



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: March 17, 2022

Overview of items staff has been working on over the past month not listed in the project updates:

Homeless Encampments/Nuisances – Staff has been working on securing a hazmat contractor from the state's vendor list for cleaning up the encampment under Rock Creek bridge. Materials from the encampment have floated down Rock Creek and are entangled in the bushes.

Forest Youth Success – Staff will be preparing a project proposal to partner with Forest Youth Success this summer and help maintain our properties, trails and rights of way. Priority will go to Forest Service partners and in the past we have been able to utilize crews in clearing brush from our reservoirs.

Russell Avenue Sidewalk – The sidewalk in front of the Post Office is deteriorating. I have reached out to the engineers who are looking into the reason why and seeing if other portions of the sidewalk are experiencing the same issues. We are outside of the warranty for the repair. Once we determine scope, we'll move forward with repairs.

Naloxone Vending Machine – The County will be acquiring a Naloxone vending machine in the next 3-6 months and are determining where to place it. Information on the program and machine are attached.

Public Records Requests – I have been responding to multiple public records requests.

Lead and Copper Samples – Samples have been collected and are being tested in compliance with our updated reporting timeline.

2022 Waterline Projects – The RFP for engineering services for the waterline projects has been completed and staff is negotiating a contract. The process for these projects will be streamlined due to the new procurement policy and staff will report on contracts at council meetings as they are executed.

Fireworks Ban due to Fire Danger Ordinance – HB 1638 is a state bill that would have allowed the banning of the use of fireworks in the event of extreme fire danger. It did not pass. Staff is starting to work with the County and interested parties on an ordinance to allow the ban of fireworks during a declared emergency related to fire danger. Our goal is to have a list of scientifically backed criteria to use in determining when that emergency can be declared. This will need to be in place by June 28th to be effective for next year.

Railroad Crossing Defect Notice – The City received a notification of a defect at the Russell crossing. The work is too close to the tracks to be done by city staff and will need to be contracted out to BNSF. No estimate on cost or timeline is available at this time.

Action Needed:

None.