



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: June 18, 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 have been changed to bi-weekly due to the success we have had so far.

Energy Conservation Project – Lighting upgrades were installed earlier this month at City Hall and at the water treatment plant. There are a group of water meters that remain to be installed as they are difficult to replace or the size was incorrect from what was billed.

There are twelve customers that were being underbilled and one customer being overbilled based on the size of meter they have installed and what was being billed. The customers will be notified of the discrepancy and an adjustment will be sent for the billing difference from Jan 2018 to present. They will have the option to pay the adjustment balance on a payment plan over a period of time. The largest adjustment is \$9,182.31 and the smallest is \$524.18. The total revenue impact over the two and a half years is \$45,688.11 for the water/sewer fund.

2018/2019 Audit –The audit started on May 18th and took place remotely. The final report is being reviewed and I will provide council with an update on the exit conference when I receive it. There are minor recommendations on areas of improvement and no findings are anticipated.

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.

Permitting Module – We are moving forward with implementation. A meeting will be scheduled in the next week or so to review the set up and begin processing permits moving forward.

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.

Community Engagement Tools – I continue to look for ways to improve community engagement. The addition of a Facebook page is a good first step. Other tools include apps that are specific to Stevenson residents and can be used to process nuisances and other requests. One solution is Rock Solid and more information regarding their platform is attached. There is currently no implementation costs and the service fee for a city our size varies from \$300-\$450 depending on the services used.

Action Needed:

None.