



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: November 21, 2019

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

Smart Water Meter Project – Commerce continues to process contracts. The revised timeline I have is to get a contract by next year to install the meters in March, 2020.

Lean Training – The Washington State Auditor’s Office Center for Government Innovation held a Lean training with city and county staff around the permitting process on October 18th. We walked through a permit from beginning to end and are working on ironing out the kinks.

Deputy Clerk Treasurer II Position – The position has been open for a few weeks and has receive a lot of response through Indeed. The first review of applicants will be December 2nd with interviews scheduled shortly after. The goal is to have someone on board the beginning of January.

Public Records Requests – I continue to respond to public records requests which take up substantial time.

Action Needed:

None.