

AGENDA
CITY OF STEVENSON COUNCIL MEETING
April 27, 2023
6:00 PM, City Hall and Remote

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or
301-715-8592, Meeting ID 889 7550 7011, Zoom link
<https://us02web.zoom.us/j/88975507011> or via YouTube at
<https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjJvA/>

Items with an asterisk (*) have been added or modified after the initial draft publication of the Agenda.

1. CALL TO ORDER: Mayor to call the meeting to order and conduct roll call.

2. PUBLIC COMMENTS: *[This is an opportunity for members of the audience to address the Council. If you wish to address the Council, please sign in to be recognized by the Mayor. Comments are limited to three minutes per speaker. The Mayor may extend or further limit these time periods at his discretion. The Mayor may allow citizens to comment on individual agenda items outside of the public comment period at his discretion. Please submit written comments to City Hall in person at 7121 E. Loop Rd, via mail to PO Box 371, Stevenson, WA 98648 or via email to leana@ci.stevenson.wa.us by noon the day of the meeting for inclusion in the council packet.]*

3. COUNCIL BUSINESS:

a) ***Review and Discuss Strategic Plan for 2024 Budget** - City Administrator Leana Kinley presents the current strategic plan status for aiding the discussion of the strategic plan and goals for the 2024 budget cycle. A review of the meeting minutes from May 27-28, 2022 and July 7, 2022 (found online at <https://www.ci.stevenson.wa.us/meetings>) reflect the decision making steps which occurred to get to the current plan. A staff memo was added on 4/26/23 at 4:45pm.

4. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- Saturday May 6, 9am-12pm at Downtown Stevenson, Spruce Up Stevenson
- Monday, May 8, 6pm Planning Commission Meeting
- Monday, May 15-19 Candidate Filing for Open Council Positions 3, 4 &5
- Thursday, May 18, 6pm Regular Council Meeting
 - First 6-Year TIP Update Public Hearing
 - First CIP Update Public Hearing

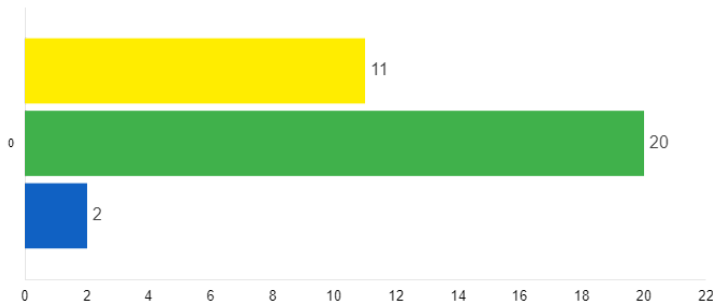
Strategic Plan DASHBOARD

Shortcuts

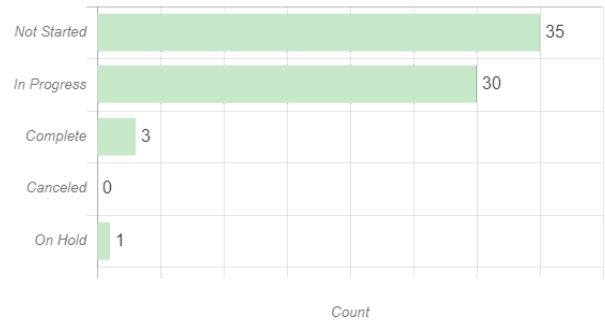


City Council 5-Year Strategic ...

Action Items Health



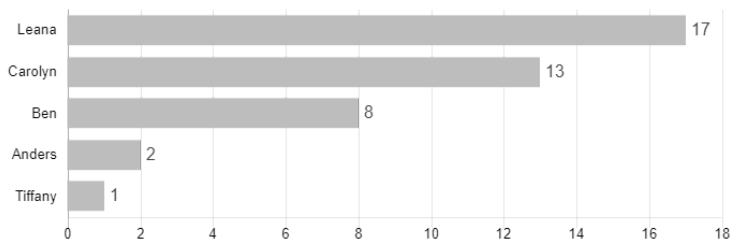
Status at a Glance



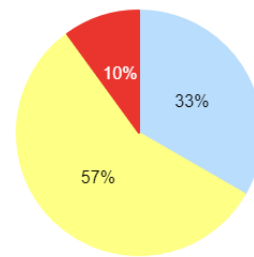
Action Items Health Status Key

Green: On Track (50-90%), Yellow: Slow Progress (25-50%), Red: Off Track (0-25%), Blue: Unplanned/Moved Project

In Progress Action Items-By Staff



In-Progress Involvement Breakdown



In Progress Involvement Key

Blue: Low (0-40%) Yellow: Medium (40-75%) Red: High (75-100%)

Schedule Health	Task Name	Status	Assigned To	Involvement	2021				2022				2023				2024				2025				2026				2027				2028				2029			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
	Strategic Plan				Strategic Plan																																			
	Focus Area I: Organizational Health and Sustainability				Focus Area I: Organizational Health and Sustainability																																			
	Strategy I: Governance				Strategy I: Governance																																			
●	Council Training				Council Training																																			
	Joint Workshop for Informed Consent Training	Complete			Joint Workshop for Informed Consent Training																																			
●	Leadership and self-deception/Arbringer Insitute	Not Started	Leana Kinley	Low (0-40)																																				
●	Hold monthly workshops with Council to cover topics for more in-depth discussion and for required trainings, such as the Public Records Act and Open Public Meetings Act	In Progress	Leana Kinley	Low (0-40)	Hold monthly workshops with Council to cover topics for more in-depth discussion and for required trainings, such as the Public Records Act and O																																			
	Strategy II: Financial Health				Strategy II: Financial Health																																			
	Analyze Current Revenue Sources				Analyze Current Revenue Sources																																			
●	System Development Charge and Utility Rate Restructuring	In Progress	Leana Kinley	Medium(40-75)	System Development Charge and Utility Rate Restructuring																																			
	Review development and plan review fees for permits, establish fees for development modification process from Engineering Standards	Not Started		Medium(40-75)	Review development and plan review fees for permits, establish fees for development modification process from Engineering Standards																																			
	Strategy III: Internal Processes				Strategy III: Internal Processes																																			
	Resources, Training and Tools for Staff				Resources, Training and Tools for Staff																																			
●	GIS Technology-Contracted with FLO Analytics to migrate data, established ESRI account and tablets obtained for fieldwork.	In Progress	Carolyn Sourek	High (75-100)																																				
●	ClearGov budgeting display tool.	In Progress	Leana Kinley	Medium(40-75)	ClearGov budgeting display tool.																																			
●	CloudPermit System Implementation-County driven process for building permits	In Progress	Anders Sorestad, Tiffany Andersen	High (75-100)	CloudPermit System Implementation-County driven process for building permits																																			
●	Informed Consent Training	In Progress	Anders Sorestad, Ben Shumaker, Carolyn Sourek, Leana Kinley	Medium(40-75)	Informed Consent Training																																			
●	Asset Management and Work Order system-Cityworks	In Progress	Carolyn Sourek	Medium(40-75)	Asset Management and Work Order system-Cityworks																																			
●	Evaluate need for additional tools and office equipment and/or office reconfiguration.	In Progress	Leana Kinley	Low (0-40)	Evaluate need for additional tools and office equipment and/or office reconfiguration.																																			
	Emergency Planning				Emergency Planning																																			
●	Fire Department Strategic Plan	In Progress		Medium(40-75)	Fire Department Strategic Plan																																			
●	Skamania County Hazard Mitigation Plan incorporated in next CIP	In Progress	Leana Kinley	Low (0-40)	Skamania County Hazard Mitigation Plan incorporated in next CIP																																			
	Water/Sewer emergency plans-reviewed and updated.	Not Started		Low (0-40)	Water/Sewer emergency plans-reviewed and updated.																																			
	Staffing Structure				Staffing Structure																																			
●	Evaluate Org Chart and need for additional staffing	In Progress		Low (0-40)	Evaluate Org Chart and need for additional staffing																																			
	Planning and Public Works Assistant	Complete		Low (0-40)	Planning and Public Works Assistant																																			
	Second WWTPO	In Progress		Low (0-40)	Second WWTPO																																			
	Focus Area II: Infrastructure				Focus Area II: Infrastru																																			
	Strategy I: Equipment and Assets				Strategy I: Equipment and Assets																																			
	Fire Hall	Not Started			Fire Hall																																			
	Finalize Design and cost (public outreach/engagement)	Not Started		Medium(40-75)																																				
	Establish funding stream and line-up financing	Not Started	Leana Kinley	Medium(40-75)																																				
	Bid and build project	Not Started		Medium(40-75)																																				
	Strategy II: Multimodal Transportation				Strategy II: Multimodal Transportation																																			
	Parking				Parking																																			
●	Establish Fee In-Lieu Program	In Progress	Ben Shumaker	Medium(40-75)	Establish Fee In-Lieu Program																																			

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
●	Modify Parking Regulations (loading zones, restricted parking, time limits, etc)	In Progress	Ben Shumaker, Carolyn Sourek, Leana Kinley	Medium(40-75)																																				
	Safe Routes to School walking routes	Not Started	Ben Shumaker	Low (0-40)																																				
	Establish Parking Improvement Plan	Not Started	Ben Shumaker, Carolyn Sourek	Medium(40-75)																																				
	<input type="checkbox"/> Strategy III: Utilities (Maintenance of Current & New Growth)																																							
	<input type="checkbox"/> Current Maintenance																																							
	<input type="checkbox"/> Identify, Plan and Prioritize Deferred Maintenance (links up with Asset Management /Work Order tools and revenue sources)																																							
	City-Wide Chipseal (TIB Grant)	Not Started	Carolyn Sourek	Medium(40-75)																																				
	McEvoy Overlay	Not Started	Carolyn Sourek	Low (0-40)																																				
●	Loop Rd Waterline	In Progress	Carolyn Sourek	Medium(40-75)																																				
●	WWTP Improvements	In Progress	Carolyn Sourek, Leana Kinley	Medium(40-75)																																				
●	Kanaka PS	In Progress	Carolyn Sourek, Leana Kinley	Medium(40-75)																																				
●	Cascade PS	In Progress	Carolyn Sourek, Leana Kinley	Medium(40-75)																																				
●	Fairgrounds LS	In Progress	Carolyn Sourek, Leana Kinley	Medium(40-75)																																				
●	Cascade Avenue Utility Improvements	In Progress	Carolyn Sourek, Leana Kinley	Medium(40-75)																																				
	Painting Water Treatment Plant	Not Started	Carolyn Sourek	Low (0-40)																																				
●	Rock Creek Intake Evaluation	In Progress	Carolyn Sourek	Low (0-40)																																				
●	Rock Creek Bridge Grant App.	In Progress	Carolyn Sourek, Leana Kinley	Low (0-40)																																				
	First Street Improvements	On Hold	Ben Shumaker, Carolyn Sourek, Leana Kinley	Medium(40-75)																																				
●	Columbia Avenue Realignment	In Progress	Leana Kinley	Low (0-40)																																				
	Lakeview Paving	Not Started	Carolyn Sourek	Low (0-40)																																				
	Kanaka Underpass	Not Started	Carolyn Sourek	Low (0-40)																																				
	Loop Rd Overlay	Not Started	Carolyn Sourek	Low (0-40)																																				
	Frank Johns South	Not Started	Ben Shumaker, Carolyn Sourek, Leana Kinley	Medium(40-75)																																				
	Lasher Corridor	Not Started	Ben Shumaker, Carolyn Sourek, Leana Kinley	Medium(40-75)																																				
	<input type="checkbox"/> Strategy IV: Parks and Outdoor Space																																							
	<input type="checkbox"/> Parks Plan																																							
	Apply for RCO Grant	Complete	Leana Kinley	Low (0-40)																																				
	Develop Parks Plan for March 2024 Deadline for RCO Park Plaza Grant	Not Started	Leana Kinley	Medium(40-75)																																				
●	Park Plaza Construction Project	In Progress	Leana Kinley	Medium(40-75)																																				
	Dog Park	Not Started																																						
	Overall Parks in the City	Not Started																																						
	Increase Green Space	Not Started																																						
	Pool	Not Started																																						
	<input type="checkbox"/> Trails																																							
●	Shoreline Public Access Plan as Phase 1	In Progress	Ben Shumaker	Medium(40-75)																																				
	<input type="checkbox"/> Strategy V: Developments with Utilities Partners (gas, electric, broadband, phone)																																							
	<input type="checkbox"/> Broadband Plan																																							
●	Obtain grants and hire consultant to develop plan	In Progress	Ben Shumaker	Low (0-40)																																				
	<input type="checkbox"/> Undergrounding Plan																																							

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
						Obtain consultant to establish a plan with associated cost for implementation in coordination with PUD	Not Started		Low (0-40)																															
[-] Focus Area III: Intentional Development					Focus Area III: Intentional Development																																			
[-] Strategy I: Partnerships					Strategy I: Partnerships																																			
	[-] City/County Joint Plan	Not Started																																						
●	Align Zoning and street standards for Urban Growth Boundary	Not Started	Ben Shumaker																																					
●	Partnering more on overall public safety	Not Started																																						
	Coordinate with legislative visits and requests	Not Started																																						
	Developing Carson Ridge Road (?)	Not Started																																						
[-] Strategy II: Housing					Strategy II: Housing																																			
	[-] Analyze and Develop Tools																																							
	Zoning/minimum density requirements	Not Started																																						
●	Reduce SDCs	In Progress	Leana Kinley	Medium(40-75)																																				
	Workforce Housing	Not Started																																						
	Community Land Trust and other tools	Not Started																																						
	Purchase property (?)	Not Started																																						
[-] Strategy III: Planning and Zoning					Strategy III: Planning and Zoning																																			
	[-] Development Standards																																							
●	Engineering Standards	In Progress	Ben Shumaker, Carolyn Sourek, Leana Kinley	High (75-100)																																				
●	Parking Requirements (See task)	In Progress	Ben Shumaker	Medium(40-75)																																				
	Circulation planning	Not Started																																						
	Overly flexible...	Not Started																																						
	[-] Annexations																																							
●	Policies that support intentional growth, what to require (infrastructure, zoning, etc)	In Progress	Ben Shumaker	Low (0-40)																																				
[-] Strategy IV: Strategic Land Use Planning and Development					Strategy IV: Strategic Land Use Planning and Development																																			
	Investment Areas (Infrastructure)																																							



City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: City Council
From: Leana Kinley, City Administrator
RE: Strategic Plan Review
Meeting Date: April 27, 2023

Executive Summary:

The city adopted an updated strategic plan after a series of three workshops. The Plan is used to guide the work of staff and is reviewed regularly. In preparation for the 2024 budget, a review will help to identify projects and resources needed to accomplish the Plan. There are still more projects than resources, with new projects discussed that are not included in the plan. A discussion of the needs and resources will determine revisions to the plan.

Overview:

Background

A review of the meeting minutes from the May 27-28, 2022 and July 7, 2022 workshops will provide background on the creation of the current strategic Plan (found online at <https://www.ci.stevenson.wa.us/meetings>).

Known Issues Not on Plan to be Discussed.

Fireworks- Overall Timeframe: 1-2 Years Time Involvement: Medium (40-75%)

Fireworks were not mentioned as an issue or threat. Fire was, which brought up the tactic of Emergency Planning. Emergency Planning is on the list however, it is focused on the fire department strategic plan, incorporating the hazard mitigation plan into the CIP and updating the water/sewer emergency plans.

At the February 16, 2023 regular council meeting council discussed a solution to allowing for a fireworks restriction during times of high fire danger. This would involve:

- Meeting with Council, Fire Department, County Commissioners, Sheriff's Office to identify concerns, issues and possible paths forward.
- Identifying the level of community engagement and conducting workshops, hearings, or other forms of gathering input.
- Developing an ordinance.
- Additional public process to review and approve ordinance.

Stormwater Utility- Overall Timeframe: 1-2 Years Time Involvement: Medium (40-75%)

Maintenance of current infrastructure was identified on the plan. Stormwater may have been implied with maintenance of streets, and the topic of creating a separate utility for generating revenue to support stormwater maintenance was not an identified tactic.

At the January 19, 2023 council meeting, Chuck Oldfield brought up the issue of detention ponds no longer being maintained by the Angel Heights and Hidden Ridge Home Owners Associations as they have dissolved. The request was for the city to take over the ownership and maintenance of the ponds and assess a fee to the related properties. This equates to establishing a city-wide stormwater utility and involves:

- Identification of assets and capital projects costs.
- Identification of ongoing maintenance costs.
- A rate study to determine a fair rate to charge all property owners, city-wide.
- Public engagement and notification of changes proposed.

Relocating Public Works-Overall Timeframe: 1-2 Years

Time Involvement: Medium (40-75%)

This project was brought up at the retreat yet did not make it on the final list due to the other priority projects.

As the Wastewater Treatment Plant Upgrades project continues and takes up room, room for the rest of the public works department is shrinking. Assets are holed away in any spare space found, leaving some in conditions that are less than ideal for proper care and maintenance. A more permanent path forward needs to be determined to maintain city assets and allow the public works department to run more efficiently. This involves:

- Determining what the future needs are of the department.
- Identifying land/space availability and potential partnerships.
- Designing a plan to meet the needs of the department.
- Approving a path forward and obtaining funding for the project (internal/external).
- Moving forward with construction on an approved plan.

Action Needed:

Consensus on direction to staff on how to proceed with updating the Plan.