



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: July 16, 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.

Water Meter Change/Energy Conservation Project – There remain about 40 meters that need to be changed out, which should take place by the end of August. We will now start reading meters and billing customers for usage on a monthly basis. This will make it easier for customers to budget mostly expenses and reduce the time a water leak is left uncorrected. Mary Corey and Anders Sorestad have refined the data for the unread meters to make them easier to read this month.

2018/2019 Audit –The audit has been completed and council was sent the exit conference materials. The final report will be added to the website once received. There are minor recommendations on areas of improvement and no findings.

2020 Budget Amendments – The budget amendments are on hold until at least the August meeting due to resource constraints. This will allow time for additional analysis and to determine the severity of the impact COVID-19 has had. It will also provide an opportunity for a public hearing to be held in person if possible.

Permitting Module – We are moving forward with implementation. I am reviewing the set up and will work with staff to incorporate it into our process.

Nuisances & Public Records Requests –Responding to these as time allows.

Wastewater Rate Study – The rate study has begun and the goal is to wrap it up by the end of July. It will include a model which can be updated as changes occur. Staff will also attend an asset management training and incorporate that training into our own asset management tool. The tools and models will be reviewed to determine which is the best fit for Stevenson.

Red Cross Volunteers Needed – An email regarding the need for Red Cross volunteers is attached. Please pass along the information to others.

Action Needed:

None.