



City of Stevenson

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To: Stevenson City Council
From: Leana Kinley, City Administrator
RE: City Administrator Staff Update
Meeting Date: June 20, 2019

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

Commerce Energy Grant – The city is conditionally awarded a \$314k grant for the meter upgrade and city hall energy conservation. I am working with the Water System Manager, Karl Russell, on an application to the Public Works Trust Fund which will be for the remaining \$325k needed for the project in addition to replacing the waterline on School Street from Kanaka to Hot Springs Alameda. The loan applications are due July 12th and loans will be awarded in August. The current interest rate for a 20-year loan in a non-financially distressed community is 1.58%.

Water Department Update – The Consumer Confidence Report is being reviewed and will be published by the end of the month. This report provides updates on projects that took place in 2018 and information on the composition of the city's water.

The Water Use Efficiency report has been submitted and the city's three-year average water loss has dropped to 10.5%. The state goal is 10% and we are very close to meeting that! Installation of the water meters and replacing the School Street waterline will go a long way to meet and exceed that goal.

The Water System Plan has been approved through the Department of Health (DOH). There were changes that were made based on comments from DOH resulting in an increase to the annual rate increase from 3% to 5% to adequately cover the projects listed in the 10-year improvement plan. When the rate increases are presented in the fall, this change will be reflected. The method of adoption will also be changed from Ordinance to Resolution similar to the connection charges presented today. There is a publication on Local Ordinances found on the MRSC Publication website (<http://mrsc.org/Home/Publications.aspx>) describing the differences between Resolutions and Ordinances.

Funding Applications – I am busy with applying for grants and loans through the Public Works Board (Emergency loan for Interim measures and General loan for Meter project and School Street), USDA Rural Development and the EDA Disaster Funding. I am also trying to complete the feasibility report for the CERB study to close out that project and allow for a possible CERB application for pretreatment or side streaming efforts down at the Port buildings.

Timber Funds – With multiple projects coming up needing funding, some decisions need to be made around the use of the Timber Funds. Does council intend to use all or part of the balance in that fund for the Fire Hall? Can the funds be used for short term (not to exceed 5 years) interfund loans? I can

prepare documents for the next meeting that can restrict the fund for use based on direction from council.

Income Survey – The Income Survey for Community Development Block Grant funding determination is wrapping up. They have achieved 20% more responses than they targeted and will leave the survey open through the end of the week. The results will be analyzed next week after the survey is completed.

BIAS Software Implementation – The first two modules of the new software system will be Payroll and Financials and the go-live date with those will be July 1. Staff is attending training for an hour or so three days a week to learn the new system. Transactions from May 29th thru the go-live date of July 1 will need to be entered into both systems causing additional workload, but allowing for practice in the new system. After the first phase is up and running smoothly, the second phase for Utility Billing and Permitting will begin, possibly around July/August.

Credit Card Vendor – The current credit card vendor for payments, Invoice Cloud, can be compatible with BIAS software, however Xpress Billpay is the recommended vendor for BIAS. After a demonstration of their capabilities and an initial review of their pricing, Xpress Billpay is the better option. Staff will discuss a transition plan and contracts in the near future.

Copier Contract – Staff received a protest regarding the copier contract and Solutions Yes! was not able to follow-through on the price match which won them the contract. At this time, I am not able to continue with the process. The small copier will be on a month-to-month contract and the large copier will continue as normal. This may be picked back up again in the fall.

Lean Process Improvement – I have reached out to the WA State Auditor's Office Center for Government Innovation 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 take about 4-4.5 days and the hope is that we can do it on consecutive Fridays to reduce the impact on operations.

Old Building Permits – Mary Corey has worked diligently contacting residents on their old and unpaid building permits. There were 7 permits that dated back to June, 2017 with work completed and unpaid. They have now all been paid and she has moved on to contacting customers about picking up their Certificates of Occupancy.

Personnel Policy Updates – In discussions with staff, there is a request for the Public Works staff to receive a boot allowance. Additional research needs to be done to determine an amount. There are also some minor changes to job descriptions to add clarity to current positions.

Records Requests – There has been an increase in records requests which have taken up staff time. To help, please respond to any requests in a timely manner.

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.

Fire Discussions – Recently I attended a tabletop exercise on wildfires to determine some weak links in the process if a fire were to start and grow to a state or federal managed fire. The next day Karl Russell attended a watershed meeting where fires were also the topic of discussion. With fire season upon us

and it being a topic of recent conversations, the city will review its Emergency Plan at the next staff meeting and update it as necessary.

Security Cameras – A while back, the Mayor looked into security camera placement and requirements for City Hall. Recently there was a theft at the Fire Hall. Chief Farris is on board with installing security cameras there as well. We will look into affordable systems that will be transportable to the new Fire Hall once complete.

Forest Youth Success - The City is partnering with this program to clear the brush at the High Level and Base Reservoirs on July 5th. The Forest Youth Success program is a paid, non-residential, day program for youth ages 14-18 designed to expose youth to local forests and introduce them to the expectations of various work experiences. More information can be found online at http://scsd303.ss14.sharpschool.com/programs/forest_youth_success.

County Exhibit Hall TAC Contract – The county has rescinded their request for the Tourism funds to help reroof the Exhibit Hall in 2019, letter attached. They will reapply in the fall for 2020 funds when project dates are finalized.

Progress Made on Council Goals – With almost half the year gone by staff has made good progress on the council goals as identified on the Kanban Chart in City Hall. There are also many other projects not listed on the chart staff has been working on as well. A special meeting focused on the council goals for next year around September would help continue the progress being made.

August Council Meeting – The policy in the past has been to have the council meeting the second Thursday in the month of August, which would make it August 8. In order to balance out the meetings and accounts payable I propose changing the August meeting date to the 22nd. This will give staff time to develop the agenda and allow for invoices to come in and be paid around their normal pay date.

Action Needed:

Direction on way forward for Timber Fund.

Set a date for a special meeting to discuss council goals.

Consensus on the August 22nd council meeting date.

If you haven't already done so, please respond to the request for records as soon as possible.