



# *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: January 21, 2021

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

Business Licensing – The new system went live on December 17<sup>th</sup> and businesses are now processing their licenses online. We are receiving regular payments and so far it has been an easy change. Our business licenses run from July to June and we may notice more activity as the renewal date nears.

Dude Solutions – Staff has access and will begin testing the work-order system, entering in assets and scheduling preventative maintenance over the next couple of months. The next phase will be developing the predictor model some time in 2021.

Rock Creek Access Committee – I have a Doodle Poll out to the committee members to determine the best day/time for the first meeting. The goal is to find a solution in time for this summer.

Year End Activities – Staff is working on the many year-end activities – 1099s, W-2s, and preparing annual reports. There will be a single-audit (A-133) focused on projects receiving federal funds in addition to our annual audit since we spent more than \$750,000 in federal funds last year. This means we will have a longer audit that needs to be completed by September.

## **Action Needed:**

None.