



City of Stevenson

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To: Stevenson City Council
From: Leana Kinley, City Administrator
RE: City Administrator Staff Update
Meeting Date: August 20, 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 remain bi-weekly.

Business Licensing – Mary Corey has been 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. Minor changes to the business license code have been recommended to clarify the process and changes taking place.

Gorge Regional Transit Study – Mid-Columbia economic Development District continues to work on this project with some modifications. Information on the project can be found at <https://gorgetranslink.com/gorge-transit-strategy/>. For Stevenson, they are working to connect our community with the rest of the Gorge, both south to Cascade Locks and East. A grant will be submitted in September to add this to the current route.

Water Meter Change/Energy Conservation Project – There remain about 40 meters that need to be changed out, which will take place towards the end of August. We will have started reading meters and billing customers for usage on a monthly basis. We continue to work out gaps between installed meters and billed meters. There is a group of additional meters for city irrigation, lift stations and the RV dump that were installed and not billed. These are on the agenda for council waiver of back-billing similar to the request last month.

Permitting Module – We have completed implementation and staff will be trained on the 19th. This will allow for improved reporting and tracking of where permits are at in the process.

Nuisances – There are a few active nuisances we are tracking and responding to as time allows.

Wastewater Rate Study – Staff attended an asset management training is looking into our own asset management tool. A review of a rate model will take place on September 8th to see if it will work for our community. Once the rate model is selected, we'll move forward with updating it and analyzing the data for determination of future rates.

County Contract Update – I met with Tim Elsea, Skamania County Public Works Director, and discussed the building inspector contract and other matters pertaining to city business. He has requested an additional Inspector in the 2021 county budget. He will attend the September 17th council meeting to provide an update on where that stands and report on the contract.

Park Plaza – The Stevenson Downtown Association recently reached the technical completion deadline for the RCO grant request of \$500,000. They will do a final presentation September 21-25th and receive information on where they rank on November 5th. The County is working with the Department of Archaeology and Historic Preservation on completion of the cultural study, which is being funded as part of the soft costs Tourism Funds grant through the City.

Action Needed:

None.