



# *City of Stevenson*

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To: Stevenson City Council  
From: Leana Kinley, City Administrator  
RE: City Administrator Staff Update  
Meeting Date: February 18, 2021

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

Project Update Report – In an effort to improve transparency and track progress on the various projects, I created project status update report. The draft was sent to council on Tuesday, February 9<sup>th</sup> for review and input. This is included in the Information section of the packet and will be updated each month.

City Website – Initially, my goal was to provide the project updates on the city website in a more dynamic way. There are many changes I would like to make to the website to make this easier, however we are unable to secure support to make changes to the city website. We have reached out to other contractors and the results are the same, slow or no response.

I attended a webinar on MunicodeWEB (the same company providing our ordinance codification, minutes and agenda services). The rough cost to get a website would be \$4,800 for a standard design and \$2,300 annually, which includes a projects directory. Attached is a list of references with examples of other websites. If council is open to this, I can attend a demo and ask for a formal quote for presentation at the March 18<sup>th</sup> council meeting.

Traffic Study RFP – The RFP for the city-wide traffic study will be published February 17<sup>th</sup> and will be due March 19<sup>th</sup>. A copy will be available on the city website and the goal is to have a contract ready for council approval at the April 15<sup>th</sup> or May 20<sup>th</sup> meeting.

Dude Solutions – Staff has access and will begin testing the work-order system, entering in assets and scheduling preventative maintenance over the next couple of months. The next phase will be developing the predictor model some time in 2021.

Year End Activities – Staff is working on preparing annual reports for the State Auditors' Office, and many other agencies as it relates to our financing and funding (USDA, Federal Highways, etc.). There will be a single-audit (A-133) focused on projects receiving federal funds in addition to our annual audit since we spent more than \$750,000 in federal funds last year. This means we will have a longer audit that needs to be completed by September.

## **Action Needed:**

Direction on a path forward for the city website.