



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: May 21, 2020

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

COVID-19 Response – I continue to spend a lot of time on the response to COVID-19 communicating information and passing along requests for personal protective equipment from various government agencies. Information can be found on the county website Skamaniacounty.org.

Webinars, webinars, webinars... I have been taking advantage of the multitude of meeting and training opportunities around CARES Act funding, economic recovery, COVID-19 response, best practices, AWC Small-City Connector, and many more.

Facebook Page – To increase the city's community awareness a Facebook page was created. We are not able to disallow comments, and have created a policy to manage the site (on the agenda for approval).

Energy Conservation Project – The water meters will begin being installed May 18th. Notices went out to all residences regarding the impact and we have also contacted all businesses to coordinate optimal times to switch out the meters. The energy upgrades at City Hall and the Water Treatment Plant will start June 1st.

2018/2019 Audit – The audit starts on May 18th although we have begun pulling data and answering questions. It will take place remotely and over the course of two weeks.

Permitting Module – The plan to implement this module is currently on hold due to COVID-19 and staff time constraints.

Nuisances – Staff is responding to nuisances as time allows.

Public Records Requests – Respond to public records requests as time allows.

Action Needed:

None.