



# *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: August 20, 2020

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

COVID-19 Response – I continue to time on the response to COVID-19 communicating information and passing along requests for personal protective equipment from various government agencies. The updates have been changed to monthly. The first reimbursement request for CARES funds has been received. The deadline for CARES funds has been extended to Nov. 30<sup>th</sup> and the city will receive an additional \$24,300.

I have also been working on a policy for delinquent accounts in preparation for the end of October deadline for our waiver of enforcement actions on delinquent accounts. The Governor's office provided guidelines for a policy, which will be incorporated.

Business Licensing – Mary Corey has been working hard to provide the upload data for the over 100 business licenses in the city in preparation for transition to the state. The city will stop processing licenses on November 27<sup>th</sup> and the new system will go live on December 17<sup>th</sup>. Information will go out to businesses and the chamber as we get closer to the cut-over date. Minor changes to the business license code have been recommended to clarify the process and changes taking place.

Water Meter Change/Energy Conservation Project – Most meters have been changed out, except for a few in challenging location. Those will continue to be read manually until they can be replaced. We continue reading meters and billing customers for usage on a monthly basis.

Nuisances – There are a few active nuisances we are tracking and responding to as time allows.

Wastewater Rate Study – Anders and I reviewed a rate model this week and will begin working with it to analyze the data for determination of future rates and the structure of fees. Any changes to the rates will need to have a public hearing, which I hope to accomplish by the end of the year.

Construction Loan Applications – The Department of Ecology has opened up their round of applications for funding. Staff will be working on an application for the treatment plant and a collection system extension along Loop Rd. to Frank Johns for about \$9.9M, due October 13<sup>th</sup>.

## **Action Needed:**

None.