



# *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: Stevenson City Council  
From: Leana Kinley, City Administrator  
RE: City Administrator Staff Update  
Meeting Date: July 18, 2019

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

Water Department Update – The Consumer Confidence Report was published and sent out with the June utility bills. This report provides updates on projects that took place in 2018 and information on the composition of the city's water.

Funding Applications – Karl and I have been busy applying for Public Works Board Construction loans for School Street waterline and the matching funds for the Commerce Energy Grant for the smart water meters. We will know in August whether or not our applications are successful. The USDA Rural Development loan for the matching funds for the EDA Disaster Funding is also coming together.

Income Survey – The Income Survey for Community Development Block Grant funding determination has been completed and the city does not qualify for CDBG funds. The percentage of the city's population that is classified as Low and Moderate is around 46% rather than the 51% needed to qualify for funding. The results of the survey are attached.

BIAS Software Implementation – The Payroll and Financial modules have been active since July 1. One noticeable change is the voucher report. Utility billing and Cash Receipting will be transitioned over the end of August with the utility billing cycle. Transactions from May 29<sup>th</sup> thru the final go-live date at the end of August will be imported all at once, saving staff time. This will cause a break in financial reporting that will be fixed in September.

Lean Process Improvement – The WA State Auditor's Office Center for Government Innovation will be working with the city in the fall 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 initially take 1 day to map or process due to our small size.

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.

Business Licensing – The City has been added to the Washington State Business Licensing Service for 2020 and 2021. Once established, all new city business licenses will go through the state, saving time and effort for businesses at no additional cost. The city's fees will still apply.

Road Vacation – Staff received a petition to vacate a portion of Iman Rd. After talking with a representative of the petitioners, further information is needed before the item is ready for a public

hearing. The resolution setting the date for a public hearing has been pulled from the agenda. Staff will meet with the petitioners to gather the information needed to move their petition forward.

**Action Needed:**

None.