



City of Stevenson

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To: Stevenson City Council
From: Leana Kinley, City Administrator
RE: City Administrator Staff Update
Meeting Date: August 22, 2019

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

Water Department Update – The Water Treatment Plant General Permit for discharge has been renewed through August 31, 2024 with the Department of Ecology.

Smart Water Meter Project – A meeting with the Department of Commerce will take place the beginning of September to review contract language and finalize documents needed to move the project forward. Matching funds are still being sought with details below.

Funding Applications – The city did not receive funding through the Public Works Board for the School Street waterline nor the water meter replacement project. Other avenues will be pursued, such as bank loans, interfund loans or other state programs.

Dog Mountain Shuttle – I attended a meeting with stakeholders about short- and long-term funding of the shuttle from Stevenson to Dog Mountain. The grant funding the program in the past has expired and they are not eligible for additional funds. Discussion also included connecting the current shuttle route with the Columbia Gorge Express stop in Cascade Locks. The shuttle runs from mid-April to mid-June with May being the peak month. Federal, state, local and private sources of funds are being pursued.

BIAS Software Implementation – The Payroll and Financial modules have been active since July 1. Utility billing and cash receipting will be transferred over after the August bills are posted at the end of the month and training is scheduled on September 3rd & 4th. I have been reviewing and reconciling the accounts after the transfer and cleaning up the data.

Xpress Bill Pay Conversion – Training for Xpress Bill Pay will be scheduled for the first weeks in September after the BIAS training on cash receipting. We will work with customers to convert their accounts throughout September.

Lean Process Improvement –The WA State Auditor's Office Center for Government Innovation will be working with the city on Friday, October 18th to improve our permitting process. The timing is ideal since we have new staff on board and will be implementing new permitting software in August. It will initially take 1 day to map or process due to our small size.

Nuisances – With the increased workload of the season, staff is behind on nuisances. Other projects are deemed higher priority at the detriment to other tasks such as nuisances.

CDBG Project – There are three projects moving forward through the Housing Rehabilitation Program paid for by a Community Development Block Grant (CDBG), passed through the city and managed by the Columbia Cascade Housing Corporation. There are about \$400k in funds available for the next 2 years.

HRA VEBA Contribution Change– When the city set up the HRA VEBA policy the only employee receiving the payment in-lieu of medical benefits wanted them to go to the HRA VEBA account, which drove the policy development. That employee retired and another employee is electing the payment in-lieu of medical benefits and does not want it to go to their HRA VEBA account. The policy has been updated to reflect this change. There is no financial impact to the city for this change.

Chipsealing – The chipsealing of the Shepard neighborhood has been completed. It was paid for by a TIB grant with a 5% city match, with the city portion being almost \$2,400, and the county performed the work.

Russell Ave – The undergrounding is almost complete. The last section of conduit to install is along upper Russell and it will take 2-4 weeks. Wave Broadband is in charge of the first half of the conduit installation, and USI/CenturyLink is in charge of the remainder. Boring under First and Second streets will take place mid-September. Most of the Temporary Construction Easements have been completed and staff is working on the remaining contract documentation to ensure federal funds remain allocated.

TIB Grants– The grants for the Russell Ave matching funds and the Loop Road project have been submitted to TIB.

Phone System – The phone system is set to be installed on Thursday. The online interface has been tested and has been working smoothly.

Records Requests – We continue to get records requests that take up significant time.

Action Needed:

None.