



City of Stevenson

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To: Stevenson City Council
From: Leana Kinley, City Administrator
RE: City Administrator Staff Update
Meeting Date: February 20, 2020

Overview of items staff has been working on over the past two months:

Project Planning – I have updated the project tracking chart for 2020 projects. There were many items completed in 2019 and staff is on track to complete the items identified in the budget process.

City Hall Refresh – Staff has been working to refresh the layout of city hall (moved the furniture) to create more usable space and additional meeting/coworking areas. In the process we are cleaning out and reorganizing files for greater efficiencies.

Smart Water Meter Project – Commerce continues to process contracts with the city's being completed by the end of January. I will work on lining up the loan finding to coincide with the grant funding for project completion by summer.

Training New Deputy Clerk Treasurer II – Anders Sorestad started with the city the beginning of the year as the new Deputy Clerk/Treasurer II. He has been getting up to speed on his position and all that it entails.

Public Records Requests – Staff and I continue to respond to public records requests which have taken up substantial time.

City Newsletter – I am working on putting together a city newsletter to communicate the rate changes and an update on the city's progress in relation to the strategic goals identified last year. The goal is for it to go out around the time of the January bills.

Annual Reporting – With the end of the year comes the beginning of the annual reporting process. January was very busy with final quarterly reports, issuing W-2s and 1099s, closing out 2019, reconciling the accounts and reporting to the state. If you haven't received your W-2 or if it is incorrect, please notify Anders or me.

Staff Holiday Potluck – Staff had a fun holiday potluck to celebrate the season and the successes of 2019.

Waterfront Project – The Port is planning a trail ceremony in the first couple of weeks in May to celebrate the completion of the project. A meeting was held on February 12th to gather input on ideas.

Street Light Retrofit – In 2018 the city received a grant for \$109,077 to retrofit existing street lights to LEDs, 100% of the cost. The City saved over \$6,000 last year on its electric bill for street lights as a result.

Permitting Module – In researching other options for tracking permits, the best option remains with BIAS. The plan to move forward with BIAS was put on hold pending a quote from the county software vendor to piggyback onto their system. The annual service fee is \$3,021 (which will be prorated for 2020) versus the over \$15,000 we were quoted for using the county's software. The plan is to implement by the end of March for improved reporting and process efficiencies.

Action Needed:

Approve moving forward with BIAS permitting software as initially planned and approved in May, 2019.