



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: October 17, 2019

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

Smart Water Meter Project – Recent news from the Department of Commerce is they hope to begin issuing contracts by October 25th. They will work in the order documents were received and I hope to have a contract before council at the November 21st meeting. Finance options for the match portion of the grant will be discussed at the meeting.

Building Inspector Services – Karl Russell and I met with Tim Elsea, Skamania County Public Works Director and Marlon Morat, Skamania County Building Inspector to discuss contracting with the county for building inspector services. They are open to the it and will work to present a contract to the city for implementation by the end of the year.

Lean Training – The Washington State Auditor’s Office Center for Government Innovation will be holding a Lean training with city and county staff around the permitting process on October 18th. It will be a one-day training to help improve the process and establish the future relationship with the county for building inspection services.

BIAS Software Implementation – The Permitting module is the last module to implement with BIAS, which will take place in November-December depending on staff availability.

Xpress Bill Pay Conversion –Xpress Bill Pay is up and running and we are working with customers to convert their accounts from Invoice Cloud to Xpress.

CDBG Project – There are now four projects moving forward through the Housing Rehabilitation Program paid for by a Community Development Block Grant (CDBG), passed through the city and managed by the Columbia Cascade Housing Corporation. The first reimbursement request has been submitted and should be received by the end of the month. There are about \$400k in funds available for the next 2 years.

Annual Audit – The State Auditor is having staffing challenges and requests the audit be pushed back to next year, where it will be a two-year audit instead of one. The City requests annual audits, the requirement for Stevenson is that they are performed once every three years based on our history. I am comfortable with the audit being delayed until next year.

Action Needed:

None.