



# *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: September 19, 2019

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

Smart Water Meter Project – A meeting with the Department of Commerce will take place the beginning of September and a contract may be coming before November. I am working on multiple sources of matching funds and am not having much success. An option for funding in February would be the LOCAL program through the State Treasurer's office. Interim financing may be provided through the

BIAS Software Implementation – The Payroll and Financial modules have been active since July 1. Utility billing and cash receipting were transferred over the end of August. I have been reviewing and reconciling the accounts after the transfer and cleaning up the data. Permitting will take place around November after the October billing cycle.

Xpress Bill Pay Conversion – Training for Xpress Bill Pay is scheduled next Tuesday. We are working with customers to convert their accounts from Invoice Cloud to Xpress.

Nuisances – With the increased workload of the season, staff is behind on nuisances. Other projects are deemed higher priority at the detriment to other tasks such as nuisances.

CDBG Project – There are three 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. There are about \$400k in funds available for the next 2 years.

Phone System – The phone system is all cut-over and operating. Staff is still learning the new system and we thank everyone for their patience through the transition.

## **Action Needed:**

None.