



City of Stevenson

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To: Stevenson City Council
From: Leana Johnson, City Administrator
RE: 2024 Proposed Budget
Meeting Date: September 21, 2023

Executive Summary:

Here is the 2024 proposed budget for your review. A summary of the budget by fund is included along with the detail. The main highlights are listed below.

Overall

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

General Fund

- Property Tax includes 1% increase
- Slight increase to Sales Tax and other tax revenue based on past years' receipts
- Increase of Police Contract to \$301,560
- Addition of full-time Fire Chief equal to similar Supervisor Pay (\$130k salary and benefits)-no cost share with FD2 is included with this estimate
- Maintains \$60k each for Fire Department and Fire District 2 for Fire Hall Repair
- Overall expenses exceed revenues by about \$190k, which can be absorbed in 2024 and if the trend continues the fund may not meet financial policy requirements for cash carryover by 2026.

Street Fund

- One Full-time Facilities Maintenance Worker to focus on downtown and Rock Creek Drive landscaping maintenance
- Lakeview Road Paving (\$145k) rolled over from 2023
- Ending cash balance in the fund is \$113k short from meeting city policy for cash balance carry-over requirements.

Capital Improvement Fund

- Transfer of \$186,186 to First Street Project, leaves ending cash balance of \$28k for future needs

First Street Fund

- Secured and anticipated grant costs included in budget
- Transfer of \$186,186 from Capital Improvement Reserve Fund to bridge funding gap

Park Plaza

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

Tourism Fund

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

Water/Sewer Fund

- Proposed rate increases of 15% for both water and sewer used as a placeholder for revenue projections
- Water Treatment Plant (painting and graveling yard), Water Intake Road, and Rock Creek Intake Stairwell improvements (\$160k est)
- Long-Term Water Supply Improvements (Rock Creek Intake or Well) (\$400k) (costs for 2025 estimate at \$375k for a total project estimate of \$775k)
- Sewerline Extension-Contracted/Developer Led (\$150k)
- Transfer out to cover existing funding deficit for wastewater upgrades (\$1.326M)
- Ending cash balance in the fund is \$207k short from meeting city policy for cash balance carry-over requirements.

Wastewater Upgrades

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

Equipment Services

- Increase in internal service fees of 10% per adopted resolution
- Shovel-ready designs for a new Public Works shop (\$80k)
- Purchase one new truck (\$100k)
- Ending cash balance in the fund is \$98k short from meeting city policy for cash balance carry-over requirements.

Direction Needed

- Determine staff changes/additions:
 - Full Time Fire Chief
 - Full Time Street/Facilities Maintenance Worker
- Items not included:
 - Undergrounding Plan (\$100k from Street Fund)
 - Design of additional gravel road development (Ash Alley-Street Fund)
 - Cascade Avenue Utility Upgrades and Public Works Board Loan (allocated as non-distressed county, full rates, no grant)
- Discussion on options to bridge the fund deficits.
 - General Fund \$190k in revenue loss, meets policy requirements until 2026
 - Street Fund \$113k
 - Water/Sewer Fund \$207k
 - Equipment Services Fund \$98k
- Consensus on any changes.