

# CITY COUNCIL MEETING AGENDA



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## *City of Lake Stevens Vision Statement*

*By 2030, we are a sustainable community around the lake with a vibrant economy, unsurpassed infrastructure and exceptional quality of life.*

February 9, 2023 - 4:00 PM

**IN PERSON ONLY at the Hotel Bellwether, 1 Bellwether Way, Bellingham, WA 98225**

- 1. 4:00 p.m. Reception**
- 2. 5:00 p.m. Buffet Dinner**
- 3. 6:00 p.m. Discussion Items**
  - A. Introduction to the Retreat Lori Erickson
  - B. Zencity Presentation Natalie Abraham
  - C. Recap of 2022 Council Retreat Takeaways Gene Brazel
  - D. Review of Council Priorities Gene Brazel
  - E. Review of 2022 Executive Retreat Gene Brazel
  - F. Celebrate 2022 Successes Brett Gailey
- 4. Adjourn**

### ***THE PUBLIC IS INVITED TO ATTEND***

*The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.*

## 2022 Council Retreat Takeaways

| Topic                                                                                                                                                                       | Status      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Urban 3</b>                                                                                                                                                              |             |
| Look at implementing minimum story requirement for new construction, “find the carrot”                                                                                      | Pending     |
| Look at parking requirements                                                                                                                                                | Complete    |
| Allow for ADU”s                                                                                                                                                             | Complete    |
| Pre-Approved development plans                                                                                                                                              | Complete    |
| <b>Retail Strategies</b>                                                                                                                                                    |             |
| Talk with KIMCO to discuss future re-development of their site                                                                                                              | Not started |
| Improve 91 <sup>st</sup> Streetscape                                                                                                                                        | Ongoing     |
| Bring cost estimates to improvements needed (91 <sup>st</sup> )                                                                                                             | Ongoing     |
| Talk with businesses on 91 <sup>st</sup> to see if there is a return on our investment                                                                                      | Pending     |
| Is there an inventory of open space for new businesses? Is there an inventory of areas that could be redevelopment?                                                         | Ongoing     |
| Start working with existing businesses to create interest in redevelopment                                                                                                  | Pending     |
| Does it make sense to identify a regional stormwater site for 91 <sup>st</sup> ?                                                                                            | Pending     |
| Look at tax increment financing(Will discuss financing options at 2023 council retreat)                                                                                     | Complete    |
| Continue to work toward expanding the UGA to the south to SR2                                                                                                               | Underway    |
| Look into developed Totem Lake, reach out to them                                                                                                                           | Underway    |
| <b>Hartford</b>                                                                                                                                                             |             |
| Look at intersection improvement leaving Hartford entering SR92                                                                                                             | Underway    |
| Continue to work toward improving Hartford                                                                                                                                  | Underway    |
| Appears 91 <sup>st</sup> improvements is a higher priority verses Hartford due to challenges such as no sewer in Hartford while 91 <sup>st</sup> is prime for redevelopment | Underway    |
| <b>City Hall</b>                                                                                                                                                            |             |
| Look at updating construction costs if possible. Perhaps a 20% increase                                                                                                     | Complete    |
| If we go in a different direction than Chapel Hill, it needs to be communicated to the community in a clear manner                                                          | Complete    |
| <b>Museum</b>                                                                                                                                                               |             |
| Plan a meeting with the Museum Board/Council                                                                                                                                | Complete    |
| Does the Museum have funding?                                                                                                                                               | Complete    |
| Museums are learning spaces                                                                                                                                                 | Pending     |
| Get museum’s vision                                                                                                                                                         | Complete    |
| <b>Surface Water</b>                                                                                                                                                        |             |
| Continue working close with the outside agencies, Fish n Wildlife, Tribes, etc.                                                                                             | Underway    |
| Get cost estimate for feasibility study for a partial reroute of outlet                                                                                                     | Complete    |
| Weir project move forward                                                                                                                                                   | Underway    |
| <b>Street Scan Report</b>                                                                                                                                                   |             |
| Might need to do another scan next year to have data to compare                                                                                                             | Ongoing     |
| Publish project list and put on our website, the project list with good project description                                                                                 | Complete    |
| Use bonds to get projects started and use future fees to repay bonds (Voted Sales Tax increase)                                                                             | Underway    |
| Implement Stormwater tax, 2024                                                                                                                                              | Ongoing     |
| Put Sales Tax increase on the ballot in November, with sunset 10yrs                                                                                                         | Complete    |
| Put together a 10yr project list                                                                                                                                            | Complete    |
| Sidewalk Upgrade list will be focused around schools                                                                                                                        | Complete    |
| File for ballot measure in August                                                                                                                                           | Complete    |
| <b>Fireworks</b>                                                                                                                                                            |             |
| Notify the public when fireworks are allowed and when they’re not                                                                                                           | Complete    |
| PD/PW will get information on the reader boards                                                                                                                             | Complete    |
| Post and continue to not allow fireworks be shot off on city property                                                                                                       | Complete    |

### Council Procedures

|                                                                                                                                                                                 |          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Motion to withdraw the entire dangerous dog ord. Bring back to the next council meeting and ask Greg to ensure the motion didn't die due to no action (update: motion has died) | Complete |
| Add a land acknowledgement statement at the beginning of all council meetings? (mayor and anji to research)                                                                     | Pending  |
| Keep ability to remote into a meeting                                                                                                                                           | Ongoing  |
| Continue to allow citizens to remote in for citizen comment (form required) (mayor and Kelly to discuss) (add form to meeting login menu)                                       | Ongoing  |
| Possibly have the ability for citizens to vote or agree with prior posted citizen comments (Troy's comment)                                                                     | On Hold  |
| Council agrees to try and ask staff questions in advance of a council meeting                                                                                                   | Complete |

### UGA

|                                                                                 |         |
|---------------------------------------------------------------------------------|---------|
| Bring back to Council, either island or interlocal annexation in remaining area | Pending |
| Ensure the public understands where the tax's go, ie road maintenance           | Ongoing |

### Council Priorities

| <b>Title</b>                                       | <b>Action/Current Status</b>                                                                                                          | <b>Final Status</b> |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Sewer District Merger                              | District is preparing a final unification document with delivery date of 2/15/2023                                                    | In Process          |
| Public Works Accreditation                         | We have a tracking spreadsheet and chart for tracking progress and this will be provided to Council monthly.                          | In Process          |
| Council Retreat Takeaways                          | Update will be provided at the 2023 Council Retreat                                                                                   | In Process          |
| Council and Planning Commission Collaboration      | Joint meeting occurred January 2023 and the PC workplan was approved by council.                                                      | Complete            |
| Budget Process                                     | Council had involvement in the 2023 Budget process.                                                                                   | Complete            |
| Parks Department Inventory and Schedule            | Parks inventory is complete, 5 year plan presented to council and a parks maintenance plan is being developed.                        | Complete            |
| City of Everett Water Easement                     | Everett provided a draft agreement the first week of February 2023. Waiting on City review and comment.                               | In Process          |
| Sewer District-Public Works/Parks Shop Partnership | The City and the District are working to extend sewer to the Public Works shop location.                                              | In Process          |
| Council/Sewer District Joint Hiring                | All possible shared positions are being reviewed by both the City and the District.                                                   | In Process          |
| Sewer District Fund Allocation-2023 Budget         | Funds have been allocated in the 2023 budget process.                                                                                 | Complete            |
| Mill Spur, Grimm House and Out Lot                 | As progress is made, staff will update council.                                                                                       | In Process          |
| Sound Wall Maintenance                             | SR9 is a top priority for WSDOT and should graffiti happen, they address it immediately.                                              | In Process          |
| Gateway Sign installation Project                  | Met with the vendor, gave notice to proceed.                                                                                          | In Process          |
| Councilmember Photo's City Hall                    | 1st round photographs complete-Updated photographs schedule 2/21/23                                                                   | Complete            |
| Eminent Domain Process – Powerlines                | Parks staff asked city attorney for a status update to share with council. Updates will be made at 2023 retreat.                      | In Process          |
| North Cascades Crew Team Displacement              | Waiting on permits and then final installation.                                                                                       | In Process          |
| Public Safety                                      | Public safety prioritized during the 2023 budget process. Light duty public works vehicle replacement implemented through Enterprise. | In Process          |

| Action Steps from the 2022 Fall Retreat                                                               | Status                                   |
|-------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>Data Management Storage</b>                                                                        |                                          |
| Review CDW Contract/Budget                                                                            | In Progress                              |
| Review Laserfiche Contract                                                                            | Complete                                 |
| Records Management Policy                                                                             | Part of topic 1. Workgroup will work on. |
| Develop document/business processes                                                                   | Part of topic 1. Workgroup will work on. |
| Email process for Barricuda                                                                           | Part of topic 1. Workgroup will work on. |
| Develop training on sharepoint/TEAMS/Compliance center                                                | Part of topic 1. Workgroup will work on. |
|                                                                                                       |                                          |
| <b>Onboarding</b>                                                                                     |                                          |
| Create onboarding template(memos,fonts ect)                                                           | In Progress                              |
| Develop onboarding norms (timeslines, focus on checklist, mastery)                                    | Complete                                 |
| Onboarding supervisors(for those promoted)                                                            | Complete                                 |
| <b>Professionalism</b>                                                                                |                                          |
| Create email ettiquetter guidelines(don't say thank you)                                              |                                          |
|                                                                                                       |                                          |
| Creat/adopt correspondence guidelines-create taskforce                                                | In Progress                              |
| Revamp powerpoint templates                                                                           | In Progress                              |
| Sewer assumption - make sure they feel that they are part of the team. What does rebranding look like | In Progress                              |
| Demo Neogov-Payroll, time and attendance                                                              | Done                                     |
| Get quote from Neogov to expand modules                                                               | Complete                                 |
| Lake Stevens Polos-use at events or give at onboarding                                                | In Progress                              |
| Recognition Video-quick video updates (interview staff, mayor, share and celeb                        | In Progress                              |
| (ride alongs on fridays) Look into local AV at Snoisle, high school or EVCC                           | In Progress                              |
|                                                                                                       |                                          |
| <b>Leadership Training</b>                                                                            |                                          |
| Leadership Training                                                                                   | Complete                                 |
| Servant Leadership/trust and accountability \$3500 flat rate                                          | Complete                                 |
| Schedule the training                                                                                 | Complete                                 |
| Contact Weaver for social media training                                                              | In Progress                              |
|                                                                                                       |                                          |
| <b>Culture/ Recognition</b>                                                                           |                                          |
| All city banquet-schedule, how do we nominate employees/write ups                                     | In Progress                              |
| Create recognition process, who, how they nominate                                                    | Complete                                 |

|                                                                  |          |
|------------------------------------------------------------------|----------|
|                                                                  |          |
| <b>City Hall</b>                                                 |          |
| Whats the OandM cost of the new community center                 | Pending  |
|                                                                  |          |
|                                                                  |          |
| <b>New Parks Department</b>                                      |          |
| Parks director job description(recruiting plan)                  | Complete |
| Open job announcement                                            | Complete |
|                                                                  |          |
|                                                                  |          |
| <b>PassPorts</b>                                                 |          |
| Passport logistics                                               | Hold     |
| Passport authorization                                           | Hold     |
|                                                                  |          |
| <b>Simplified Budget</b>                                         |          |
| Simplified budget research                                       | Complete |
| Biennial budget planning                                         | Complete |
| Each department to look at budget lines for items and reductions | Complete |



# Celebrate Success 2022

## **Information Technology**

- Successful migration of manual pet licensing process to online citizen self-service portal.
- Successful launch of Civic REC online reservation for facility rentals.
- The ITD has created 13 public maps and applications, and 3 dashboards, 25 internal maps and applications some of which are integrated into TEAMS for police to find property owners, snow routes.
- Implemented a city-wide enterprise password manager to improve the security posture from storing passwords into browsers.
- Successfully completed our CJIS security audit, PCI DSS audit, and our WCIA Cybersecurity audit.
- Successfully recruited and hired a new Systems Engineer with over 25+ years of experience in the industry with 11-years' experience in government.

## **Police Department**

- Implementation of Body Worn Cameras
- 2022 Citizen's Academy
- Relaunch of Explorer Program
- Implementation of Drone Program
- Creation of training and an on-boarding program for Record's Supervisor.
- Field Training Program for Records Unit and simultaneously completing field training to two new staff members
- Creating a Community Service Officer position and hiring an employee. CSO successfully graduated from Animal Control Academy
- FBI-LEEDA Trilogy Awards – Records Supervisor LeBlanc, Commander Thomas, Sergeant Valvick, Sergeant Hingtgen Sergeant Barnes, and Deputy Chief Young
- Retirements – Sergeant Miner, Commander R. Brooks, and Sergeant Summers
- K-9 CIA first narcotics K-9 in State certified and trained in fentanyl detection.
- K-9 CIA received a ballistic vest donated through a grant program.
- Officer Irwin earned his NASRO SRO Practitioner Certification
- Hired Deputy Chief Young
- Promoted Commander Thomas
- Promoted (3) sergeants and assigned (3) corporals to their position within the department.
- Added additional field training officers.
- Hired two new Records Specialists
- Hired three new police officers
- CSO Cooper selected to serve on the board of the Washington Animal Control Association (WACA).



## **Administration**

- Coordinated, Processed and Released– close to 900 public records requests.
- Successful launch of Civic Clerk Program. Staff were trained and onboarded, so the city is now able to produce fully electronic agendas and agenda packets for city council and all boards and commissions.
- Created and launched city wide public records onboarding training
- Graduated Professional Development I through the Washington Municipal Clerks Association.
- Attended the 2022 WMCA Clerk's Conference
- Transitioned all city-wide meetings from virtual to hybrid format
- Facilitated first annual City of Lake Stevens Legislative Breakfast in August 2022
- Worked closely with Snohomish County Elections to ensure Transportation Benefit timeline was successful
- Formed Records Management group to address updating the retention of city records
- Launched a workplan for city wide conversion to Sharepoint in 2023
- Streamlined City Youtube page
- Updated council photos
- Filled multiple open board and commission appointments

## **Finance**

- Created and filled Capital Project/Grant Accountant position
- Full implementation of ClearGov Transparency Page
- Created electronic Budget Book through Clear Gov
- Updated Comprehensive Procurement Policy
- Worked closely with commercial broker to complete commercial lease extensions
- Submitted timely financial reports to City Council and State Auditors
- Administration of ARPA Grant
- Implemented electronic record keeping for cash receipting
- Set up various TEAMS channels for moving files
- Adopted 2023 Budget
- Successful completion of 2021 Financial Statement Audit
- Processed 35 new hires in Payroll
- Finalized Grant Funding Agreements
  - Lake Stevens Senior Center
  - Lake Stevens Community Food Bank
  - Volunteers of America
- **Department Collaborations**
  - Implementation of Civic Rec for online rental reservations
  - LEAN Payroll project with HR
  - Transportation Benefit District timeline and funding
  - Assisting PW Department with capital project contracts, closeouts, and grant administration
- **Staff Development**
  - Graduated multiple staff through Green Belt LEAN training
  - Washington Finance Officers Association annual conference
  - ARPA Monthly Updates
  - BARS Trainings
  - Federal Grant Training
  - TEAMS Training

## **Community Development**

- PCD welcomed Building Official Carol Manus; Permit Specialist Natalie Held; Permit Lead Cody Schwindt; Building Inspectors Caleb Glaser and Angel Barron; Senior Planner Christi Schmidt; Assistant Planner Nico Faz; and Code Enforcement Officer Cameron Fauth.
- Processed 1,119 building permits and 175 land use permits
  - Commercial Development – Costco opened December 2022, Wet Rabbit Carwash, Soper Hill Landing underway (Arco, Chipotle and Starbucks under construction)
  - 244 new single-family residences
- Received 92 code enforcement complaints.
- 61 Code enforcement cases are active and 112 closed this year
- Economic Development – city has worked with Urban 3 to analyze tax valuations and building information in four areas in the city to help prioritize capital investments and worked with Retail Strategies to help recruit commercial development into the city.
- Long-range Planning – the city completed its 2022 Comprehensive Plan Update, is in the process of completing a minor update to the Shoreline Master Program and has started a Housing Action Plan and Infrastructure Analysis for the Industrial Center. Staff worked on the following code amendments in 2022: Stormwater Management Manual, Short-Term Rentals (Tourist Homes), Storage Facilities and Code Clean-up. In addition, staff worked with the county on an updated buildable lands report, new growth targets and housing allocations.
- Planning related grants
  - Climate Action Plan – \$80,000
  - Housing Action Plan – \$100,000
  - GMA Planning - \$120,000
- Other pending grants:
  - South Lake Stevens Multiuse Path – \$3 million
  - 16th Street SE – \$2.5 million
  - 20th Street NE / Main Street Intersection – \$2.5 million
  - Museum – \$995,567
  - Industrial Site Readiness – \$260,000



### **Parks & Recreation-(Brand New Department)**

- Hired the new Parks & Recreation Director Sarah Garceau
- Completed a full parks inventory
- Prepared a 5-year plan for the parks system
- Parks related grants
  - Frontier Height – \$850,000
  - Eagle Ridge Park – \$428,000
  - North Cove Park Guest Moorage – \$116,245

## **Human Resources**

- **Recruiting**
  - Hired: 35 regular employees, 2 seasonals, promoted: 11
  - Collaborated with Police Chief to update hiring process to better compete with other agencies for limited number of candidates.
  - Conducted 19 rounds of Police Oral Boards.
  - Attended several recruiting events including Lake Stevens Farmers Market, Snohomish County Regional Job & Resource Fair (Spring & Summer), and Snohomish County Government Job Fair (helped coordinate).
  - Onboarded 2 new fabulous HR staff (HR Tech and Risk Manager).
- **Performance/Training**
  - Implemented electronic Performance Evaluation Program -ALL employees are now receiving performance evaluations.
  - Secured \$6,065 training cost reimbursement through WCIA.
  - HR Specific Professional Involvement & Training:
    - Labor Relations Institute (Anya & Julie)
    - WAPELRA Fall Conference (Anya & Julie =WAPELRA Board Member)
    - AWC Employee Benefits Advisory Committee Board Member (Julie)
    - Civil Service Conference (Julie)
    - NEOGOV Conference (Anya, Julie & Annette)
    - LEAN Six Sigma Green Belt Training (Annette & Max)
    - WCIA Human Resources Forum (Anya & Julie)
    - FEMA CERT Program Manager Course (Max)
    - Governors Health and Safety Conference (Max)
- **Benefits**
  - Held Employee Benefits Fair - Attended by approximately 50 employees (10 benefit vendors onsite to meet with employees).
  - Conducted and extended Open Enrollment for 2023 Benefits.
  - Approved and awarded to be a AWC WellCity in 2023.
- **Interdepartmental Collaborations**
  - Completed and collaborated on LEAN process improvement with the Police Department and Finance (HR/Payroll process improvement).
  - Risk
  - Continued management of COVID-19 pandemic in the workplace.
  - Completed Audiology testing & hearing protection fitting for 54 employees.
  - L&I claims processed = 11

- Federal/State [protected] leaves processed= 19
  - Public Works Accreditation Process - Tasks completed: 36 of 55 assigned to HR
  - Only 11 liability claims against the city processed through WCIA.
  - Only 1 Auto and 1 Property claim filed with WCIA.
  - Passed WCIA audit with no action items - Total incurred amount over a 5-year period is only \$239,727 which is -84% from the expected incurred amount. This is down from our group average by 81%.
- **Safety**
  - Brought in new D&A testing facility to do on-site testing - Saves 2-3 hours of travel time due to leaving worksite, and travel to and from Kaiser & reduces liability of employee driving to and from testing facility regarding D&A test.
  - Developed new city-wide Accident Prevention Plan with 17 policies outlining safety requirements and procedures.
  - Developed a specialized safety training program for the Public Works, and Parks and Recreation Departments delivered by external contractors NWFF with a focus on high-risk activities and hands-on training exercises.
  - Reactivated the city's Safety Committee with employees from all city departments participating in monthly meeting.
- **Implementation of NEOGOV PreBoard/Onboard/Offboard**
  - Implementation of the digital OnBoard/PreBoard/Offboard process began in September and as of December 1st the system was fully functional and ready for the first hire.
  - The OnBoard platform will streamline the new hire process and forward forms electronically to proper stake holders.
  - Preboard will engage the new hire from the time of accepting the job offer. The portal will give the new hire great information about benefits and what to expect the first day.
  - The Offboard process will take the employee through the process of leaving the City. Data can be pulled from the exit survey and exported for reports to assist with retention efforts. The process will also help with better accountability in tracking City assets.
- **Other**
  - Project setup and management for APWA Accreditation Process (Max)
  - Responded to 24 complex Public Records Requests in 2022, amounting to over 225 hours of staff time
  - Initiated Snohomish County HR Leaders Cohort with the objective to collaborate with other government agency HR (Any).



*One Community Around the Lake*

- Sponsored both the Wellness and Recognition Committee events:
- Wellness (turkey bowl, trail to happiness, step competitions)
- Recognition held first annual all-city awards ceremony and celebration. Also held a summer appreciation event for employees and their families

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**City of Lake Stevens**  
**City Administrator**

1812 Main Street | PO Box 257 | Lake Stevens, WA 98258-0257  
[www.lakestevenswa.gov](http://www.lakestevenswa.gov)



## **Public Works**

### **Administration**

#### **1. Organization Improvement**

Developed work order system using Microsoft Teams  
Launched the 24-month Public Works Accreditation process  
Relaunched geospatial asset management system that will be deployed in Q1 2023  
Created core values and department goals that will be the foundation of a department strategic plan.

#### **2. Personnel**

Completed safety training program for public works field staff and administrative staff  
Implemented NEOGov training and personnel review program  
Hosted the first PW “Rodeo” to train employees on safe use of equipment, including snowplows  
Completed department wide ADA training

#### **3. Facility Improvement**

Completed installation of security system at public works shop including automated gate, Sonitrol Access control on all exterior doors and an exterior security camera system.

#### **4. Fleet Management**

Developed fleet management plan including inspection program and leasing of light-duty vehicles to maintain a lower cost and more reliable fleet.

#### **5. Capital Facilities Planning**

Developed 6-year Capital Improvement Plan, ranking projects using objective criteria.  
Developed 20-year Capital Facilities Plan  
Developed Transportation Benefit District capital project plan

### **Engineering**

#### **6. ADA Compliance**

Created ADA accommodation program including appointing an ADA coordinator  
Actively advancing the ADA Transition Plan and self-evaluation of public right-of-way and city owned facilities

#### **7. Capital Projects**

Completed the Mill Spur Road project in downtown Lake Stevens

Replaced 14 ADA ramps  
Completed Annual Pavement Overlay Program to preserve the city's roadways  
Inspected and monitored construction projects across the city including the new Costco facility and the Soper Hill Commercial development  
Coordinated with WSDOT to construct the new roundabout at SR 9 and South Lake Stevens Road and the roundabout improvements at Frontier Village  
Executed contracts with consultants to design the South Lake Stevens Path Phases II and III, and Main Street Improvements  
Worked closely with the school district to develop capital projects or safety improvements near several schools in the city  
Completed a pedestrian pathway adjacent to Sunnycrest Elementary School  
Completed design of the Mill Spur Concession/Restroom facility  
Refreshed long line lane striping throughout the city  
Completed project to fabricate and replace the floating docks at Davie Beach.  
Completed improvements to the North Cove playground

#### **8. Other Engineering**

Completed roadway sign survey and sidewalk survey  
Staff completed Green Belt Lean training, APWA Leadership courses, and APWA Construction Inspection workshops

### **Surface Water (Administration)**

With the support of the Council and Mayor, created a Surface Water Division including new positions and organization structure to focus on water quality and flood mitigation.

#### **9. Water Quality**

Treated aquatic vegetation and assessed phosphorus concentrations in Lake Stevens  
Developed a source control ordinance that will allow the city to monitor commercial/industrial businesses for water quality impacts and enforce compliance  
Inventoried all public and private stormwater facilities for the first time in nearly a decade  
Developed stormwater pollution prevention plans for the city's decant facility and public works yard. This plan provides information and guidance to improve water quality.  
Developed an operations and maintenance plan for the city's decant facility.

#### **10. Flood Mitigation**

Advanced study of lake outlet that will include outlet channel realignment and an upgraded weir that will improve fish passage and automate lake level control  
Developed program to maintain vegetation in the lake outlet channel to reduce the occurrence and severity of flooding in the downstream channel and on the lake.



Executed a contract with a vendor to manage beaver dams impacting public property throughout the city, rather than using city employees for this purpose.

## **Facilities**

Tasks Completed 335

Improved maintenance and level of service of city facilities with two new positions and dedicated employees.

## **Streets**

Tasks completed = 267 recorded since mid-August

\*Task list was accidentally deleted mid-August so a good estimate for what was lost from the previous 7.5 months would be roughly 540 tasks

### **11. Potholes**

34 tons of asphalt was used for repair of Potholes and small shoulder repair.

5 Pallets of EZ Street asphalt patch were ordered on the following days:

- 1 pallet May 18<sup>th</sup>.
- 1 pallet March 16<sup>th</sup>.
- 1 pallet March 9<sup>th</sup>.
- 1 Pallet January 31<sup>st</sup>.
- 1 pallet January 12<sup>th</sup>.

Each pallet is roughly 2800 lbs. x 5 = 14,000 lbs. or 7 tons of asphalt for pothole repair

### **12. Street Painting**

- a. Red- 1764 Linear feet of Curbs for No Parking areas
- b. White- 1080 Linear feet for parking lots and Stop bars

### **13. Thermoplastic**

565 linear feet of Stop bars and X-walks

### **14. ADA Sidewalk Grinding**

141 locations = 552.8 Linear Feet of grinding

### **15. Sidewalk repair/replacement of complete panels**

72 linear feet.

### **16. Shoulder vegetation maintenance**

- a. 486 miles -Shoulder mower machine
- b. 19 miles -Shoulder mowing (weed eaters/trimmers (by hand)

### **17. New Sign installation (New posts, and bases)**

- a. 185 Metal posts and bases
- b. 600 + New sign installation (standard signs including regulatory, warning, guide, custom and beautification)



## **Stormwater**

- 24 major catch basin repairs
- 60ft of storm pipe repaired and/or replaced
- 1260 lane miles estimated swept
- 68 truckloads of material hauled out from the decant facility totaling 611 tons
- 34 storm ponds/facilities maintained
- 27 detention pipes maintained
- 7 vaults Cleaned
- Estimated 1191' of ditch maintained
- 80 percent (~4,200) of the storm basins were cleaned

## **Fleet**

Procured the following vehicles/equipment

- 5 Ford Mavericks
- Green Climber Remote Mower
- John Deere Backhoe
- Roll off with plow attachment and dump box
- Ford Explorer
- Suburban
- Fuso Flatbed – Purchased from the Sewer District
- 2 hydraulic lift dump trailers
- Implemented Vehicle Inspection Form and Process

## **Weather Event Responses**

- 4 Snow/Ice Event Responses
- Windstorm in November
- Flooding in December