



City of Stevenson

Leana Kinley, City Administrator

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To: Stevenson City Council
From: Leana Kinley, City Administrator
RE: City Administrator Staff Update
Meeting Date: October 15, 2020

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

COVID-19 Response – I continue to time on the response to COVID-19 communicating information and passing along requests for personal protective equipment from various government agencies. The updates will now take place as needed. Most of the Governor's proclamations are extended until November 9th, including the restriction on open public meetings.

The installation of a plexiglass barrier is wrapping up and City Hall will be open to the public possibly by the end of the week. Anders is getting quotes from contractors for a short door/barrier by the entrance to prevent people from walking past the front counter. This is to help with security and to maintain distancing protocols.

Business Licensing – Mary Corey continues working hard to provide the upload data for the over 100 business licenses in the city in preparation for transition to the state. The city will stop processing licenses on November 27th and the new system will go live on December 17th. Information will go out to businesses and the chamber as we get closer to the cut-over date.

Wastewater Rate Study – I have been working on the rate study and have preliminary rates estimated for next year. I will meet with RCAC after the Infrastructure Assistance Coordinating Council conference next week to review the tool and see if any additional changes need to be made. A public hearing will be scheduled for the November 19th council meeting for the 2021 rate increases.

Construction Loan Applications – An application to the Department of Ecology was submitted for funding the construction of the treatment plant and a collection system extension along Loop Rd. to Frank Johns for about \$9.9M, on October 13th. We currently qualify for an interest rate of 1.2% and grant/forgivable principal up to 50% of the loan. We made a case to hopefully qualify for a lower interest rate of .8% and a grant/forgivable principal up to 75% of the loan with a \$5M maximum.

BIAS Reporting – BIAS was purchased by Springbrook in the spring and is being rebranded as Springbrook Express. Springbrook has recently partnered with Tableau for reporting and visualization which will be available mid next-year. At this point they are not charging an additional fee for this use although I have not yet seen the invoice/contract for next year to evaluate the cost change as part of the transition.

Action Needed:

None.