commercial values. She provided a link to a story about Jackson Hole, WY. She described her volunteer work with the local housing shelter and noted the homeless population using the service were Skamania County residents. **Community Development Director Shumaker** responded with information that the Housing Needs Assessment incorporates the number and type of units.

### B. New Business

There was no new business presented.

### C. Old Business

#### 4. Zoning Amendment: Increasing Residential Building Capacity: Downtown Parking Reductions

**Shumaker** reported the January 2021 City Council meeting included a discussion regarding Commissioner Beck's status report with Kelly O'Malley McKee and the Downtown Business Association. There will be a public hearing on the proposed ordinance amending parking at the March 2021 City Council meeting. Incentives for parking in mixed use development areas in the C1 (downtown) zone will be discussed.

He provided background information on the potential parking changes, and described outreach efforts to business and property owners in the downtown area. He explained the rationale and noted a number of the proposed changes were related to the surge in outdoor dining due to Covid-19 safeguards. He pointed to public comments in the meeting packet on the issue for Commission consideration.

Commission member discussion included:

**Commissioner Beck** thanked **Shumaker** for the revisions, noting the amount of work that went into them. He advocated for a 'light touch' to parking regulations, suggesting that market forces would help determine parking needs. He recognized the need for some guidance, as evidenced by the concerns outlined by a local dental clinic.

**Commissioner Breckel** agreed the revisions were a good start but was interested in seeing more content.

**Commissioner Ray** asked if the new hotel opening in downtown Stevenson was taken into consideration, and was informed that no additional parking was required because less than 10% of the building's existing square footage had been added.

**Vice Chair Zettler** appreciated the streamlined revisions. He pointed out the 'nuts and bolts' of in-depth details will need to be worked out. He also noted lack of a public parking area contributes pressure on street parking.

**Community Development Director Shumaker** remarked an inventory of off street parking will be useful to determine further needs.

**Vice Chair Zettler** then opened the meeting to take public comments.

>Tabitha Wiggins with Walking Man asked the Commission to reconsider how parking requirements are currently based on total square footage of buildings. Buildings with a lot of storage area need to provide parking spaces despite no retail traffic pressure from an increase in customers. Providing a covered seating area changes requirements as well, even with no additional seating capacity.

>Mary Repar suggested there may be just a perception of a parking problem-the problem is people do not want to walk.

>John Mobley asked about parking for RV's and recommended a sign on First St. directing RV drivers to parking sites. He also asked the Commission to exclude storage and non-retail space from determining parking slots. He requested setting time limits to stop people parking all day on the side streets. A final issue he asked about concerned mixed residential and commercial usage, noting noise from late night activities (bands, etc.) could become a problem.

>Judith Morrison agreed mixed use issues affects parking, and pointed out overnight/long term residential parking affects commercial activities. She supported limited parking times, especially on Russell Street.



>Shawn Van Pelt commented the parking dilemma has been before the City for over 22 years. He stated current parking requirements have been a barrier to new development, and remarked the only way to avoid parking requirements is to re-purpose an old building.

>Brian Adams stated he concurs with most of the previous comments. He asked questions regarding the differences between west and east side property, and was informed it had to do with the historic platting of the different sections. West of Seymour Street is not platted.

>Terese Stacy spoke about the lots behind the Manor Apts. She relayed with no parking on 2<sup>nd</sup> St. in the evening people walk through her lot and leave trash. She asked to have business needs addressed.

>Tabitha Wiggins spoke again, agreeing with several previous commenters that residential usage affects commercial. She suggested annual parking permits for residents living in the downtown area.

**Commissioner Breckel** stated he appreciated the public input and advised their details should be integrated into any new strategies to make it work. He called for a balance in order to avoid overburdening residents and business owners.

**Commissioner Ray** spoke about the importance of anticipating growth for planning purposes. [Note: after the meeting Commissioner Ray provided the following additional perspective: Given the continuum of regulatory measures we could adopt regarding downtown parking; the low end being minimal and the upper end addressing every exception, I feel it important to point out that absent a major effort to change or add to downtown parking we are dealing with a finite resource. In that regard I would counsel adopting the minimalist perspective until and unless we do something different. I suggest that expediting the Columbia Street realignment would help us address many of those issues.

If we begin making parking exceptions I feel we will box ourselves into a corner and create more problems than we can solve.]

**Commissioner Beck** also thanked the commenters and shared many large cities have completely done away with parking standards. He encouraged the use of economic incentives to guide parking usage. **Shumaker** stated more time for public input was important so final revisions would likely be presented after March 2021.

**Shumaker** noted control of street parking has not been discussed by the City, mostly due to questions of enforcement. He advised keeping the issue before the City Council. **Shumaker** informed Commissioners a request for proposals to conduct a traffic study are coming up. It will help direct improvements needed based on traffic patterns.

It was determined three areas of concern were raised from the evening's comments:

- Review the impact of Covid-19 on eating establishments and their use of expanded exterior seating as it affected parking requirements;
- Modify parking requirements for health care and dental offices to align parking needs with patient area, also review net retail sales areas for similar purposes;
- Refine the incentives for mixed-use commercial/residential development.

**Shumaker** received consensus from the Commissioners on the above issues and will develop draft language to support the proposals.

>Tabitha Wiggins spoke again and asked the Commission to also consider parking requirements that change when an outdoor seating area becomes covered through a pavilion structure. It was discussed that pavilions are different than simple umbrellas and longer use duration could lead to more parking needs. **Vice Chair Zettler** offered the parking ratios under discussion may address the issue.

> Brian Adams asked to have parking ratios be the same for all lots in the downtown area. **Commissioner Beck** recommended striking the provision that addresses parking for un-platted parcels larger than 10,000 sq. ft.

#### **5. Zoning Amendment: Increasing Residential Building Capacity: Potential Map Change Expanding R3 Area**

**Community Development Director Shumaker** then informed the Commission about ongoing Planning Department work concerning potential increases to residential building capacity in the R2 and Core area R1 zones. He described the two main policy changes being considered:

- 1) Should more than 2 housing units be allowed on properties in these areas?
- 2) Should properties in these areas have the same development options as properties in the R3 zone?

Multiple opportunities for public involvement have been provided to property owners about their views on the issue.

#### **6. Planning Commission Bylaws: Amendment (2nd Review)**

Commissioners agreed the changes proposed were minor and non-controversial. There was no further discussion.

**MOTION** to approve Planning Commission Bylaws with amendments as presented made by **Commissioner Beck** with a second by **Commissioner Breckel**.

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

#### **D. Discussion**

**Shumaker** reported the proposed vacation of roads near Iman Cemetery has been met with push back from stakeholders. Further discussion will take place at the public hearing scheduled for March 16<sup>th</sup>.

**7. Thought of the Month: Urban Reserve.** **Shumaker** briefed Commissioners on the concept and definition of urban reserves from the Comprehensive Plan. Context was provided related to past implementation and Commissioners were asked to incorporate the concept into their review of future Planning Commission decisions.

#### **E. Adjournment**

**Vice Chair Auguste Zettler** adjourned the meeting at 8:00 p.m.



# Skamania County Sheriff's Office

## Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Abandon Vehicle Right of Way	1
Simple Assault	1
Business Establishment Alarm	2
Carprowl Theft from Auto	1
Child Abuse or Neglect	1
Citizen Assist	3
Citizen Dispute	4
Message Delivery	1
Disorderly Conduct	1
Problems with Dogs	1
Domestic Violence	4
Found Animal	1
Found Property	4
Harrass	1
Hospice	1
Illegal Burning/Permit Violat	1
Information Report	4
Intoxicated Person	1
Juvenile Problem	1
Litter/Pollution/Public Health	1
Medical Emergency	24
Parking Problem	1
Traffic Collision Prop Damage	3
Poss Other Cont. Substance	1
Public Nuisance/County Ordinan	2
Request Traffic Enforcement	2
Runaway Juvenile	1
Structure/Building Fire	2
Suspicious Person/Circumstance	4
Theft Other Property	5
Threats	2
Traffic Hazard	3
Traffic Stop	6
Tresspassing	1
Vandalism/Mailic Misch	2
Violation Court Orders	1
Wanted Person - Warrant	5
Welfare Check	6

---

Total reported: 106

---

### Report Includes:

All dates between `00:00:00 02/01/21` and `00:00:00 03/01/21`, All agencies matching `SCSO`, All natures, All locations matching `21`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



# Skamania County Sheriff's Office

## Law Total Incident Report, by Nature of Incident

---

**Nature of Incident**

Medical Emergency

**Total Incidents**

1

---

Total reported: 1

---

---

**Report Includes:**

All dates between `00:00:00 02/01/21` and `00:00:00 03/01/21`, 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

---

**Nature of Incident****Total Incidents**

Alarms oth than

1

---

Total reported: 1

---

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**Report Includes:**

All dates between `00:00:00 02/01/21` and `00:00:00 03/01/21`, All agencies matching `SCSO`, All natures, All locations matching `19`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes





# Skamania County Sheriff's Office

## Total Traffic Citation Report, by Violation

---

<u>Violation</u>	<u>Description</u>	<u>Total</u>
26.50.110	VIO PROTECT ORDER	1
46.20.342	DR W/LIC PRIV SUSP	3
46.20.740.2	Fail to Equip w/Interlock	1
9A.56.050	THEFT III	1

---

<b>Report Totals</b>		<b>6</b>
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---

### Report Includes:

All dates of issue between `00:00:00 02/01/21` and `00:00:00 03/01/21`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types





# 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 – February 2021  
Meeting Date: March 18<sup>st</sup>, 2021

### **Executive Summary:**

Our firefighters starting meeting in-person again for training. The response has been encouraging as we continue to prepare for the upcoming wildfire season. We did have one firefighter injury that happened during response to a structure fire on February 28<sup>th</sup>. The firefighter was engaging in exterior firefighting activities with a pike poke and received a cut to his hand. The firefighter received care on-scene from Skamania County EMS. The firefighter and Fire Chief made the decision to have the injury evaluated at Skyline hospital. All paperwork for the incident was turned into the Washington Board of Volunteer Firefighters for processing.

Update on Engine 2-3 (SCFD 2 Pumper/Tender Grant): Final Inspection of the project will happen on April 14<sup>th</sup> – 16<sup>th</sup>.

### **Overview of Items:**

- *COVID-19 Response:* Ongoing
- *New Fire Hall:* Ongoing
- *District AFG Grant:* Pre-construction conference completed. Tentative Delivery of new apparatus has been moved out until April 2021 due to supply chain issues related to COVID-19
- *Gutter project for fire station:* Seeking quotes to add gutters to the east side and south of the building to reduce water runoff damage of the space between the fire station and the Eagles lodge.

### *Drills/Training/Calls:*

February Drills/Training – 37 hours

February Calls – 6 total

- 1 – Burn Complaint
- 1 – Motor Vehicle Fire
- 1 – Motor Vehicle Crash
- 3 – Structure Fire (Two were unfounded)

**Action Needed:** None

# Project Status Updates

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MARCH 18, 2021 STEVENSON CITY COUNCIL MEETING

<b>Project</b>	<b>Last Update</b>	<b>Project</b>	<b>Last Update</b>
<a href="#"><u>Tree Inventory</u></a>	2/24/2021	<a href="#"><u>Facility Dude</u></a>	2/18/2021
<a href="#"><u>Rock Creek Run-off Testing</u></a>	3/12/2021	<a href="#"><u>Fire Department Strategic Plan</u></a>	2/18/2021
<a href="#"><u>Residential Capacity</u></a>	2/18/2021	<a href="#"><u>Fire Hall</u></a>	2/18/2021
<a href="#"><u>Shoreline Master Program Update</u></a>	2/18/2021	<a href="#"><u>Transportation Study</u></a>	2/26/2021
<a href="#"><u>First Street Overlook</u></a>	3/12/2021	<a href="#"><u>City Hall Security</u></a>	2/26/2021
<a href="#"><u>Columbia Realignment</u></a>	2/18/2021	<a href="#"><u>Rock Creek Access</u></a>	2/26/2021
<a href="#"><u>WTP Reroof and Painting</u></a>	3/12/2021	<a href="#"><u>Relocate Public Works</u></a>	2/18/2021
<a href="#"><u>Hegewald Well</u></a>	2/18/2021	<a href="#"><u>WW Upgrades</u></a>	3/10/2021
<a href="#"><u>Rock Creek Stormwater</u></a>	2/18/2021	<a href="#"><u>Annual Financial Report and Audit</u></a>	3/12/2021
<a href="#"><u>W. Vancouver Waterline Extension</u></a>	2/18/2021	<a href="#"><u>Park Plaza</u></a>	2/18/2021
<a href="#"><u>Foster Creek/Ryan Alen Waterline</u></a>	2/18/2021	<a href="#"><u>Capital Improvement Program</u></a>	3/12/2021
<a href="#"><u>Lower Kanaka Creek Rd.</u></a>	2/18/2021		



# Tree Inventory and Maintenance Plan (10a)

Project consists of creating an inventory of current resources, adoption of a management plan for those resources, staff training, ongoing plan updates and identification of future demonstration projects.



Planned Completion Date:  
April 30, 2021

## Current Project Status:

Consultant contract approved Feb 18<sup>th</sup> by council.



# Rock Creek Run-off Testing

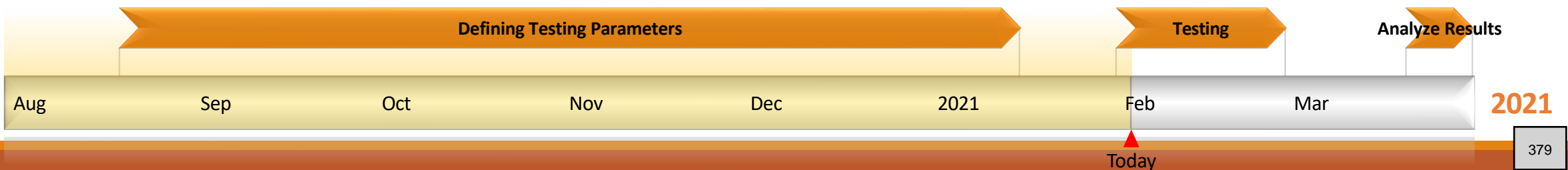
Project consists of testing water and soil samples of water run-off from Skamania Lodge property for contaminants related to old landfill site.



**Planned Completion Date:**  
March 31, 2021


## Current Project Status:

Testing supplies arrived on March 11<sup>th</sup> and the testing will take place this month.

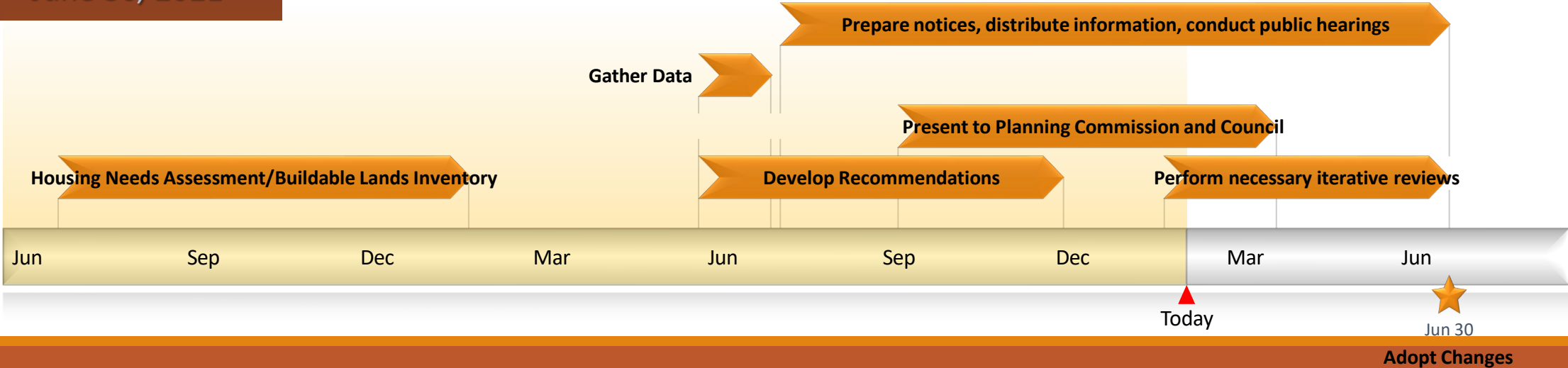


# Residential Capacity (5 & 7)

Project consists of evaluating and modifying City regulations which limit residential development. More information can be found on the city website at <http://ci.stevenson.wa.us/letsbuild/>.

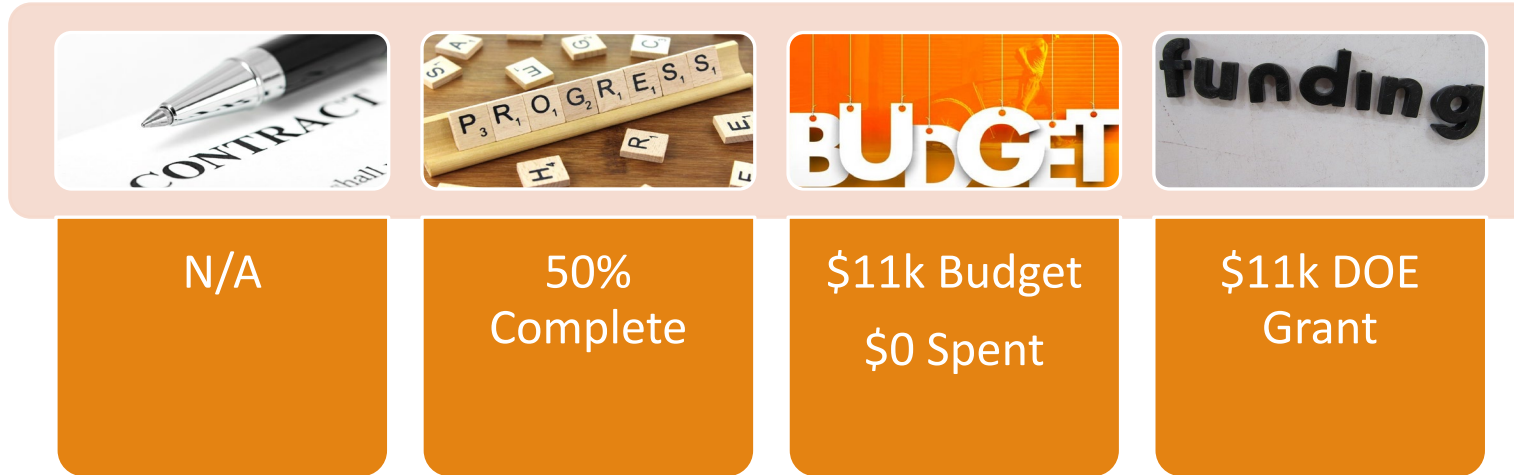
			
N/A	50% Complete	\$25k Budget \$0 Spent	\$25k Dept. of Commerce Grant

Planned Completion Date:  
June 30, 2021



# Shoreline Master Program Update

Project consists of conducting the regulatory periodic review of the city’s Shoreline Master Program to assure consistency with laws, regulations and plans and address amendments as needed. More information can be found on the city’s website at <http://ci.stevenson.wa.us/shorelines/>.



**Planned Completion Date:**  
June 30, 2021

### Current Project Status:

Working with Ecology on required and recommended changes. Budget is for staff time and consultants if needed.



# First Street Overlook (2e)

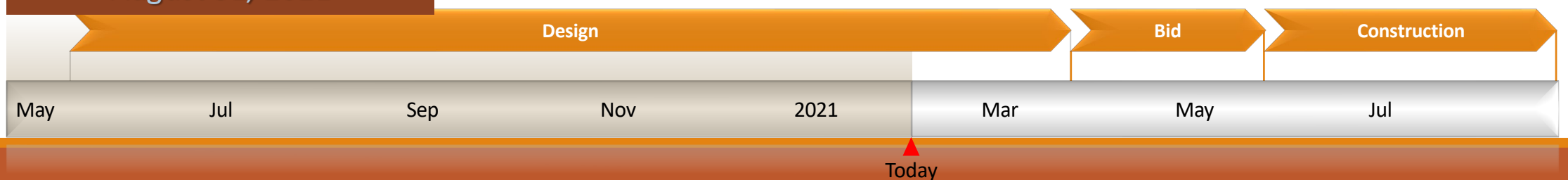
Project consists of crosswalk striping, vegetated curb extensions, new sidewalk, pedestrian overlook, path connecting to existing waterfront path and streetscaping.



## Current Project Status:

Planned Completion Date:  
August 31, 2021

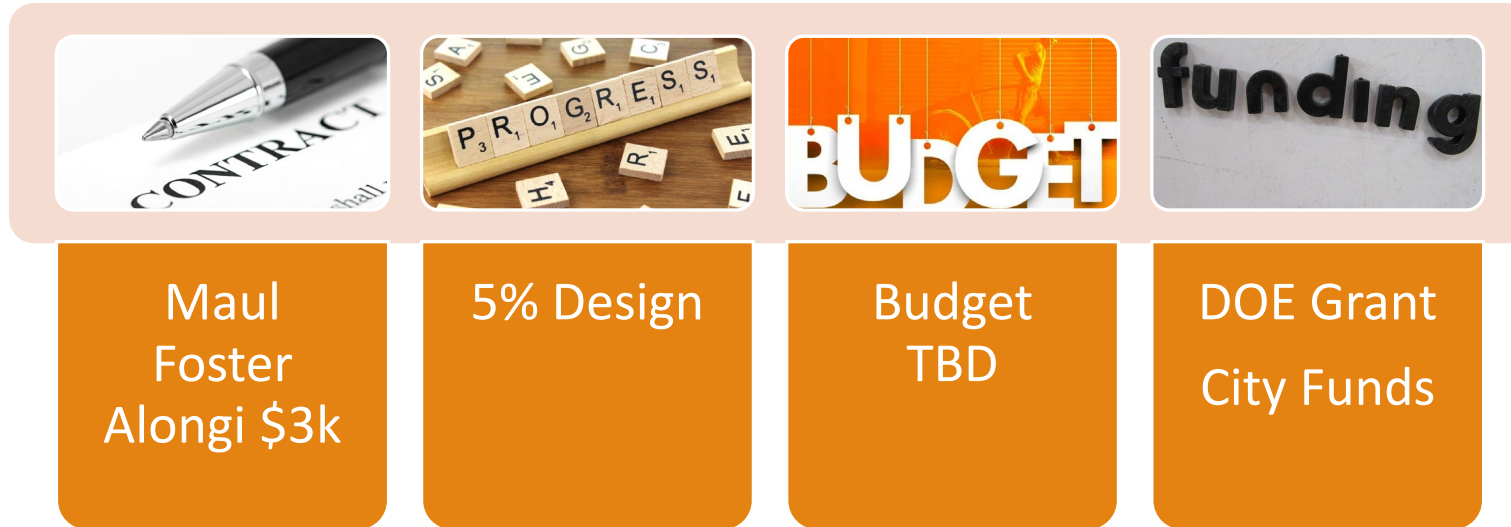
Working out final details with WSDOT prior to bid. Anticipate bidding in April.





# Columbia Realignment (2b)

Project consists of a 2-lane asphalt roadway flanked by unconnected sections of sidewalk. Improvement of this corridor intended as a catalyst project as outlined in the 2019 Downtown Plan.



## Current Project Status:

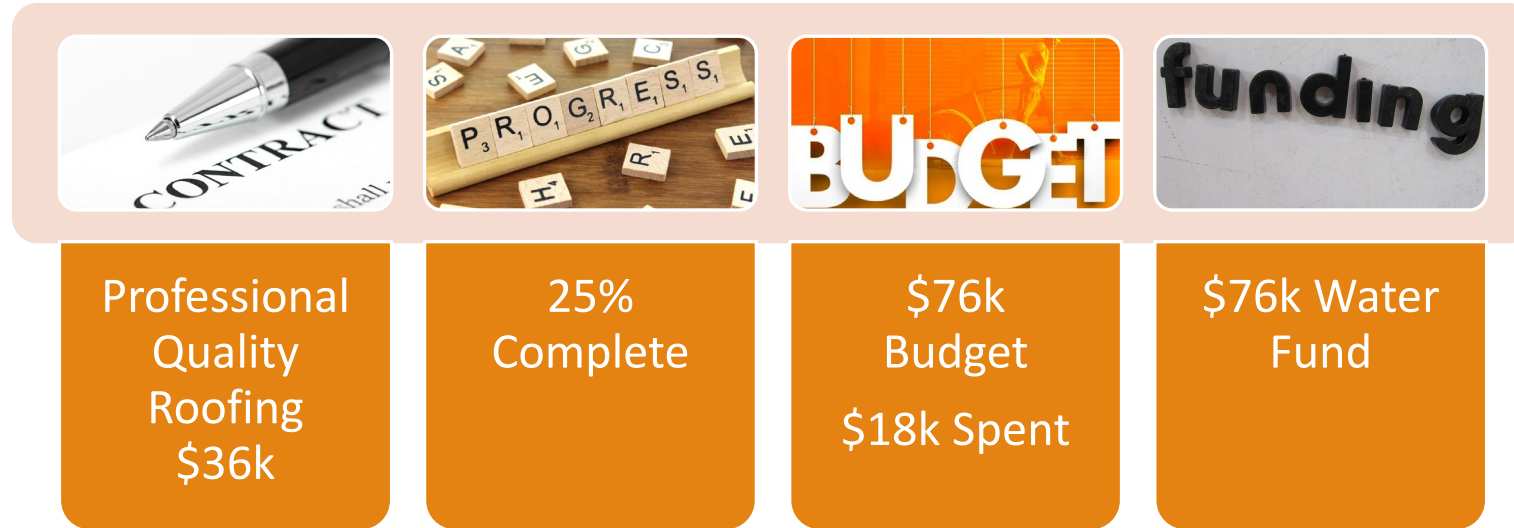
As of February, 2021, the City is further evaluating this project concept's feasibility and benefits. An application for the Department of Ecology's Integrated Planning Grant has been submitted and results are expected by the end of July.

More information can be found on the city's website at

<http://ci.stevenson.wa.us/downtown/>.

# Water Treatment Plant Reroof and Painting (4b)

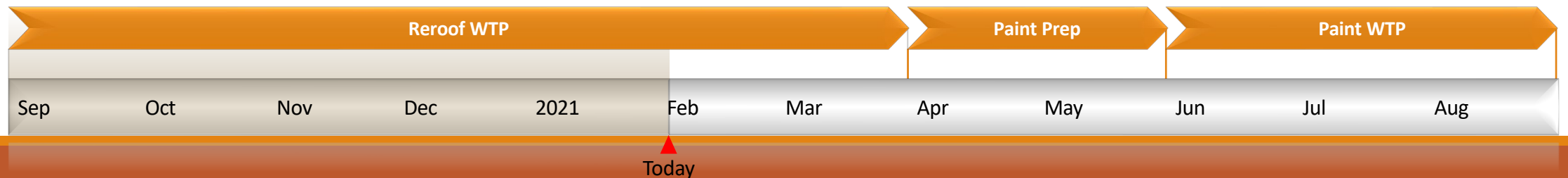
Project rolled from 2020 consists of reroofing the water treatment plant, cleaning and painting the interior to prevent corrosion.



Planned Completion Date:  
August 31, 2021

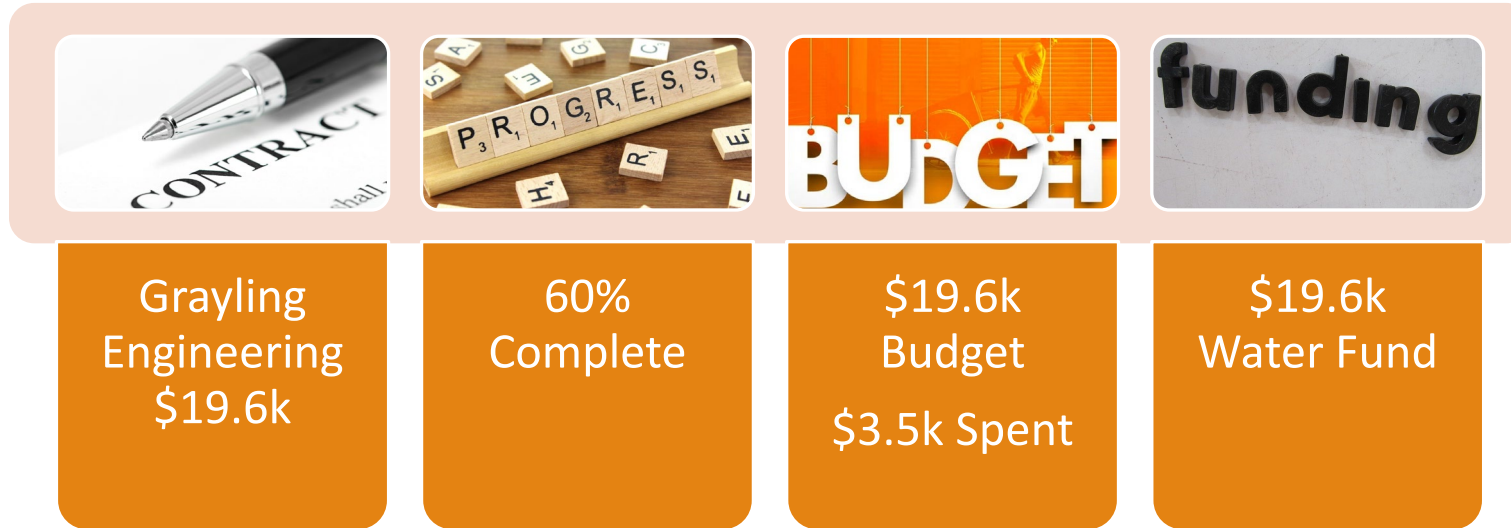
### Current Project Status:

The contractor began installing the roof on Feb 24<sup>th</sup> and expect to complete the project by March 19<sup>th</sup>. The delay was due to supply issues.



# Hegewald Well (4c)

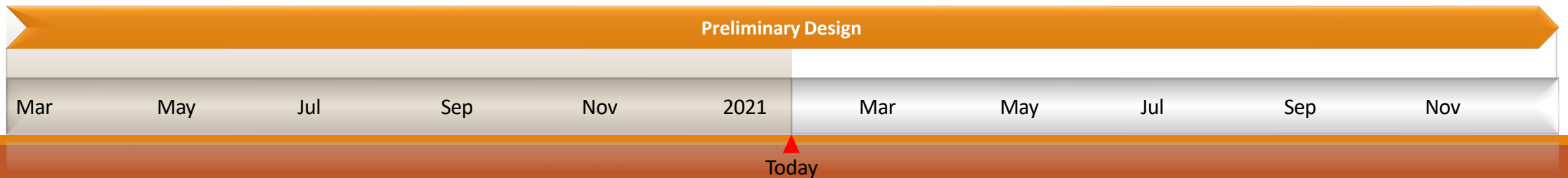
Project, rolled from 2020, consists of analyzing and designing improvements needed at the Hegewald well to convert it from an emergency source to a permanent water source.



## Current Project Status:

Planned Completion Date:  
December 31, 2021

The project has been paused and cannot move forward until the water corrosion control recommendation report has been completed.



# Rock Creek Stormwater (10)

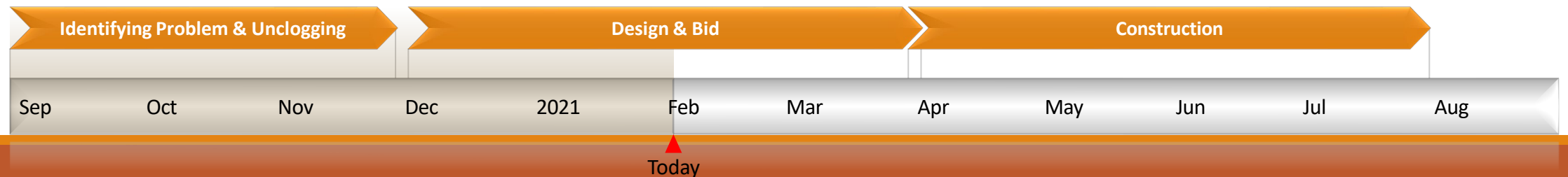
Project consists of unclogging and relocating the outfall for the stormwater collection system from Rock Creek Drive near the west entrance of the fairgrounds parking lot to Rock Creek.



## Current Project Status:

Planned Completion Date:  
December 31, 2021

The project has been included in the shorelines permit for the Rock Creek PS construction project. Design and obtaining additional permits are in process.



# West Vancouver Waterline Extension (4a)

Project consists of extending a 6" main from Lasher to Rock Creek, improving fire flow, removing a section of 4" AC line and adding redundancy to the system.



Planned Completion Date:  
December 31, 2021

## Current Project Status:

The project is being designed and will go out to bid in the spring. Construction will start in the summer and be completed by the end of the year.



# Foster Creek/Ryan Allen Waterline (4a)

Project consists of relocating a 6" AC waterline from an easement to the city right of way. The original line will then be filled in place to prevent collapsing.



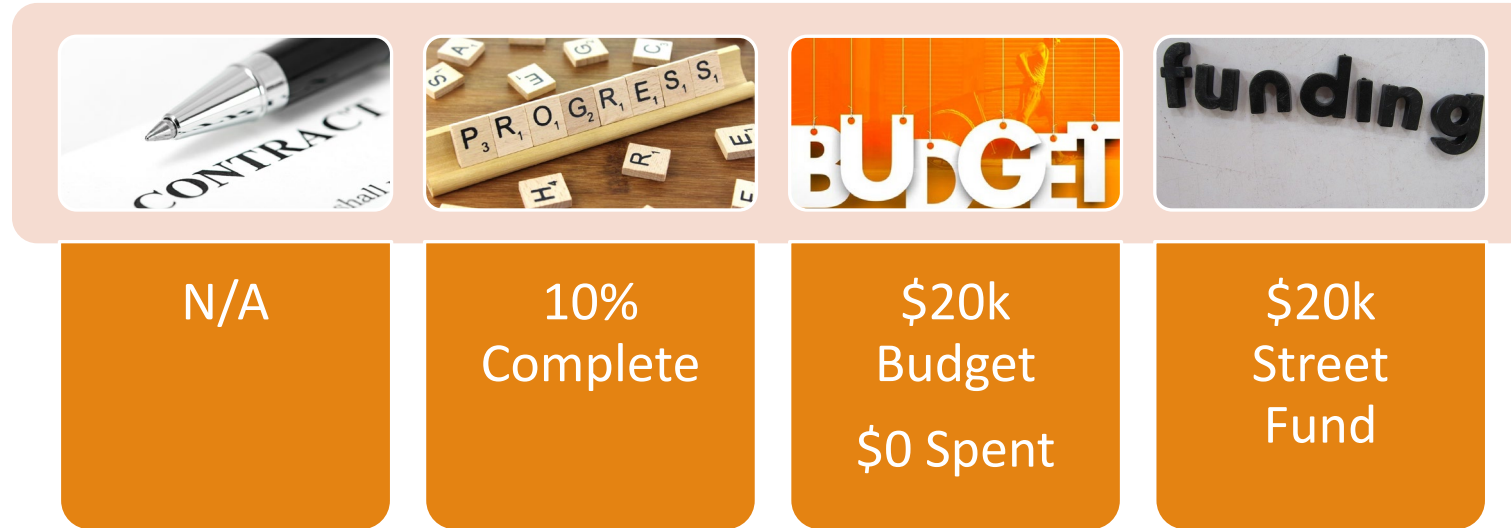
Planned Completion Date:  
December 31, 2021

## Current Project Status:

The project has been planned.

# Lower Kanaka Creek Rd. (10)

Project consists of replacing the timber bridge at the Kanaka Underpass and widening the road as much as possible. There is a weight restriction on the bridge until the repairs can be completed.



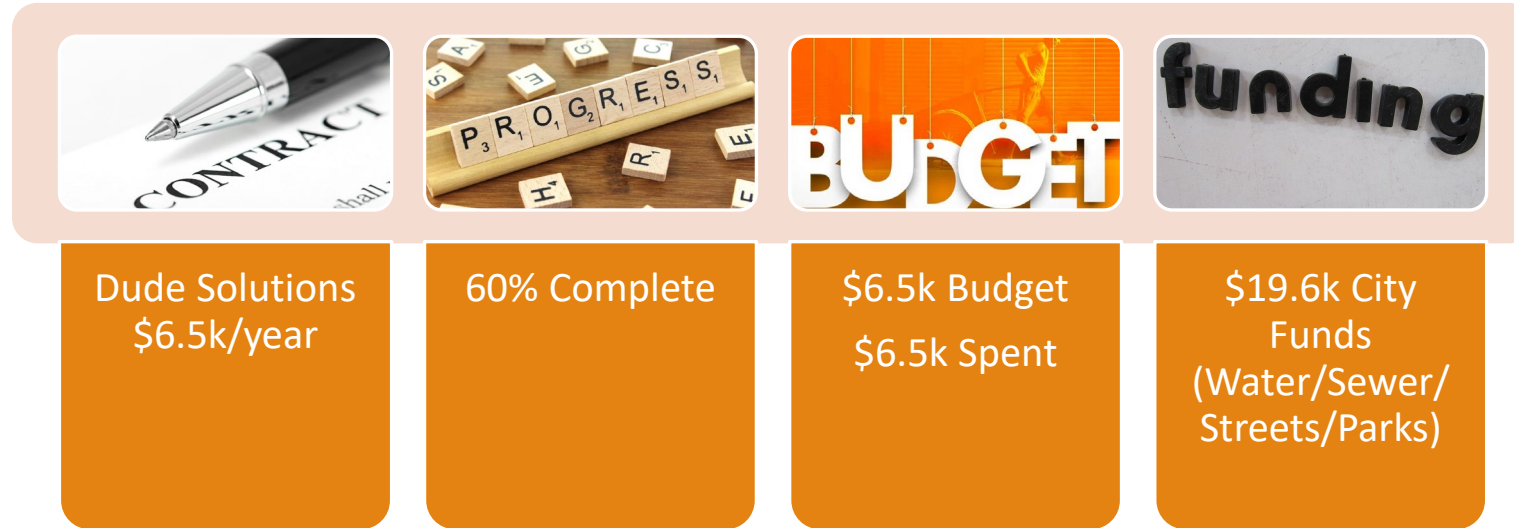
Planned Completion Date:  
December 31, 2021

## Current Project Status:

Timber has been sourced and priced.

# Facility Dude (1a & 5a)

Project, rolled from 2020, consists of implementing a work order and asset management system with a predictor model to determine reserve needs.



Planned Completion Date:  
December 31, 2021

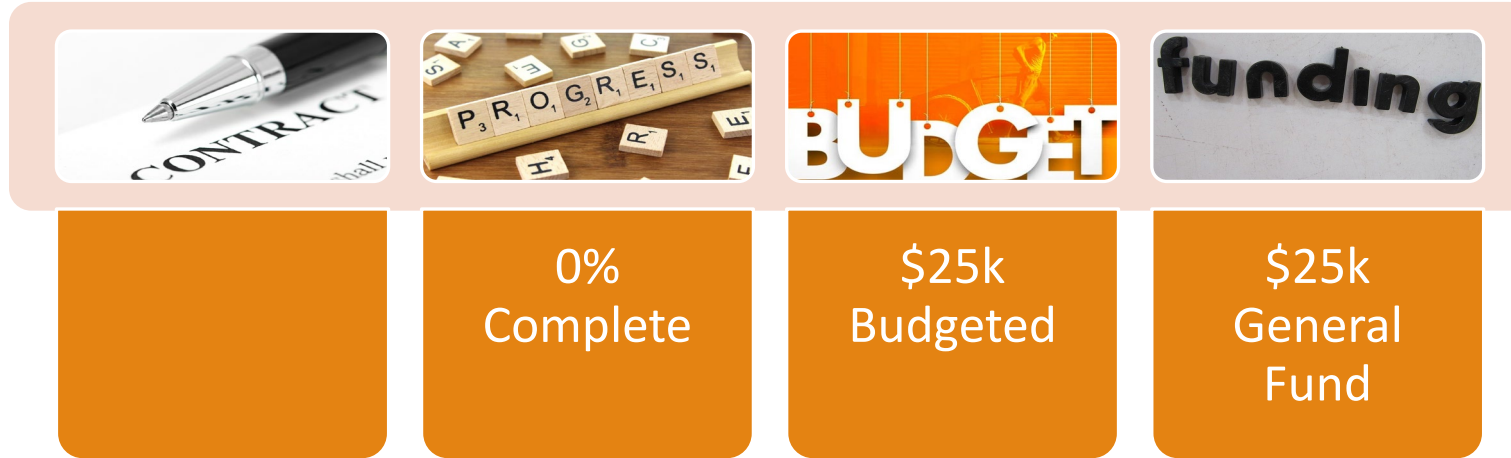
## Current Project Status:

Employees are testing out the system, entering work orders and data.



# Fire Department Strategic Plan (3)

Project consists of creating a strategic plan for the fire department to inform future needs of the department.



## Current Project Status:

Planned Completion Date:

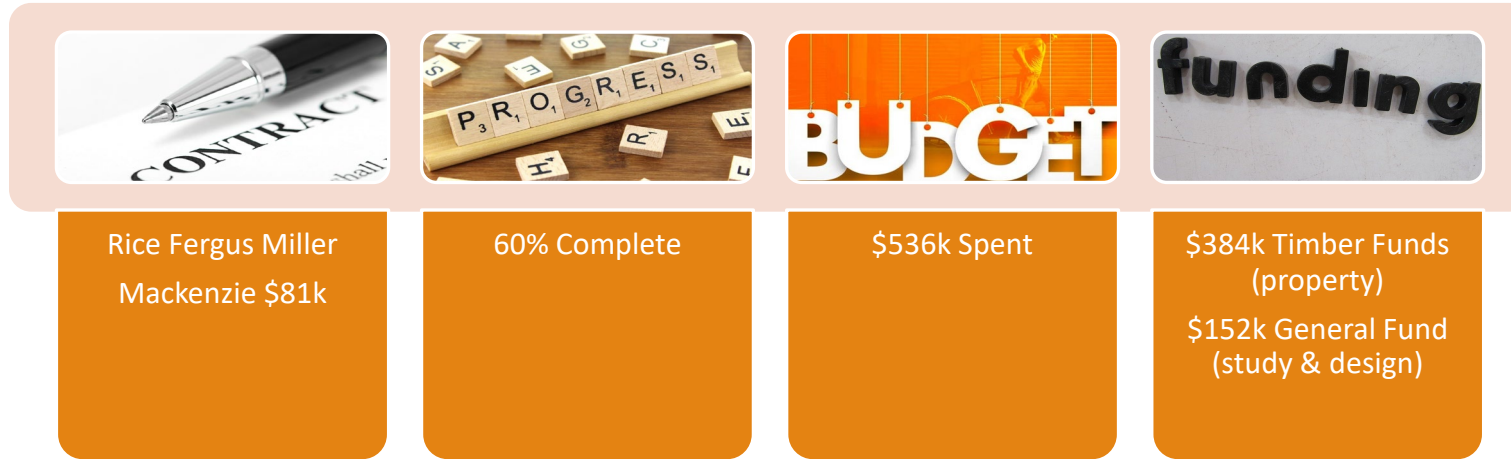
December 31, 2021

RFP draft is in process.



# Fire Hall (3)

Project consists of confirming a design and constructing a new fire hall with Skamania Fire District 2. Past reports can be found online at <http://ci.stevenson.wa.us/government/emergency-services/fire/>.

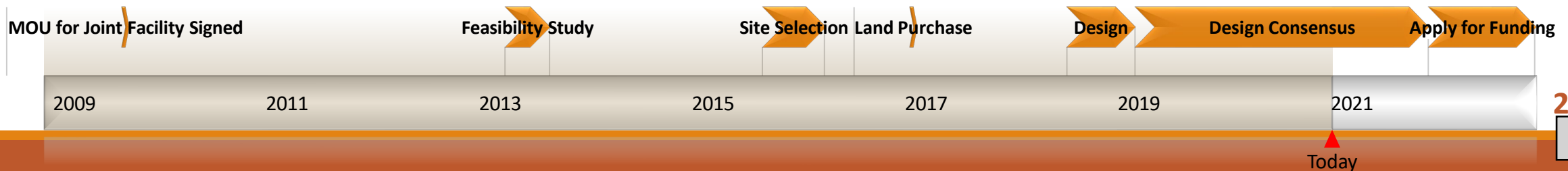


## Current Project Status:

Planned Completion Date:

TBD

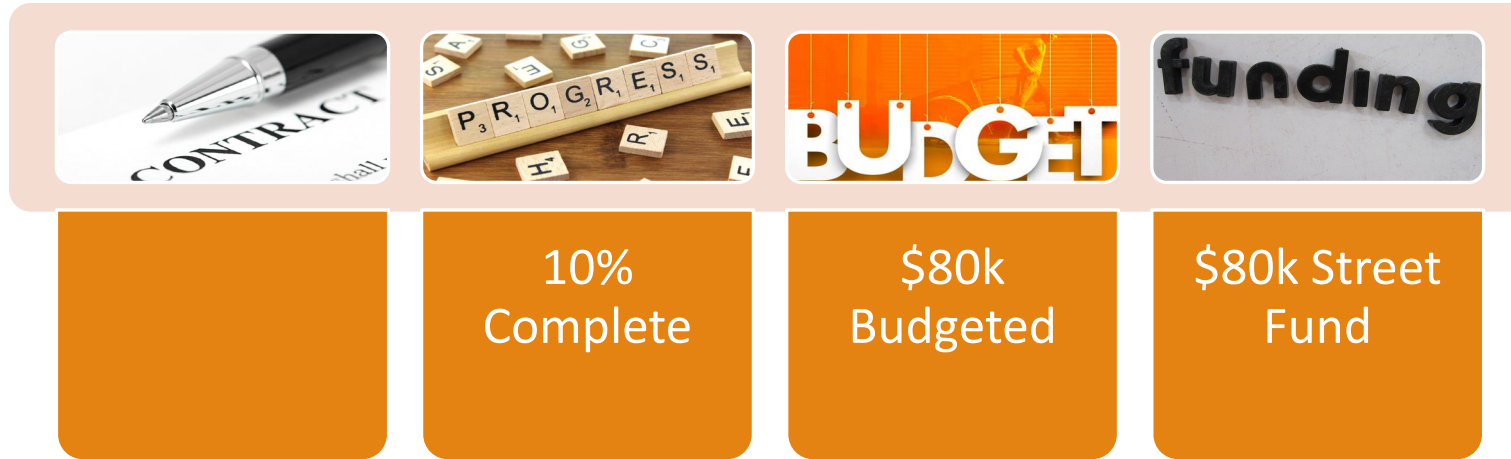
The project has stalled due to the cost of the initial draft design. Alternative designs have been drafted and the next step is to get a revised cost estimate before moving forward.





# Transportation Study (2a)

Project consists of conducting a city-wide traffic study to allow for safe and easy flow of traffic and assist with identifying and prioritizing improvements.



## Current Project Status:

Planned Completion Date:

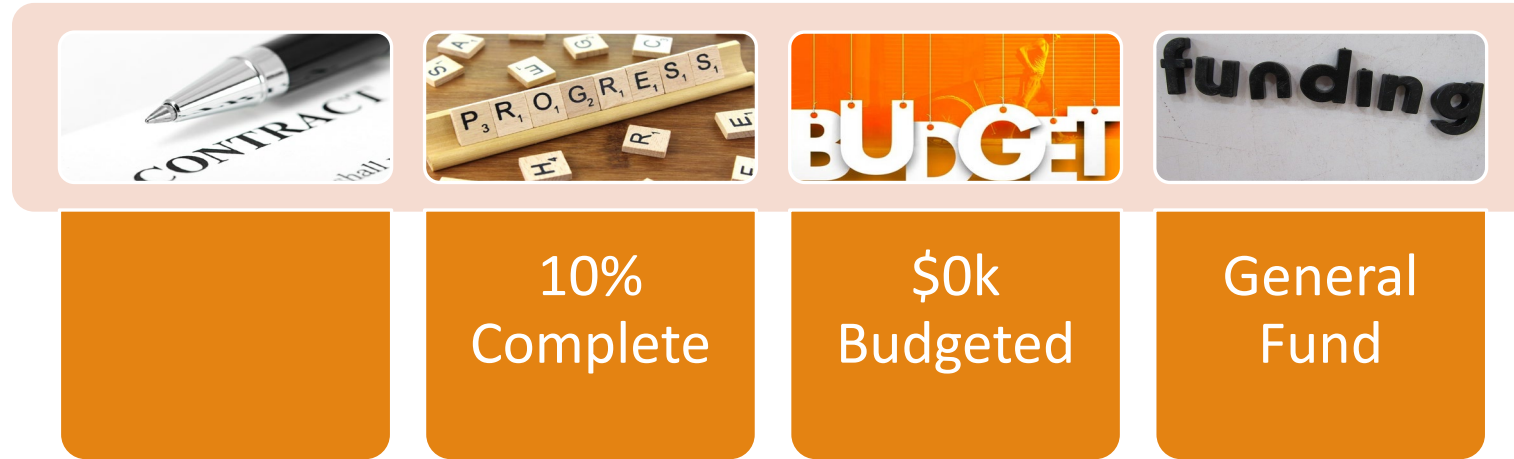
December 31, 2021

The RFP has been released and proposals are due March 19<sup>th</sup> at 2pm.



# City Hall Security (15)

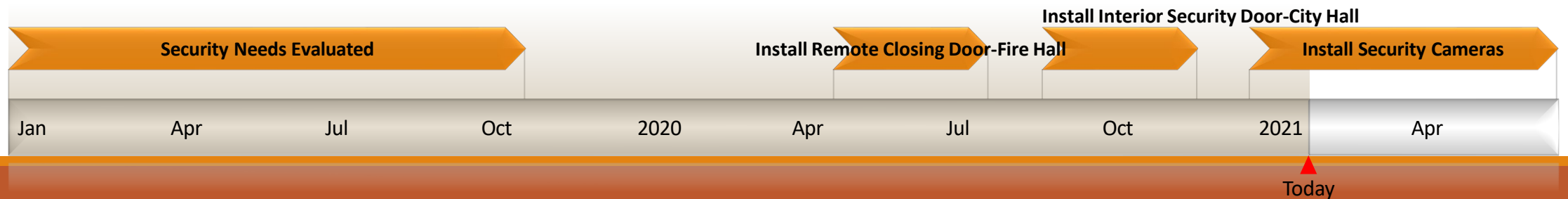
Project consists of evaluating and implementing security enhancements to City Hall and the Fire Hall.



## Current Project Status:

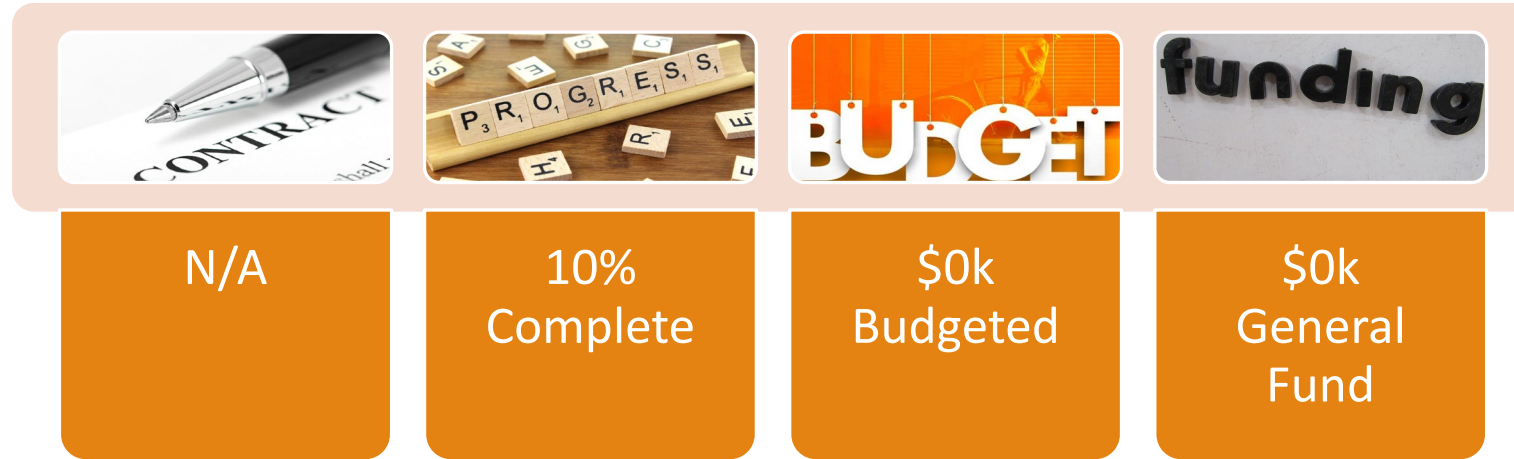
Planned Completion Date:  
December 31, 2021

A discussion of security cameras and policies will be on the March 27<sup>th</sup> council retreat agenda for discussion.



# Rock Creek Access (14/16)

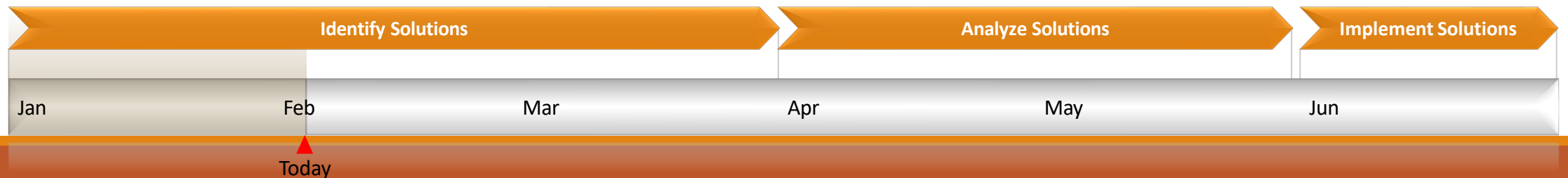
Project consists of identifying and implementing public access options to First Falls along Rock Creek, reducing the trespass and parking impact on the Iman Cemetery neighborhood.



Planned Completion Date:  
June 30, 2021

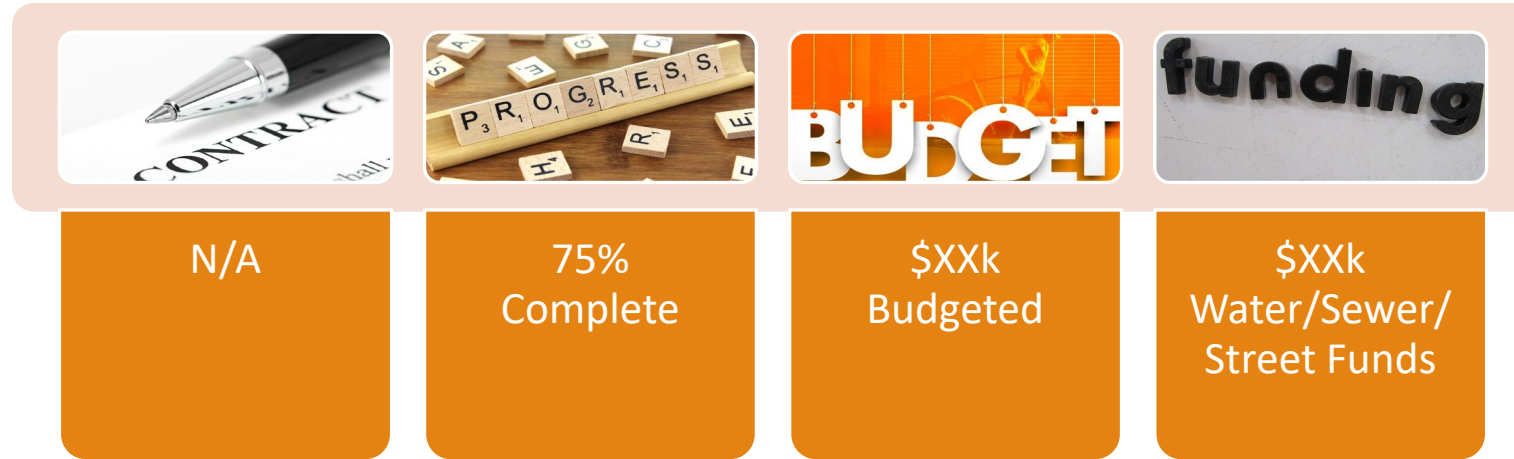
## Current Project Status:

Council discussed at the February 18<sup>th</sup> meeting. A public hearing on the vacation of Iman Cemetery rd. and No Name Rd. is on the March 18<sup>th</sup> agenda.



# Relocate Public Works (1b)

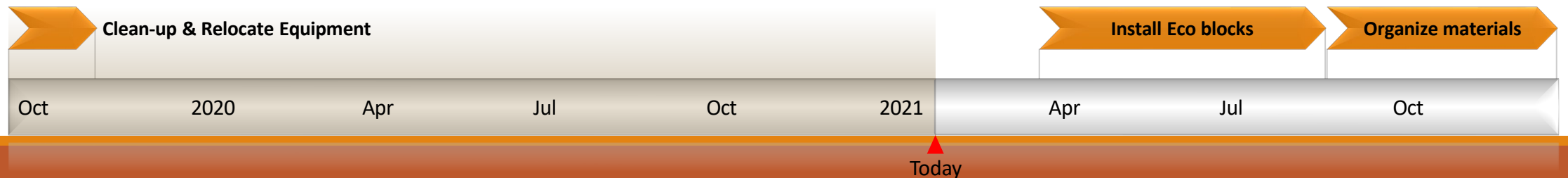
Project consists of relocating the equipment and materials from the wastewater treatment plant (WWTP) to Base Reservoir in preparation for construction of the WWTP upgrades.



**Planned Completion Date:**  
December 31, 2021

Current Project Status:

Lesser used equipment is staged at Base Reservoir site. Ecology blocks are being priced for installation at the WWTP for gravel storage.



# Wastewater Upgrades (1)

Project consists of designing and constructing upgrades to the wastewater treatment plant and collection system. More information can be found online at <http://ci.stevenson.wa.us/cleanwater/>.



Tetra Tech \$423k  
CSI \$57k  
Wallis Eng. \$2M

WWTP Design 90%  
Rock Creek Des. 90%  
Cascade Des. 90%  
Main D Des. 90%  
Remaining LS Des 10%

**\$1.7M Spent to Date:**

\$350k Sewer Plan  
\$50k 2018 Sampling  
\$58k Value Planning  
\$67k Feas. Study  
\$52k Imm. Imp.  
\$6k Funding Apps.  
\$1.1M Design

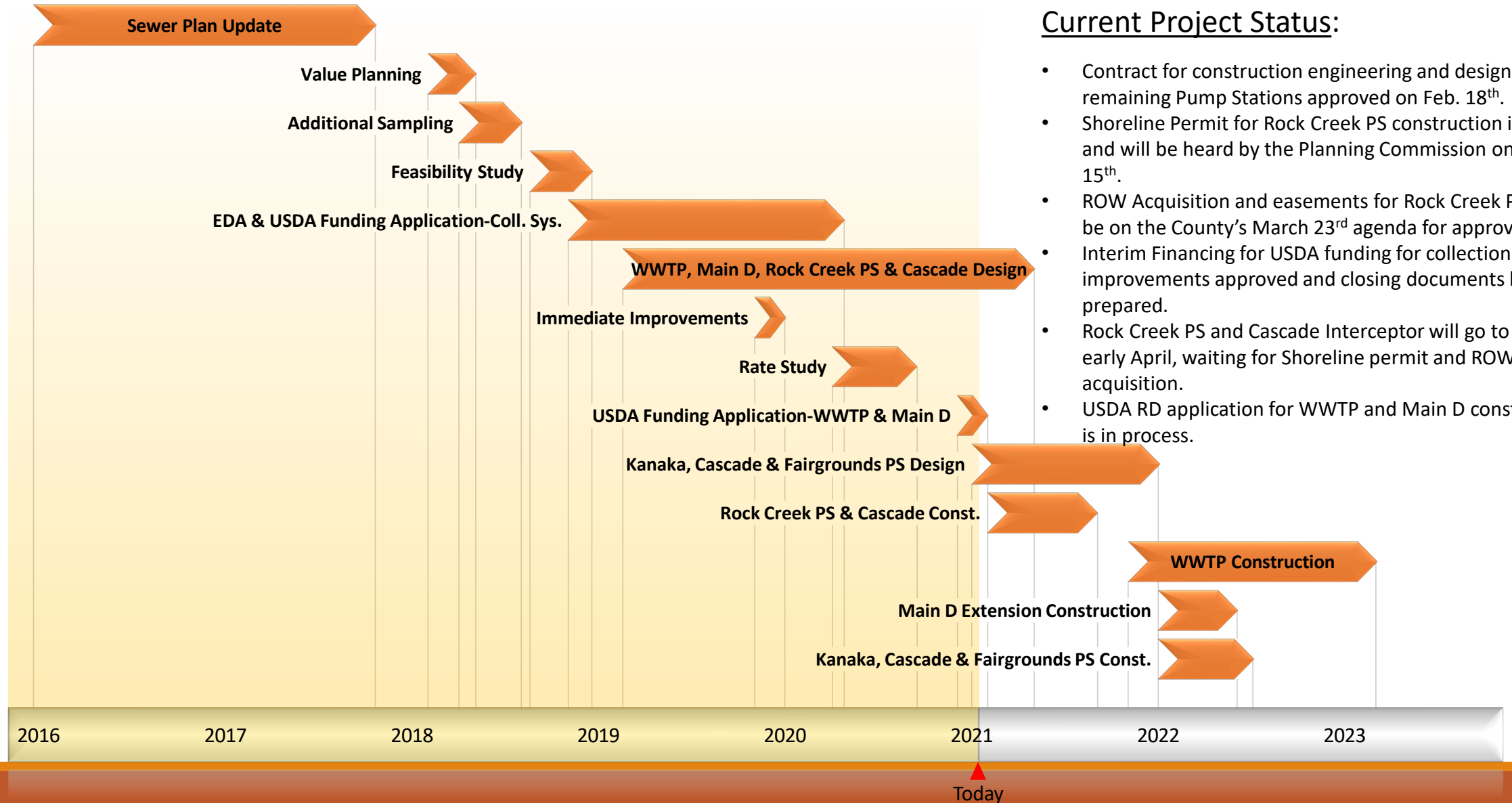
**\$15.8M Future Budget:**

\$800k Design Remaining  
\$9.6M WWTP Const  
\$300k Main D Exte.  
\$5.1M Collection Sys.

**\$17.5M Approx. Total**

\$50k CERB Grant  
\$1.4M DOE Loan  
\$575k DOE Forg. Loan  
\$4M EDA Grant  
\$873k USDA Loan  
\$9.9M Apps in Process  
\$660k Sewer Fund

# Wastewater Upgrades Timeline (1)



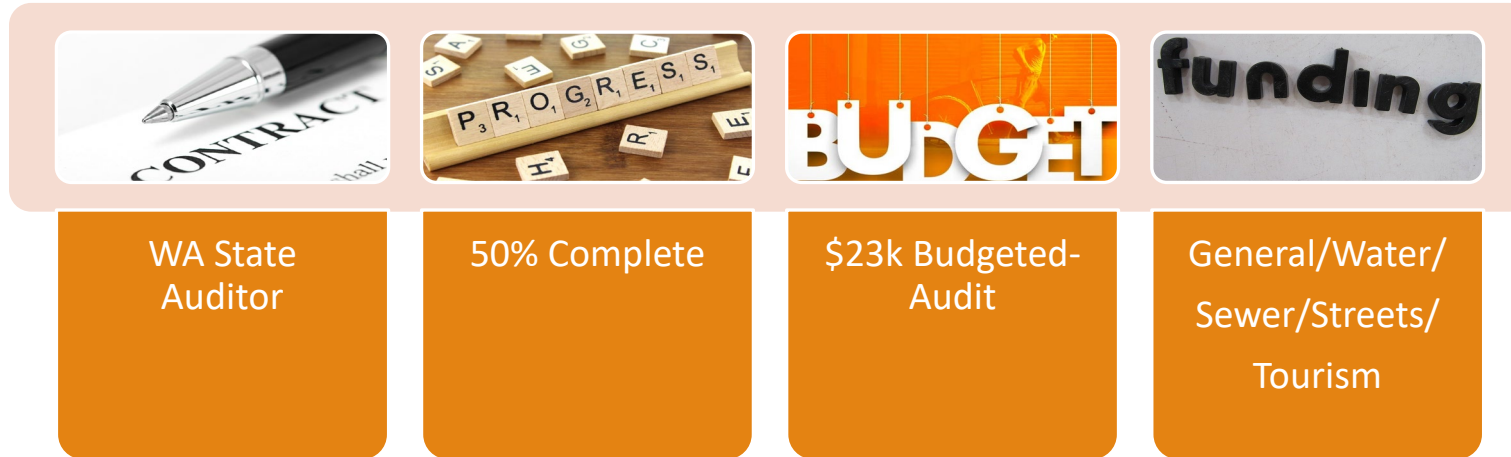
## Current Project Status:

- Contract for construction engineering and design of the remaining Pump Stations approved on Feb. 18<sup>th</sup>.
- Shoreline Permit for Rock Creek PS construction in review and will be heard by the Planning Commission on March 15<sup>th</sup>.
- ROW Acquisition and easements for Rock Creek PS will be on the County's March 23<sup>rd</sup> agenda for approval.
- Interim Financing for USDA funding for collection system improvements approved and closing documents being prepared.
- Rock Creek PS and Cascade Interceptor will go to bid in early April, waiting for Shoreline permit and ROW acquisition.
- USDA RD application for WWTP and Main D construction is in process.



# Annual Financial Report and Audit

Project consists of reviewing and adjusting transactions and accounts in 2020 as needed, completing all schedules, reviewing and submitting final report to State Auditor by 120 days after the end of the year.

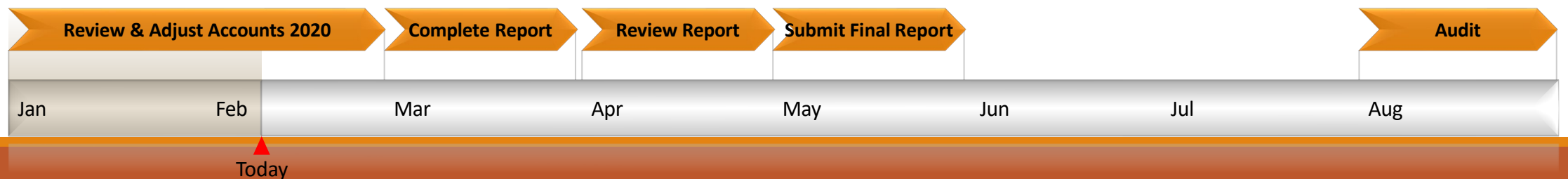


## Current Project Status:

Planned Completion Date:

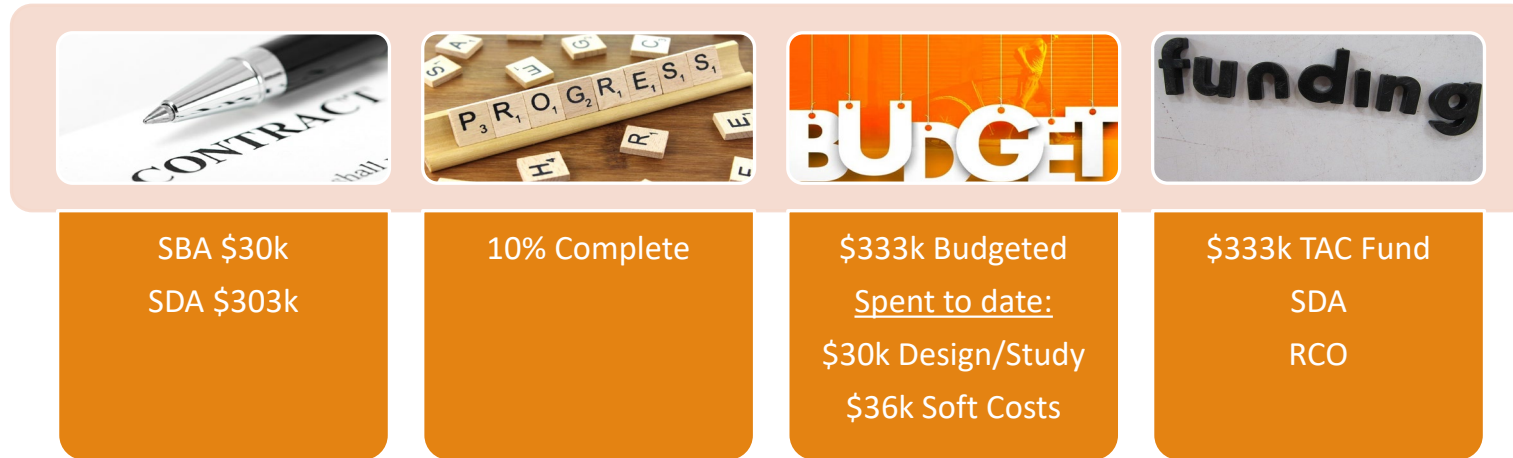
May 30, 2021

Accounting data uploaded to SAO website and ready for submission. The final report is on the agenda for council review. Due to Federal funds received, we need to have the audit completed by the end of August.



# Park Plaza (16c)

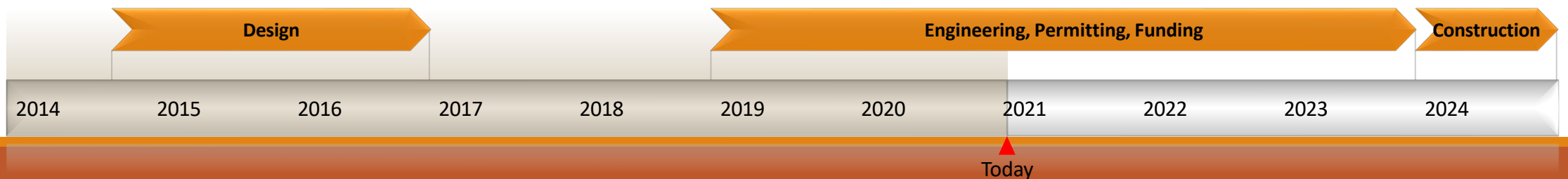
Project consists of working with the Stevenson Downtown Association and Skamania County on constructing a plaza in front of the courthouse and establishing a long-term maintenance agreement. More information can be found on the SDA website at <https://www.stevensonmainstreet.org/park-plaza>.



Planned Completion Date:  
TBD

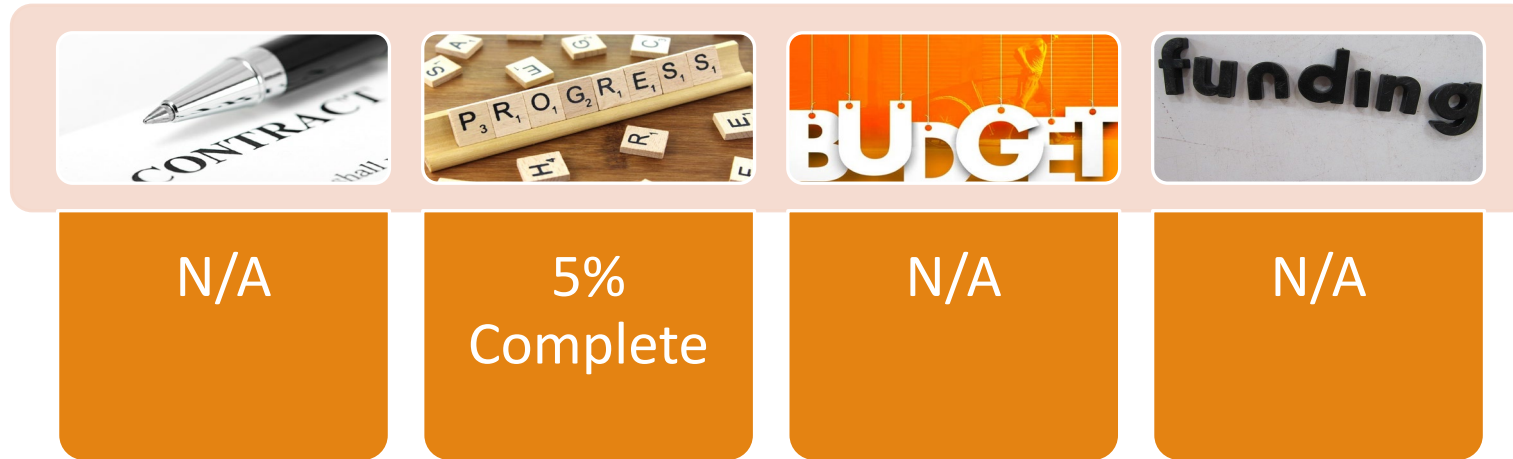
## Current Project Status:

Latest RCO grant application not successful. The next application round will be in 2022. Draft agreement for future maintenance with Skamania County in process.



# Capital Improvement Program (5a)

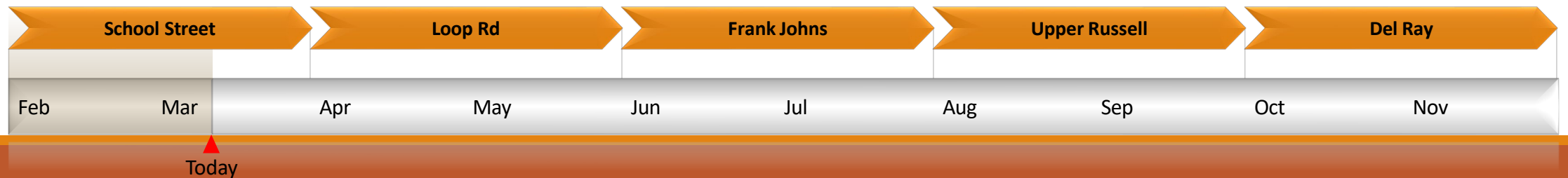
Project consists of developing a Capital Improvement Program (CIP) to incorporate into the city's Comprehensive Plan. It will include street, stormwater, water, sewer and undergrounding of utilities.



Planned Completion Date:  
December 31, 2022

### Current Project Status:

Staff is meeting weekly to move this forward. Improvements to School St. are identified. More information will come from the Transportation Study and the project timeline may change.





# City of Stevenson

Leana Kinley, City Administrator

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

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

To: Stevenson City Council  
From: Leana Kinley, City Administrator  
RE: City Administrator Staff Update  
Meeting Date: March 18, 2021

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

COVID-19 – The federal government passed the American Rescue Plan Act, a \$1.9 trillion relief package. The latest estimate from AWC is the city will receive \$348,658. These funds can be used in a similar manner as the CARES funds as well as “replace lost, delayed, or decreased revenues due to COVID-19, address the negative economic impacts of the pandemic, and make necessary investments in water, sewer and broadband infrastructure. Cities will have the authority to transfer funds to private nonprofit organizations, public benefit corporations, or special units of local or state government.” We will have until December 31, 2024 to spend these funds. The bill is expected to be signed into law by Friday, March 12.

City Website – The contract for Municode website redesign and support services is on the agenda for approval. Once approved, staff will move the project forward with a go-live date anticipated in 3-4 months.

Traffic Study RFP – The RFP for the city-wide traffic study was published February 17<sup>th</sup> and is due March 19<sup>th</sup>. The goal is to have a contract ready for council approval at the April 15<sup>th</sup> or May 20<sup>th</sup> meeting.

Project Close-outs – Staff has been working with WSDOT to close out the Russell Avenue project with TIB and STP grants.

Gorge Bridge Impacts – The Hood River-White Salmon bridge began restricting heavier loads on March 3<sup>rd</sup>. This means increased truck traffic through Stevenson. They are working on the issue and if a fix can be made, they will evaluate whether or not it will be affordable. More information can be found on the Port of Hood River website, portofhoodriver.com.

The Dalles bridge will also undergo a deck replacement beginning this spring and lasting through 2022. Part of the project includes full weekend closures from Thursday night at 8pm through Monday morning at 6am starting Labor Day 2021 through Memorial Day 2022. More information can be found online at <https://www.oregon.gov/odot/projects/pages/project-details.aspx?project=20442>.

Dude Solutions – Staff has access and will begin testing the work-order system, entering in assets and scheduling preventative maintenance over the next couple of months. The next phase will be developing the predictor model some time in 2021.

Year End Activities – Staff is working on preparing annual reports for the State Auditors’ Office with the council review on this agenda. There will be a single-audit (A-133) focused on projects receiving federal funds in addition to our annual audit since we spent more than \$750,000 in federal funds last year. This means we will have a longer audit that needs to be completed by September.

County Building Inspector Contract – Tim Elsea, Skamania County Public Works Director/County Engineer, is not available this meeting for a quarterly update. He will be present at the April 22<sup>nd</sup> meeting.

Dog Mountain Shuttle – The Dog Mountain Shuttle will operate this season with a reservation system and lower occupancy buses to comply with COVID-19 protocols. The messaging and timeline are being worked out. Staff is coordinating the construction project along Rock Creek with the county, no work will be done on the weekends.

Historic Highway – Sections of the Historic Columbia River Highway remain closed due to cleaning up from the Mosquito Creek landslide, substantial amounts of material and cracks with the catastrophic potential for additional slides. More slides have also taken place at various points along the highway, which they continue to clean up. The current timeline for a full reopening is being measured in months not weeks.

Quiet Zone – The quiet zone authorization requires the city to affirm we are in compliance every 4 ½ to 5 years. The affirmation requires an updated traffic count for Russell Ave. Staff will be working to get the required data to ensure the crossing remains quiet zone compliant.

**Action Needed:**

None.

# CHECK REGISTER

City Of Stevenson

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
603	03/18/2021	Claims	1	EFT	Department of Revenue	5,483.85	February 2021 Taxes
604	03/18/2021	Claims	1	EFT	Kenneth B Woodrich PC	1,932.00	February Services
605	03/18/2021	Claims	1	15008	A&J Select	24.71	February 2021 Statement
606	03/18/2021	Claims	1	15009	Aramark Uniform Services	104.52	February 2021 Statement
607	03/18/2021	Claims	1	15010	Avista Utilities	771.28	February 2021 Statement
608	03/18/2021	Claims	1	15011	BSK Associates	1,760.00	February 2021 WWTP Sampling; February 2021 WTP
609	03/18/2021	Claims	1	15012	CenturyLink	194.73	March 2021 WWTP Phone Services; March 2021 Kanaka Cr Tr Station Phone Services; March 2021 Fire Station Phone Services
610	03/18/2021	Claims	1	15013	Centurylink Comm Inc	47.39	February 2021 Long Distance
611	03/18/2021	Claims	1	15014	City of Stevenson	2,501.52	Triangle Park-February 2021 Statement; WWTP-February 2021 Statement; Sewer Lift Station-February 2021 Statement; Rock Creek Irrigation-February 2021 Statement; Grange Hall
612	03/18/2021	Claims	1	15015	Coburn Electric, Inc.	264.94	Troubleshoot WTP Control System
613	03/18/2021	Claims	1	15016	Columbia Hardware, Inc.	275.13	February 2021 Statement
614	03/18/2021	Claims	1	15017	Columbia River Disposal	199.24	February 2021 Statement
615	03/18/2021	Claims	1	15018	Consolidated Supply Co.	748.70	Paint, Meter Box Covers, Meter Boxes
616	03/18/2021	Claims	1	15019	Correct Equipment	3,811.50	3/4" Water Meters
617	03/18/2021	Claims	1	15020	Daily Journal of Commerce	154.35	Traffic Study RFP
618	03/18/2021	Claims	1	15021	Department of Ecology-Cashiering Unit	3,048.88	FY21 2nd Half Water; FY21 2nd Half Water Quality
619	03/18/2021	Claims	1	15022	Dept of Transportation-SW Region	1,158.69	Guardrail replacement due to accident
620	03/18/2021	Claims	1	15023	Evergreen Rural Water of Washington	320.00	CCC Program Tune Up-Karl; Logical Math for Utility Personnel-Karl
621	03/18/2021	Claims	1	15024	Fairview Garage Doors LLC	247.71	Repair Garage Door at WTP
622	03/18/2021	Claims	1	15025	Gorge Networks Inc	95.82	February 2021 WTP Broadband
623	03/18/2021	Claims	1	15026	Gregory Scott Cheney	1,185.00	February 2021 Court Appointed Attorney Fees
624	03/18/2021	Claims	1	15027	HD Fowler Company	1,047.38	Magnetic Locator
625	03/18/2021	Claims	1	15028	Juan A Randall	80.00	Flagger Training-Jonothan
626	03/18/2021	Claims	1	15029	Karl Russell	160.00	CDL Physical
627	03/18/2021	Claims	1	15030	Les Schwab Tire Center	144.26	Tire Chains for 2017 Ford Super Duty
628	03/18/2021	Claims	1	15031	NAPA Auto Parts	959.61	February 2021 Statement
629	03/18/2021	Claims	1	15032	Northern Safety Co., Inc.	61.91	MaxiFlex Gloves
630	03/18/2021	Claims	1	15033	Office of State Treasurer - Cash Mgmt Di	827.08	March 2021 Remittance
631	03/18/2021	Claims	1	15034	One Call Concepts, Inc.	21.40	February 2021 Statement
632	03/18/2021	Claims	1	15035	Optimist Printers LLC	131.39	Deposit Slips for Municipal Court
633	03/18/2021	Claims	1	15036	PUD No 1 of Skamania County	7,407.81	30 SE Cascade Avenue-February 2021 Statement; First Street Fire Hall-February 2021 Statement; City Hall-February 2021 Statement; Hwy 14 & Frank Johns-February 2021 Statement; Walnut Park-February 2021
634	03/18/2021	Claims	1	15037	Petty Cash	190.77	March 2021 Statement
635	03/18/2021	Claims	1	15038	RADCOMP Computers Inc	873.39	March 2021 IT Services; February 2021 Additional IT Services



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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
636	03/18/2021	Claims	1	15039	David G Ray	27.00	Planning Commission Training Seminar
637	03/18/2021	Claims	1	15040	Ricoh USA, Inc	1,276.18	Dec 20-Feb 21 Copy Charges
638	03/18/2021	Claims	1	15041	SW Clean Air Agency	458.60	2021 Budget Assessment Share
639	03/18/2021	Claims	1	15042	Skamania County Chamber of Commerce	10,572.73	February 2021 Statement
640	03/18/2021	Claims	1	15043	Skamania County Community Health	512.00	14 COVID Vaccinations for Volunteer Fire Dept
641	03/18/2021	Claims	1	15044	Skamania County Pioneer	723.23	Public Hearing-USDA; City Wide Traffic Study; City Wide Traffic Study; Adoption of Ordinance 2021-1171; Legal Notice-Road Vacation; Legal Notice-Road Vacation; Legal Ad-Five Public Hearings; Legal Ad-
642	03/18/2021	Claims	1	15045	Skamania County Probation	1,260.00	February 2021 Probation Costs
643	03/18/2021	Claims	1	15046	Skamania County Prosecutor	1,333.00	March 2021 Remittance
644	03/18/2021	Claims	1	15047	Skamania County Sheriff	120.00	February 2021 Jail Services
645	03/18/2021	Claims	1	15048	Skamania County Treasurer	16,479.45	2021 Property Tax Rock Creek Dr-Fire Hall Property; 2021 Property Taxes-Base Reservoir (next to High School); 2021Property Taxes-Well next to Golf Course; March 2021 Remittance; March 2021 Remittance
646	03/18/2021	Claims	1	15049	Smith & Loveless, Inc.	161.26	Pump Repair Kit For WWTP
647	03/18/2021	Claims	1	15050	Stevenson Downtown Association	16,250.00	LTAC Operations 1st Qtr 2021
648	03/18/2021	Claims	1	15051	Tribeca Transport LLC	8,862.63	February 2021 Sludge Hauling
649	03/18/2021	Claims	1	15052	US Bank Safekeeping	72.00	February 2021Safekeeping Fees
650	03/18/2021	Claims	1	15053	US Bank	3,861.05	February 2021 FD Credit Card Statement; February 2021 Card #1 Statement; February 2021 Card #2 Statement
651	03/18/2021	Claims	1	15054	Verizon Wireless	80.94	February Cell Phone Charges
652	03/18/2021	Claims	1	15055	WEX Bank	1,528.76	February 2021 Statement
653	03/18/2021	Claims	1	15056	WSP USA, Inc	7,978.34	1st St Ped Amenities Overlook
654	03/18/2021	Claims	1	15057	Wallis Engineering, PLLC	47,807.23	WWTP & Collection System Improvements; Rock Creek Stormwater Repair; Rock Creek Cove; Chinidere Estates
655	03/18/2021	Claims	1	15058	Wave Broadband	224.95	March 2021 City Hall Internet Services; March 2021 WWTP Interenet Services
						31,622.92	001 General Expense Fund
						8,700.52	100 Street Fund
						26,844.03	103 Tourism Promo & Develop Fund
						7,978.34	311 First Street
						33,938.47	400 Water/Sewer Fund
						42,304.13	410 Wastewater System Upgrades
						3,592.23	500 Equipment Service Fund
						843.67	630 Stevenson Municipal Court
						155,824.31	Claims: 155,824.31

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Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Stevenson, and that I am authorized to authenticate and certify to said claim.

Clerk Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Claims Vouchers Reviewed By:

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Auditing Committee (Councilmembers or Mayor)