



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: April 16, 2020

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

COVID-19 Response – I have been spending 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 on event cancellations, the status of office access, restaurants open for take-out, etc can be found on the county website Skamaniacounty.org.

Facebook Page – To increase the city's community awareness a Facebook page was created. Posts will not allow comment and will be for broadcasting website posts and updates.

Newsletters – The Newsletters were sent out the end of March, prior to the utility bills.

MCEDD – The annual update of the regional project priority ranking for the areas Comprehensive Economic Development Strategy was approved, and the Stevenson Wastewater Project remains high on the list for Washington, ranking second. This improves the city's ranking when applying for competitive grants. A copy of the letter from MCEDD about our project being on the list is attached.

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

Energy Conservation Project – The water meters and lights have been ordered and staff has been working on the software integration between the meter reading system and the financial software.

Annual Financial Report and 2018/2019 Audit – Anders and I are wrapping up the 2019 annual financial report in time for the May 4th audit of 2018 and 2019. The audit will take place remotely and over the course of two weeks. Documents that cannot be scanned can be picked up and returned when the audit is complete.

Action Needed:

None.